

Dear Applicant

Thank you for your interest in the position of Primary Teaching Assistant, Level 2 at Abraham Moss Community School, Crescent Road, Crumpsall, Manchester, M8 5UF. This position is to cover maternity leave.

Salary – Grade 3, Points 4 - 6, £24,404 - £25,183 pro rata, per annum

- Full Time, 35 Hours per Week
- Term Time Only (Including 5 INSET Days)
- Local Government Pension Scheme – Greater Manchester Pension Fund
- 24/7 access to counselling and mental health support service (free of charge)
- Cycle to work scheme

Please find below a job description and person specification.

If you would like to learn more about The Dean Trust, please visit thethedeantrust.co.uk.

Method of Application

The preferred method of application is electronically via our career's website careers.thedeantrust.co.uk All applications must be made using the Dean Trust's application form. Applications will be shortlisted for interview and the HR Department will contact those applicants who are selected.

Closing Date

Applications received after the closing time of **09.00 am on Monday 13 January 2025** will not be considered.

The Dean Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

If you have any questions, please contact us on 0161 532 5400 or email noelinetaker@abrahammoss.co.uk
Thank you again for your interest in working for The Dean Trust. We look forward to hearing from you.

Human Resources Department

Believe Achieve Succeed

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Job Description

The information contained below is to help staff understand and appreciate the work content of their post and the role they are to play in the operation. However, it should be noted that whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings may therefore have been used; in which case all the usual associated duties are included in this job description.

Job title	Primary Teaching Assistant, Level 2 (Maternity Cover)
Reporting to	Key Stage Directors, Head of Primary, Headteacher
Main purpose of job	<p>Under the guidance of teaching/senior support staff, provide support for pupils or individuals who require help to enable access to learning and to assist in the management of pupils</p> <p>Provide specialist support in a specific area of the curriculum and to supervise groups and occasionally whole classes for a session/lesson in the classroom or outside the main teaching area as required.</p>
Key responsibilities:	
<p>Support for pupils</p> <ol style="list-style-type: none">1. To work with groups of children under the supervision of the teacher including the delivery of therapy and programmes of work, including the implementation of ILPs.2. If required, provide support for pupils with additional needs ensuring their safety and access to learning activities.3. Give regular feedback on children's progress to the class teacher and file records.4. Attend to children's personal needs, including pastoral, social, health, physical hygiene, minor first aid and welfare matters.5. Establish good relationships with pupils, being a role model by presenting a positive personal image and responding appropriately to individual needs.6. Promote the inclusion and acceptance of all pupils.7. Encourage pupils to act independently as appropriate.8. If required, assist with the dispensing of medication in exceptional circumstances with appropriate training and under the supervision of medical staff where necessary.9. To carry out escort duties as appropriate whenever required.10. To support pupils on integration placement in mainstream schools or colleges and on work experience placements.11. To occasionally supervise whole classes as required. <p>Support for Teachers</p> <ol style="list-style-type: none">1. To assist the teacher to ensure a safe classroom and outdoor environment, checking materials and personal equipment for defects and implement risk assessments carried out by the teacher according to school guidelines. This will include cleaning equipment used by pupils and ensuring its accessibility.	

2. To liaise with therapists, medical staff, and other personnel working with pupils as required, assisting with the coordinating and planning of programmes of work and to integrate specialist advice and practice into ILPs.
3. Provide curricular clerical/admin support, eg. photocopying, making lists, collection of monies.
4. Under the direction of the teacher, prepare the classroom for lessons, including display work.
5. Undertake pupil record keeping and updating records, information and data, producing reports as required.
6. Assist in the development and implementation of behaviour management strategies.
7. Monitor pupil responses to learning activities and accurately record achievement/progress as directed.
8. Assist with the administration of routine assessments and undertake routine marking of pupil's work as required.

