



Walkwood

Church of England  Middle School



Recruitment information: Teaching Assistant



Headteacher's introduction

Thank you for taking time to request information about the appointment of a Teaching Assistant at Walkwood Church of England Middle School. Our school is “middle deemed secondary”, and the timetable is run as for a secondary school, with emphasis placed on subject specialisms.

We set high aspirations for all our pupils, both academically and socially. Our Christian values lie at the heart of our work, and we provide a broad, rich, stimulating education to develop a passion for learning in all children. We aim to challenge all our children within a safe and supportive environment, encouraging them to become reflective, resilient learners and achieve academic excellence. High standards for behaviour across the school are promoted by all staff to enable a purposeful learning environment in which all children can flourish.

We are looking for a passionate and empowering teaching assistant with a clear understanding of the most effective strategies to support pupil's emotional wellbeing throughout their time at Walkwood. They will enjoy working as part of a SEND team and demonstrate the ability to establish highly effective working relationships with pupils and their families, acting as an outstanding role model. Previous experience of supporting pupils with autism is desirable for this role, together with GCSE passes in Maths and English (C/4+) or equivalent.

If you wish to be considered for this post at Walkwood Middle School, please complete an application form. Kindly send your documents to recruitment@walkwoodms.worcs.sch.uk by **9.00am** on the **4th October 2024**. Short-listed candidates will be contacted soon after this date and interviews will be held 8th October 2024 with a view to starting as soon as possible.. Tours of the school will be part of the interview day.

If you feel you are ready for a new role, working collaboratively with pupils, staff and the wider Trust, then I look forward to receiving your application.

Yours sincerely,
Mrs Caroline Lowe
Headteacher



Job description

Part I

This job description forms part of the contract of employment. It is an outline of the main duties and responsibilities expected of the role and it is not a definite list. Specific responsibilities will be agreed with the headteacher as part of the SLT review.

Part II

Post title:	Teaching Assistant
Salary and Grade:	TA2 £ 23,500 to £ 23,893 pro rata
Responsible to:	Special Educational Needs and disabilities Coordinator
Hours of work:	20 ¼ hours per week, 3 days a week term time only plus 3 Inset days

Purpose of the Job

To work collaboratively with the classroom teacher with their responsibility for the development and education of children, including those with special physical, emotional and educational needs, by utilising details knowledge and specialist skills.

Part III

Main responsibilities are to:

Under the educational plan agreed with the teacher or designated supervisor:

- Support the activities of individuals or groups of children to ensure their safety and facilitate their physical and emotional development.
- Use specialist skills to undertake those activities necessary to meet the physical and emotional needs of pupils.
- Use skills to foster the intellectual and social development of children. Undertake those activities necessary to meet the physical and emotional needs of individuals and groups of children, including pupils with educational, physical or emotional special needs.
- Undertake those activities necessary to foster the intellectual and social development of children.
- To feedback to class teachers, achievements, problems, and concerns to designated supervisor.
- Actively engage in the delivery of the educational work programme and activities developed by the classroom teacher.
- To present a good image and carry out duties in a way which promotes the School's Aims and Values.



- To comply with the requirements of the Health and Safety at Work Regulations. To take reasonable care for the Health and Safety of him/herself and others affected by his/her work and to co-operate with employers in ensuring the Health and Safety responsibilities are carried out.
- All staff within the school are expected to demonstrate a commitment to safeguarding children.
- Undertake such duties and work hours as agreed with the Line Manager and carry out duties as may be required from time to time as detailed by the Line Manager.

All staff within the school are expected to demonstrate a commitment to safeguarding children.

The job description is not necessarily a comprehensive definition of the post and you may be required to undertake such other tasks appropriate to the level of appointment as the Headteacher and Governing Body may require. It may be reviewed annually or earlier if necessary and it may be subject to modification or amendment after consultation with the post holder.

The school is committed to safeguarding, the well-being of children and young people and the promotion of fundamental British values and expects all staff and volunteers to share this commitment.

Signed : Date.....

Signed : Date.....

For and on behalf of Walkwood CE Middle School



Person Specification

Area of focus	Essential	Desirable
Education and training <i>(academic and vocational)</i>	<ul style="list-style-type: none"> GCSE passes in Maths and English (C/4+) or equivalent. 	<ul style="list-style-type: none"> Knowledge of SEN Code of Practice
Experience and achievements <i>(paid/unpaid)</i>		<ul style="list-style-type: none"> Experience of working as a Teaching Assistant supporting pupils in a classroom environment, including those with special needs.
Skills, abilities and personal qualities	<ul style="list-style-type: none"> Ability to establish good working relationships with pupils acting as a role model. Excellent communication skills and the ability to assist members of the public with queries and complaints. Ability to work as part of a team. Must have a commitment to safeguarding children. 	
Other relevant factors	<ul style="list-style-type: none"> Good working knowledge of, and be able to follow, relevant school policies Approachable attitude when dealing with pupils, parents or other visitors. 	Ability to be flexible when <i>it's one of those days!</i>

Note: The Academy is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. Appointments to this post will be subject to receipt of satisfactory Enhanced Disclosure and Barring Service (DBS) check.





“Therefore, my beloved, be steadfast, immovable, always excelling in the work of the Lord, because you know that in the Lord your labour is not in vain.”

2 Corinthians 15: 58



I pray that you may have the power to comprehend, with all the saints, what is the breadth and length and height and depth, and to know the love of Christ that surpasses knowledge, so that you may be filled with all the fullness of God.’

Ephesians 3:18-19

