



Application Pack

Lawn Manor Academy

Teaching Assistant

Grade C/D £18,198-£19,698 FTE £9.43-£10.21ph

22.5 hours per week, term time only

Required ASAP

Deadline: 9.00am Friday 28th January

Interview: w/b 31st January

Lawn Manor Academy
T 01793 487286
E admin@lawnmanor.org
W www.lawnmanor.org



Dear Applicant

Thank you for your interest in working for Lawn Manor Academy. These guidance notes will assist you in completing your application form, which is the first step in our recruitment process.

Lawn Manor Academy is part of the Royal Wootton Bassett Academy Trust (RWBAT). The RWBAT is built around ‘Excellence in Education’.

We achieve Excellence through compassion, respect and ambition.

- Compassion: to understand and recognize the needs of the members and stakeholders of each Academy whose lives will be enhanced and enlightened through their experiences in and out of the classroom.
- Respect: for the traditions, knowledge and experiences gained over many years in Academies through developing and supporting both staff as they progress through their careers and pupils as they leave school.
- Ambition: for the community for the future, it’s economic development, it’s safety, it’s ability to thrive, to be a great place to learn and to work and to have a vibrant educational community with amenities for all age groups.

Together the Schools strengthen each other, sharing good practice and building capacity for all. If you want to be part of our vision, mission and values, and you are willing to go the extra mile to make a real difference to children’s lives, we would be pleased to receive your application for employment with us.

Under the direction of the SENDCO and SLT your role will be to support a work as part of a team to promote the emotional, physical and educational development of pupils.

Job Description

The job description lists all the main duties of the post, together with further details of the competencies (skills), experience, qualifications, knowledge and abilities required to do the job. The criteria listed within the job description detail how each of these areas will be assessed. It is important that you identify the competencies, experience, qualifications, knowledge and abilities that will be assessed by application form, as you will need to provide evidence that you meet these criteria.

References

We will require two satisfactory references before a job offer is confirmed; one of which must be your current Headteacher in your present or most recent employment. Please remember to check that your referees are actually available to provide a reference, as failure to do this could cause a delay in confirming your appointment.

There is a lot of information about the school available on our website www.lawnmanor.org

We hope you will feel inspired to apply for the post of Teaching Assistant at Lawn Manor Academy.

Yours sincerely
Sandra Muir
Headteacher LMA



Job Description

Key Accountabilities:

Under the direction of the AHT or classroom teacher: Supporting the pupil

1. Participate in activities designed to meet the emotional, physical and learning needs of individual children and groups of children.

Supporting the teacher

- 2 Assist with the organisation of the learning environment.
- 3 Under direction of the class teacher, maintain accurate records in accordance with school policies and data protection (GDPR).

Supporting the curriculum

- 4 Assist in the organisation and delivery of learning activities, including numeracy, literacy or ICT.

Supporting the school

- 5 Provide consistent and effective support for colleagues in line with the responsibilities of this role.
- 6 Assist with the implementation of a behaviour management programme.
- 7 Support the maintenance of pupil safety and security and minimise the risks from health emergencies.

Supporting the Teaching Assistant

- 8 Participate in regular performance reviews to ensure that any personal development needs are identified and met. Attend relevant inset training.

Other duties

- 9 In accordance with the provisions of the Health & Safety at Work Act 1974, to take reasonable care for the health and safety of yourself, colleagues and pupils who may be affected by your omissions at work, and to co-operate with the school so far as is necessary to enable the school to perform or comply with their duties under statutory health and safety provisions.
- 10 Undertake any other duties that can be accommodated within the grading level and nature of this post.

This organisation is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. Staff must work in accordance with the South West Child Protection procedures and Child Protection/Safeguarding Policy and understand their role within that Policy.





Person Specification

Criteria which will be measured at application and interview

Knowledge & Experience

ESSENTIAL

- A good standard of general education, to include Maths and English GCSE grade C or above, or further relevant experience in the absence of formal qualifications.
- Good interpersonal skills with both adults and children
- Some knowledge of basic ICT applications
- Ability to contribute constructively to a team.
- Understanding of school roles in relation to pupils' pastoral support.
- Systematic approach to work and the ability to prioritise.
- Ability to self-evaluate personal learning needs and engage with staff development opportunities.
- Understanding and respect for confidentiality in relation to all issues connected with the role.
- To show initiative in a range of situations.

DESIRABLE

- Relevant qualification
- A knowledge of a range of common SEN needs and developmental issues and how to support them.
- Knowledge and experience of safeguarding matters in an education setting

Personal Qualities

- Team Player
- Inter-personal skills
- Commitment to whole staff, faculty and other meetings
- Willingness to learn
- Stamina, drive, energy, enthusiasm and determination to succeed
- Commitment to excellence and high expectations
- Commitment to supporting extra-curricular learning
- Commitment to student safety and safeguarding
- Sense of humour





How to apply

Candidates must return a completed application form and can attach a supporting letter (no more than 1 side of A4).

Closing date for applications:
Deadline: 9.00am Friday 28th January
Interview: w/b 31st January

Please be advised that any applications received after this date/time will not be accepted, candidates are responsible for ensuring their application is received.

Completed application forms should then be returned marked confidential to the following address:

Recruitment
Lawn Manor Academy
Salcombe Grove
Swindon
SN3 1ER

or sent via email to: jlawrence@lawnmanor.org

Candidates who are successfully selected for interview will be informed after shortlisting has taken place.

Candidates should apply using the correct application form (see last page for link). CVs will not be accepted.

Lawn Manor Academy is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. Please note any position that involves working with children requires declaration of ALL convictions/cautions regardless of whether these are deemed as spent and a DBS check will be carried out before any employment commences. References will be obtained before interview at shortlisting stage and may be used in the interview process. If previous employment has included working with children then at least one referee must be from this employment regardless of whether this is the current or most recent employment. Any gaps in employment must be detailed and an explanation provided in the relevant section.



Useful information

Application Form: [Click Here](#)

Lawn Manor Academy website: [Click here](#)

Royal Wootton Bassett Academy Trust website: [Click here](#)