Support for the Curriculum

1. To provide support in all areas of the curriculum and on social occasions for pupils who have been identified as having medical conditions, which disable their full independent access to mainstream school life.
2. Provide Curriculum / resource support and undertake programmes including those linked to local and national learning strategies, including assessment.
3. Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
4. Assist in the planning cycle, including the contribution to the development of lesson/work plans and assist in managing and preparing resources.
5. Undertake structured and agreed learning activities/ including those linked to local and national learning strategies, adjusting activities according to pupil responses and particular needs, in order to maximise pupil access to the curriculum within an inclusive setting where appropriate. To record achievement and progress and provide feedback to the teacher.

Support for the School

1. Be aware of and comply with child protection procedures, health and safety and security, confidentiality and data protection, reporting any concerns to the relevant member of staff.
2. Assist in maintaining high standards of health and safety at all times.
3. Maintain good relationships with colleagues and work together as a team.
4. Assist in the supervision of classroom, outdoor activities and school educational visits and trips.
5. Assist with the supervision of discreet groups of pupils for short periods when the teacher is not present.
6. Contribute to the overall ethos/work/aims of the school.
7. Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
8. Attend relevant meetings.
9. Participate in training, including relevant learning strategies and other learning activities and performance management where required.

This is not a full description of the tasks involved in the role, which will be carried out in accordance with school policies and guidance. Postholders will be given support to enable them to interpret and carry out their role. This job description may be amended at any time following discussion between the headteacher and member of staff, and will be reviewed annually.



Person Specification

	Essential	Desirable	Evidence Application (A) Interview (I) Observation (O)
Qualification criteria			
For all qualifications, please specify the qualification awarded in full			
Numeracy/Literacy qualifications at Level 2 or equivalent	✓		A
Evidence of positive involvement in CPD leading to increased effectiveness	✓		A & I
Willingness to undertake first aid training as appropriate	✓		A
Level 2 Teaching Assistant Qualification or equivalent (please state full qualification awarded)	✓		A
Experience			
Experience of working with or caring for children of EYFS age		✓	A & I
Experience of working with or caring for children of KS1 and KS2 ages	✓		A & I
The flexibility to adapt to changing workload demands and new school challenges	✓		A & I
Personal commitment to ensure that the provision of support is equally accessible and appropriate to meet the diverse needs of pupils	✓		A
Personal commitment to continuous self-development	✓		A
A commitment to school improvement	✓		A
Experience working with SEN children		✓	A & I
Positive participation in team meetings and training	✓		A
Knowledge			
Basic understanding of child development and learning	✓		A & O
An understanding of the role of the Teaching Assistant and other professionals working in a classroom	✓		A & I
Understanding of national/foundation stage curriculum and other basic learning programmes/strategies		✓	A
Knowledge continued			
The ability to establish good relationships with a class group and its members in order to develop identity, self-discipline, respect and positive attitudes to school life.	✓		A, I & O
Be committed to maintaining a distinctive and inclusive ethos in the school.	✓		A & I
Commitment to providing equal opportunities for all pupils.	✓		A & I
Commitment to the safeguarding of staff and pupils.	✓		A & I
Skills and abilities			
Ability to relate well to children and adults	✓		A, I & O
Ability to work as part of a team	✓		A & I
The ability to use relevant technology eg photocopier		✓	A

	Essential	Desirable	Evidence Application (A) Interview (I) Observation (O)
Evidence of administrative competence and good organisational skills.		✓	A & O
Good communication skills and the ability to communicate effectively orally and in writing.	✓		A, I & O
Self-motivation and personal drive to complete tasks to the required timescales and quality standards	✓		A & O
Have integrity, optimism, credibility, resilience, calmness and a sense of proportion.	✓		A, O
Have tact and diplomacy in all interpersonal relationships with the public, pupils and colleagues	✓		A, O
Be available to work 35 hours per week, term time (hours as directed)	✓		I

This post is subject to an enhanced DBS disclosure.

The post holder must be committed to safeguarding the welfare of children.

We very much regret that we are only able to inform short listed candidates of the outcome of their application. If you do not hear from us within five working days of the closing date, please assume that you have been unsuccessful on this occasion.

We would like to assure you, however, that every application we receive is considered in detail and a shortlist only drawn up after careful reference to a detailed person specification. If therefore, your application is not successful, we hope that you will not be discouraged and will still apply for other suitable vacancies at Abraham Moss Community School as and when they are advertised.