



Sambourne CE  
Primary School

# **Teaching Assistant (2 posts) Key Person for a Named Pupil Application Pack**

Sambourne CE VC Primary School  
September 2024



Sambourne CE  
Primary School

# Welcome

September 2024

Dear Prospective Applicant,

Thank you for your interest in our school.

We have put this information pack together to give you an idea of the vision, values and ethos at Sambourne CE Primary School.

This pack contains:

- \* Advertisement
- \* Wiltshire Council Job Description – Grade F
- \* Person Specification
- \* Selection Process

Should you wish to apply for this role, please fully complete the Application Form and write a covering letter to the Headteacher, outlining the skills you think you can bring to this post and your reasons for applying. Please send these by email [personnel@sambourne.wilts.sch.uk](mailto:personnel@sambourne.wilts.sch.uk) by midday on Friday, 13th September 2024 .

All details on how to apply can be found on our website:

<https://www.sambourne.wilts.sch.uk/our-school/vacancies>

We will contact shortlisted candidates by telephone and email about the interview day as soon as possible after the closing date.

We look forward to receiving your application.

Yours sincerely,

Mr Ian Albrow  
Headteacher



“The school provides a family atmosphere with a safe learning environment, highly motivated and talented staff and a supportive governing body who know the school well. “

# Vision and Values



Sambourne CE  
Primary School

## Our Vision

Sambourne Church of England Primary School is a Christian community that embraces diversity, encourages creativity, and strives to deliver a world class education. We provide a relevant, broad and balanced curriculum where everyone, regardless of background or starting point, achieves their full potential.

At Sambourne, children embark on a learning journey to equip them with the values, attitudes and attributes that enable them to gain a deep knowledge and understanding of the world and the confidence to play their part in society. We are a happy school, where children feel safe and where everyone, no matter what their role or responsibility, opens the door excited by what the day ahead will bring.



'That your love may abound more and more in knowledge and understanding'  
Philippians 1:9

Learn to Love - Love to Learn



# Advertisement



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## Teaching Assistant (2 posts)

We are looking for two Teaching Assistants to be key persons for a named pupil with complex special educational needs.

Grade F commencing on £13.02-£13.69 per hour, £25,119-£24,702 per annum/pro rata,  
term time only, temporary contract

Post 1—8:30am-1pm

Post 2—12pm-3:30pm

The post holder will:

- \* Carry out duties of a classroom Teaching Assistant
- \* Support or train other Teaching Assistant staff
- \* Carry out administration in relation to the role
- \* Work under their own initiative following the brief given
- \* Maintain specialist training relevant for the role and continue professional development in relation to specialist role
- \* Work directly with parents or pupils as role necessitates
- \* Liaise with other professionals

Ideally already hold a level 3 Teaching Assistant/Nursery Nurse qualification, First Aid trained, experience of SEND, SALT and Play Therapy etc.

For further details and how to apply please visit our school website [www.sambourne.wilts.sch.uk](http://www.sambourne.wilts.sch.uk)

**Closing date: Midday, Friday, 13th September 2024**

Sambourne CE VC Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All applicants will be subject to a



A place where  
children are  
nurtured and  
their talents are  
developed and  
celebrated.



# Job Description



Sambourne CE  
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Reference: SCH126

Grade: F

Job Title: Specialist Teaching Assistant

**Main Job Purpose: To be the key person for a named child to support with complex, special educational needs**

## Main Duties

- \* Carry out duties of a classroom Teaching Assistant
- \* To support arrival at school and planning for the day ahead
- \* Be responsible for their safety and movement around school site and the recording of work as necessary
- \* To ensure the health, safety and wellbeing of the children and report any hazards observed
- \* Ensuring the pupil is able to use equipment and materials provided
- \* Support or train other Teaching Assistant staff
- \* Carry out administration in relation to the role
- \* Work under own initiative following the brief given
- \* Maintain specialist training relevant for role and continue professional development in relation to specialist role
- \* Work directly with parents or pupils as role necessitates
- \* Liaise with other professionals

# Job Description



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## Supervision and Management

The job holder has no regular supervisory responsibility for staff but assists in work familiarisation of peers and new recruits.

