



TEACHING ASSISTANT VACANCY (Including Wrap Around Care)

Contract of employment: Temporary until 22/7/2025

Working hours: 31.25 hours per week - Term Time Only (Mon-Fri 7.45am – 3.00pm 1 hour for lunch)

Pay: Point 3 = £11.79 per hour

We wish to appoint an enthusiastic Teaching Assistant to start as soon as possible. The successful candidate will be enthusiastic, highly motivated and demonstrate a passion for teaching and learning.

Chipping Warden Primary Academy is part of the Prime7 Multi-Academy Trust and is a popular, friendly and lively small village school (NOR 81). The school prides itself on its positive learning atmosphere and children who are enthusiastic about learning.

Prime7 MAT/Chipping Warden Primary Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Therefore, the successful candidate would need to undergo a DBS check and be committed to the safeguarding of children.

We are an equal opportunities employer.

The new role will begin in as soon as possible and is a temporary contract until 22 July 2025. The closing date for applications is Monday 16 September at 9am and interviews will take place on Thursday 19th September.

For further information, please visit [Vacancies | Chipping Warden Primary Academy](#) If you wish to find out more about the role, please contact Hazel Williams – Headteacher at head@cwpa.prime7.org.uk or call 01295 660616. Visits to the school are welcomed and we look forward to showing you around our school.

How to Apply

To apply for this position, please complete the Trust Application Form that can be found at [Vacancies | Chipping Warden Primary Academy](#) and submit, together with a letter of application. Please return by email to Lisa Macdonald admin@prime7.org.uk

Job Description

Main purpose

- Work with class teachers to raise the learning and attainment of pupils
- Promote pupils' independence, self-esteem and social inclusion
- Give support to pupils, individually or in groups, so they can access the curriculum, take part in Learning and experience a sense of achievement.

Duties and 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 including, where appropriate, those with special educational needs and disabilities (SEND)
- Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities
- Use effective behaviour management strategies consistently in line with the school's policy and procedures
- Support class teachers with maintaining good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment
- Organise and manage teaching space and resources to help maintain a stimulating and safe learning environment
- Observe pupil performance and pass observations on to the class teacher
- 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 lesson plans shared prior to lessons, if available
- Prepare the classroom for lessons

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 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
- Look after children who are upset or have had accidents
- Administer basic first aid if needed

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

Wrap Around Care

Main duties and responsibilities:

- To create a safe, welcoming and inclusive environment for all children
- To share responsibility for the welfare of all the children at the club, following procedures to ensure consistent, high quality care
- To be vigilant and protect children from harm or abuse, reporting any concerns immediately – in accordance with child protection and whistleblowing policies.
- To keep a register of children attending
- To plan and prepare appropriate play-based and educational activities
- To be reliable, punctual and professional and a good role model to the children and other staff members, at all times
- To interact positively with children and to encourage them to engage in meaningful and constructive activities, encouraging positive social skills and good behaviour in pupils
- To deal with emergencies that may occur

- To administer first aid as appropriate and to comply with the School First Aid policies and procedures, ensuring all accidents are recorded appropriately in the accident book and that parents are informed
- To be aware of and work in accordance with the school's child protection policies and procedures in order to safeguard and promote the welfare of children and to raise any concerns relating to such procedures which may be noted during the course of duty
- Complete an accident form as necessary, making sure that school are informed of any incident
- To contribute to the effective recording and resolution of any complaints or investigations, ensuring confidentiality at all times.
- Be aware of and implement all school policies and procedures
- Assist with the general welfare/ hygiene of pupils, including the supervision of toileting, washing hands and assisting pupils in their choice of meals
- To respect and value all colleagues, children and parents, encouraging a positive and diverse working environment
- To liaise with the Headteacher directly when required
- To undertake any other duties as required according to the need of the club

Person specification

CRITERIA	QUALITIES
Qualifications and experience	<ul style="list-style-type: none"> ➤ Level 2 or 3 Certificate in Supporting Teaching and Learning in Schools, Level 3 Diploma in Childcare and Education, or other relevant qualification in nursery work or childcare (or willingness to work towards a qualification if not already held) ➤ GCSEs at grades 9 to 4 (A* to C) including English and Maths ➤ Experience of working with children with behavioral/challenging behaviour ➤ First Aid
Skills and knowledge	<ul style="list-style-type: none"> ➤ Good literacy and numeracy skills ➤ Good organisational skills ➤ Ability to build effective working relationships with pupils and adults ➤ Skills and expertise in understanding the needs of all pupils ➤ Knowledge of how to help adapt and deliver support to meet individual needs ➤ Subject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and pupils ➤ Excellent verbal communication skills ➤ Active listening skills ➤ The ability to remain calm in stressful situations ➤ Knowledge of guidance and requirements around safeguarding children ➤ Good ICT skills, particularly using ICT to support learning ➤ Understanding of roles and responsibilities within the classroom and whole school context

Personal qualities	<ul style="list-style-type: none">➤ Enjoyment of working with children➤ Sensitivity and understanding, to help build good relationships with pupils➤ A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school➤ Commitment to maintaining confidentiality at all times➤ Commitment to safeguarding pupil's wellbeing and equality
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Notes:

This job description may be amended at any time in consultation with the postholder.