



**Launceston Primary School**  
*Part of the Launceston College Multi Academy Trust*



# Applicant Pack

## Teaching Assistant

<b>Job Title:</b> Teaching Assistant	<b>Start date:</b> Immediately
<b>School base:</b> Launceston Primary School	<b>Contract type:</b> 30 hours, term time only
<b>Closing Date:</b> Friday 14 <sup>th</sup> October 2022, 9am	<b>Salary:</b> Grade B, £9.90 (£19,099 FTE), Actual salary £12,809.10
<b>Interviews on:</b> Tuesday 18 <sup>th</sup> October 2022	<b>Contract term:</b> Permanent

## Our Trust

Launceston Primary School is part of the Athena Learning Trust alongside Altarnun Primary, Atlantic Academy, Bideford College, Egloskerry Primary and Launceston College.

Our vision is to develop adventurous and ambitious students, who have the character, resilience and self-awareness required to be successful, whatever their background or circumstances. We seek to teach and support them to be responsible as well as happy and successful young people by learning the knowledge, skills and values that are essential for society.

We have exceptionally high aspirations for our students and seek to support them no matter what their background or circumstances.

We offer a distinctively broad, personalised, and academically rigorous curriculum across our primary and secondary schools, and aspire to the highest standards of teaching and learning.

As a Trust we share information and best practices to ensure we focus on an excellent and sustainable 0-19 learning journey for children, with a strong focus on our school and Trust community.

The Trust offers expert guidance and advice to students to help them shape and achieve their future goals without limitation. We want to equip every student with the knowledge, skills and values they need to achieve the very best that they can.

**We seek applicants who are aligned to our vision and ethos and have the talent and passion to deliver that vision successfully. We support all our schools with our Trust-wide leadership and management, CPD, safeguarding, external networks, teaching and learning, school improvement, financial, administrative, estates and HR expertise.**

**We are looking for teaching and support staff who will deliver an exceptional education for the young people in our care.**



## Our School

All children have the right to a world class education which is rich in aspiration, experience, discovery, play and wonder and that is what we deliver at Launceston Primary School.

Launceston Primary School opened its doors to reception pupils in September 2021 in temporary accommodation. When full, it will house 420 pupils from Reception to Year 6. The school has been carefully designed by our Trust to ensure that the learning environment and layouts enable our rich and immersive curriculum and teaching ethos to be delivered. As our outside space grows and develops, the school will be surrounded by a beautiful woodland which overtime will be designed by the founding cohorts of children who join us on the special and unique adventure.

Pupils at Launceston Primary will be developed to be adept at understanding the world, be able to solve practical open-ended activities and embracing of creativity – or ‘tinkering’. Tinkering and purposeful ‘play’ is an essential and phenomenal life skill to equip children with, modelled via an engaging teaching approach and carefully crafted curriculum. Immersive learning and play at the heart of our curriculum and ethos.



Time spent in nature and natural settings influences a child's play, learning, holistic development and connections in and to the natural world. Regular opportunities for learning outdoors results in improved confidence, risk taking opportunities, improved health, wellness and the developing seeds of environmental stewardship and reciprocity.

In addition, opening up a world of opportunity, exploration and experiences to children underpins our values and ethos; adventure at the core.

We will offer:

- A two-form entry modern, well-equipped school with great facilities.
- A team of dedicated and committed staff.
- A Trust culture which seeks to be fair, developmental, and supportive of staff and pupils.
- Opportunities to access professional development to ensure success in the role.
- An employee assistance programme.
- A cycle to work scheme.
- A focus on staff wellbeing.
- Generous pension and holidays.
- A large support network across the primary and secondary settings.
- Attractive pay and opportunities to develop skills across the Trust.
- Support from cross Trust systems and school improvement leaders.



We are seeking to appoint a **Teaching Assistant**.

### **Main purpose of the job**

To contribute to the promotion and development of an outstanding education that offers high quality learning experience for Primary age children.

To take a pro-active role in the support of the educational, social, emotional and physical needs of the pupils; to support the curriculum and the school through the provision of assistance to the teacher in the practical organisation of class activities and small group work.