## Creativity and Innovation (i.e. problem solving)

The job holder works within school procedures, policies and approved methods but sometimes has to interpret these to deal with a problem e.g. if the pupil supported cannot cope with the task the rest of the class are doing, the jobholder may implement a similar task which will give a degree of success for the pupil

## Key Contacts And Relationships

The jobholder has extensive contact with pupils, which involves mentoring, motivating and imparting skills and/or knowledge. Information is exchanged with Teachers and other school staff, school management, parents/carers and at times representatives of other Agencies e.g. Health, Social Care

## Decision Making

The job holder is expected to use school resources to resolve routine problems encountered in the job but to seek assistance, or approval to their recommendations, for anything more unusual.

## Resources

The jobholder is expected to use school resources appropriately and with care, but is not personally accountable for their overall security.

## Working Environment

The jobholder is mainly based in a classroom setting and there is regular background noise. The work involves some crouching, stretching, or working in other constrained or awkward positions e.g. when dealing with pupils. There may be the need to deal with body fluids when giving personal care to pupils.

## Knowledge and Skills

The role demands that the jobholder has the ability to undertake a range of tasks involving the application of rules, procedures and techniques. The jobholder needs a good standard of practical knowledge of learning support needs and ways of meeting these, and good skills in dealing with pupils. New entrants to the role will be competent to NVQ Level 2 standard in Learning Support, and will be required to develop their skills further for full competent performance of the job.

# Person Specification



Sambourne CE  
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Skills, expertise, knowledge	Essential	Desirable	Identified by
Qualifications	GCSEs (5 at A-C grade) or better, inc. English and Maths NVQ level 2 Teaching Assistant qualification or equivalent Evidence of commitment to personal and professional development	A Levels or other Level 3 qualification NVQ level 3 Teaching Assistant and/or Nursery Nurse qualification or equivalent ELSA qualification Nurture Group Network qualification First Aid/Paediatric First Aid qualification	Application
Experience	Working with children across the primary age range Working with small groups and 1:1 Supporting pupils with additional needs Supporting pupils with developing social skills	Knowledge of additional needs Experience of working with children with Autism and/or attachment trauma Understanding of brain development and neuroscience Thorough understanding of the impact of social and emotional needs on learning and behaviour for young people	Application /interview Reference
Philosophy	Enthusiastic about children's primary education Commitment to pupil well-being A positive approach, encouraging pride in all aspects of school life Commitment to learning about learning Commitment to developing children's independence and creativity Awareness of child protection and safeguarding	Safeguarding training – Foundation Level	Application Reference
Curriculum	Knowledge of Foundation Stage and National Curriculum for Key Stage 1 and Key Stage 2 Understanding of how children learn & how to support their developmental needs Competent in the use of ICT		Application/ letter Interview Reference
Personal Qualities	Ability to communicate clearly with a variety of people Positive attitude Ability to work on own initiative and motivate children Ability to form caring relationships, team player Ability to respect confidentiality Patient and resilient with a growth mindset	Adaptability Full Driving Licence	Interview Reference



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# Selection process

## Safeguarding

Sambourne CE Primary School is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. This post is subject to an enhanced Disclosure and Barring Service (DBS) check. Reference checks will be performed prior to interview.

## School Visit

We welcome visits to our school, if you would like to arrange a school tour please call Mandie Thomas on 01985 21245 or email

[personnel@sambourne.wilts.sch.uk](mailto:personnel@sambourne.wilts.sch.uk)

## Applications

Closing date: 13th September 2024 at midday

Interview dates: TBC

## Privacy Notice

Please visit our Privacy Notice on details about how we collect, store and use personal data about individuals applying for jobs in our school.

<https://www.sambourne.wilts.sch.uk/our-school/policies>

## Contact information

Sambourne CE VC Primary School

Sambourne Road

Warminster

BA12 8LF

Tel: 01985 212458

[personnel@sambourne.wilts.sch.uk](mailto:personnel@sambourne.wilts.sch.uk)

[www.sambourne.wilts.sch.uk](http://www.sambourne.wilts.sch.uk)

“Welcoming new parents and passing on information about my child”

Parent View

“Always excellent communication from school to parents”

Parent View

“The Church really values our link with the Sambourne School and we enjoy having the children into Church for special services”

Rev Lorraine Dobbins