



Honeywell Primary School Recruitment Pack Teaching Assistant in the Classroom KS1/KS2

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Honeywell Primary School From the Headteacher

Dear Applicant,

Thank you for your interest in the post of Teaching Assistant – Classroom at Honeywell Primary School. We are a growing and ambitious city school with the most amazing children and a fantastic and supportive staff team who offer our pupils engaging and inspiring learning opportunities every single day.

Our GOOD Ofsted report in May 2023 stated **"Honeywell Primary is a welcoming school where pupils feel happy and safe. Adults know children very well and care about them. Staff provide strong pastoral support that builds pupils' confidence and self-esteem.** We are looking for someone who is dynamic and committed that they can offer our school a wide and varied skill base, which will support across the classroom, learning and development of our ambitious pupils.

Honeywell Primary School is part of Mercian Educational Trust and benefits from the support and partnership of the schools who complete our wider trust community.

The vacancy is for:

- 1 Teaching Assistant at 27 hours per week to be worked over 5 days.
- The start date will be ASAP.
- This post is permanent.
- The pay scale for this post is TA2 SCP 5 to SCP 6 FTE - £23,500 - £23,893

The ideal candidate will have some previous experience of working with children.

We are looking for someone who:

- Is calm and consistent in their approach.
- Is committed to maintaining our high standards and wants to make a difference.
- Is passionate about the ethos and values of the school.
- Will be part of the class team and will assume other responsibilities as required.

If you would like to find out a little more about our school, you may choose to view our website www.honeywellprimary.org.uk, our Twitter feed https://twitter.com/honeywell_ps or our Facebook page <https://www.facebook.com/HoneywellPrimarySchool>

The process:

All applicants are required to fully complete the enclosed application form. Applications on any other form will not be accepted.

Applications must include details of two references. These must be recent and usually one will be your current or most recent employer. We will ask for references for all candidates who are shortlisted, prior to interview, and we may contact any previous employer listed on your form to clarify information. Shortlisting will be based on the applicants' suitability for the post linked to the job description and person specification, please make sure your application matches these requirements. **The closing date is 12 noon on Friday 5th July 2024.** Applicants will be invited to interview via email the following week. **The interview date will be Tuesday 9th July 2024.**

We look forward to receiving your application.

Yours faithfully,

Mr A Morley
Headteacher



Honeywell Primary School

Teaching Assistant Job Advert & Description

Teaching Assistant (Grade 2)

Job Title: Teaching Assistant – Classroom

Line Manager: Mr A Morley – Headteacher

Responsible to: Headteacher

Employer: Mercian Educational Trust

Main Functions:

- To support class teachers to impact on learning and raise the attainment of all pupils.
- To support the pastoral development of all pupils, including those with emotional and behavioural needs.
- To promote pupils' self-esteem and independence and social inclusion.
- To give support to pupils, individually or in groups, so they can access the curriculum, take part in learning opportunities and experience a sense of achievement.
- To establish caring, supportive relationships with pupils.
- To support the positive inclusive ethos of the school and follow its routines and procedures

Duties & Responsibilities:

Teaching and learning

- Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all pupils particularly, those with SEND
- Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities
- Use effective positive behaviour management strategies consistently in line with the school's policy and procedures
- Support class teachers with maintaining strong positive relationships with pupils, managing behaviour effectively to ensure an effective and safe learning environment
- Organise and manage the teaching space and resources to help maintain a stimulating and safe learning environment
- Carry out specific formal and responsive interventions as directed by the class teacher or SENDCo.
- Observe pupil performance and pass observations on to the class teacher or supervise a class if the teacher is temporarily unavailable
- Use ICT skills to advance pupils' learning
- Undertake any other relevant duties given by the class teacher



Planning

- Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress as appropriate to the level of the role
- Read and understand the TA role in lesson plans shared prior to lessons
- Prepare the classroom for lessons – resources, IT, furniture, etc

Working with colleagues and other relevant professionals

- Communicate effectively with other staff members and pupils, and with parents and carers under the direction of the class teacher
- Communicate their knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision.
- With the class teacher, keep other professionals accurately informed of performance and progress or concerns they may have about the pupils they work with
- Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers.
- Collaborate and work with colleagues and other relevant professionals within and beyond the school.
- Develop effective professional relationships with colleagues.

Whole-school organisation, strategy and development

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision
- Make a positive contribution to the wider life and ethos of the school

Health and safety

- Promote the safety and wellbeing of all pupils, and help to safeguard pupils' well-being by following the requirements of Keeping Children Safe in Education and our school's child protection policy

Professional development

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- Take part in the school's appraisal procedures

Personal and professional conduct

- Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community
- Respect individual differences and cultural diversity

To carry out the above duties in accordance with the school's Equal Opportunities Policy.



This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonable expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.

Special Conditions

The post holder will be subject to an enhanced DBS disclosure and suitability check to satisfy child protection requirements. The post is exempt from the provisions of the Rehabilitation of Offenders Act and all convictions or cautions must be declared.

At all times ensure that priority is given to the safeguarding of young people and that Safeguarding Policies and Procedures are followed.

This Job Description may be amended at any time, according to the changing priorities of the school as identified within the school's strategic plan and in consultation with the post holder.

Honeywell Primary School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

Visits to the school are strongly encouraged. Please contact Katie Collett, Senior Administrator, in the school office on 01905 423228 or at kcollett@metacademies.org.uk to arrange a convenient date and time.

Closing date: **Friday 5th July 2024 at 12noon**

Interviews: **Tuesday 9th July 2024**



Honeywell Primary School About Our School

We are lucky that our school is set within fantastic grounds with large fields, play areas and a Forest School site to provide our children with many exciting and stimulating outdoor education opportunities.

Currently we have 172 children on roll, taught in 7 classes in a safe friendly and welcoming learning environment by a talented staff team with the highest expectations for every child. We strive to teach a creative and varied connected curriculum, enriched by a range of opportunities and experiences both and in and out of the classroom.

We have developed our own set of key school values and are proud that our children demonstrate tolerance, compassion, and respect, recognising their responsibilities in contributing to a successful wider community.

It is our aim to develop resourceful and responsible young people who have successfully acquired the essential knowledge and learning skills that they will need for life. We look forward to welcoming you and your children to our happy and popular school.

We are looking forward to meeting you.

| Key Information about Honeywell Primary School | |
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| Type of school | Primary Academy |
| Age Range | 4 -11 |
| Location | Tudor Way, Worcester WR2 5QH |
| Trust | Mercian Educational Trust |
| Number of children | 172 |
| Number of classes | 6 |
| Average class size (primary) | 24 |
| % Eligible for Pupil Premium Funding | 57.7% |