### **Duties and responsibilities:**

- To assist individuals, groups of children and the whole class in developing knowledge, skills, expectations and attitudes. To take into account the learning support involved to aid the children to learn as effectively as possible.
- To establish and build supportive relationships with the pupil/s concerned and to encourage acceptance and inclusion of all pupils, including those with special educational needs and those identified as more able. To meet the needs of pupils with emotional and behavioural difficulties.
- To encourage social integration and individual development of pupils. To develop methods of promoting and reinforcing pupils' self-esteem and resilience through the development of self-help skills.
- To contribute to the development of the learning environment by assisting in preparing, using and maintaining relevant teaching resources, including wall displays and cleaning up classrooms after activities. To ensure that basic classroom materials are available for use.
- To assist with the assessment (including any statutory assessments), monitoring and recording of children's progress, health, behaviour and general wellbeing. To feedback any information (including concerns) regarding the development needs of individuals or groups to the Teacher or Principal as appropriate.
- To supervise an individual, small group of children or whole class under the overall control of the teacher.



- To assist with lunch and break time supervision of children on a rota basis.
- To provide students with intimate care as required.
- To accompany children on educational visits and outings as supervised by the Teacher.
- To attend staff meetings and school-based INSET as required. To actively engage in the school Performance Management process. To meet with outside agencies (Speech and Language, Educational Psychologist etc) and other appropriate staff linked to pupils' needs when required.
- To administer minor first aid (as trained), assist in the dispensing of medically prescribed controlled drugs (as per the approved procedure) and to assist with the personal hygiene and physical needs of children with regard to health and safety as required.
- To meet the needs of pupils with emotional and behavioural difficulties. To contribute to the management of pupil behaviour including the implementation of the schools' behaviour management policies. To control the pupil to prevent harm and disruption to the pupil or others, within the limits of the post holders training and school policies and procedures.
- To remain aware and work within all relevant school working practices, policies and procedures.
- To be aware of and work in accordance with the school's child protection policies and procedures and to raise any concerns relating to such procedures which may be noted during the course of duty.
- To be aware of confidential issues linked to home/pupil/teacher/school work and to ensure the confidentiality of such sensitive information. To maintain confidentiality of information acquired in the course of undertaking duties for the department
- To be aware of and adhere to applicable rules, regulations, legislation and procedures including the Schools Equal Opportunities Policy and Code of Conduct, national legislation (including Health and Safety, Data Protection).
- To network, communicate, support and work with other Launceston College Multi Academy Trust (MAT) staff; attending meetings and training as required at other sites (reasonable travel distance).
- The post holder is responsible for his/her own continuous self-development.
- To co-operate with and support your colleagues.
- To carry out administrative tasks relevant and appropriate to this post.
- To undertake other reasonable duties as directed by the Principal.

## Person Specification:

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
<b><u>Relevant Experience</u></b>	<p>At least 2 years' previous experience of working with children within a Primary School classroom environment.</p> <p>Experience of working with children with complex needs (e.g. SALT).</p> <p>Experience of working with children with medical needs (e.g. feeding tube, dyslexia)</p>	<p>More than 2 years' experience working with children in a Primary School setting.</p>	<p>Application form.</p> <p>Interview.</p>
<b><u>Education &amp; Training</u></b>	<p>Good levels of literacy and numeracy (GCSE grade A-C/5-9 or equivalent) or able to demonstrate equivalent knowledge, skills and aptitude.</p> <p>Attainment of NVQ Level 2 or equivalent.</p>	<p>First Aid Training</p> <p>Paediatric First Aid</p> <p>Autism training</p> <p>Read Write Inc training</p> <p>Dyscalculia training</p> <p>Thrive training</p>	<p>Application form.</p> <p>Interview.</p>
<b><u>Special Knowledge &amp; Skills</u></b>	<p>Ability to communicate well with children and adults.</p> <p>Organisational skills.</p> <p>Good communication skills.</p>	<p>Knowledge of issues relevant to education and child development.</p> <p>Computer literacy (Google Drive)</p>	<p>Application form.</p> <p>Interview.</p>
<b><u>Any Additional Factors</u></b>	<p>Able to prioritise between different demands.</p> <p>Ability to work to deadlines. Pro-active, positive, self-motivated, and able to work in a team.</p> <p>An interest in children and education. Patient and friendly approach.</p>	<p>Able to work without supervision.</p>	<p>Interview.</p>

## To apply:

To apply for this job, please complete the application form (provided in two formats below):  
*(Please note that for the Word application, you may have to download the file)*

[Word Application](#)

[PDF Application](#)

*We reserve the right to close this advert and interview and appoint earlier than the advertised closing date should there be a good response to the advert, so early applications are warmly invited.*

### **Safeguarding Statement:**

Athena Learning Trust 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. All posts are subject to DBS clearance and appropriate pre-employment checks.