



Teaching Assistant Level 3

Candidate Pack



Please visit our school website for further information.
<https://www.unsworth-primary.co.uk/>

Welcome from the Headteacher

Dear Candidate,

A very warm welcome to Unsworth Primary School. We hope that this pack provides you with all the information you need.

My name is Jo Grundy and from April 2023 I will be the new Headteacher of Unsworth Primary School. The successful candidate will be joining this wonderful school at the start of an exciting new chapter.

Unsworth Primary School is a warm and caring place that provides children with a happy and stimulating environment in which they can learn, develop and achieve. A committed staff team work hard to encourage the children to enjoy learning, achieve their best, behave well, support each other and grow in confidence to become outstanding citizens.

Unsworth Primary School offers a warm and supportive ethos where staff, children and parents work together to ensure all feel happy, safe and cared for. There is a strong belief that each child has their own unique qualities and they take care to bring out these talents, to nurture them and celebrate them together, valuing the contribution each child makes to the community.

At Unsworth Primary School there are 5 core values that were chosen by all of the community. The values are: Happiness, Honesty, Friendship, Respect and Learning, and they are weaved throughout all that they do.

Mission Statement - the school community is committed to providing a safe, secure and stimulating learning environment where personal achievement and respect for the individual is valued.

Unsworth work together to build an understanding of one another and look to develop the self-esteem of every child.

School Aims are:

- To create a happy and caring school for all our children
- To provide a welcome for parents, governors and members of the wider community
- To celebrate the individual contribution of every child
- Helping each child to develop confidence in themselves and have respect for others
- Delivering a broad, balanced and differentiated curriculum that is accessible to all our children
- To encourage all members of the school community to be fully committed and involved in the life of the school
- Developing positive learning partnerships between home and school
- To have high expectations of every child enabling them to reach their full potential
- Creating a lively and stimulating learning environment
- Communicating our Mission Statement and Aims to all members of our school community


Please visit the school website for further information: www.unsworth-primary.co.uk

Jo Grundy

Headteacher of Unsworth Primary School from April 2023



Unsworth
Primary School

A young boy with dark hair and a bright smile is the central focus. He is wearing a dark blue V-neck sweater over a white collared shirt. The sweater has 'UNSWORTH' and a crest printed on the left chest. He is holding a pink toy car with green wheels. The background is a blurred classroom setting with shelves of toys. A blue circular graphic is in the top left corner.

"Unsworth is a nurturing and caring community dedicated to keeping children safe and happy."

Teacher at Unsworth
Primary School

Teaching Assistant Level 3

Salary: Grade 7, SCP 7 - 11, actual salary £15,503 - £16,671

Hours: 30 hours per week, term time only

Closing Date: 9.00am, Monday 20th March 2023

Required for as soon as possible

The Trust on behalf of Unsworth Primary School is seeking to appoint a highly motivated, enthusiastic and dedicated Teaching Assistant Level 3 to join us at an exciting point in our journey. This promises to be an incredibly rewarding role with opportunities for further training and progression.

We are looking for someone who:

- Can support individual pupils with SEND and liaise with members of the SEND support team.
- Is able to work under direct instruction of the class teachers and the SENCo to undertake work, care and support programmes to enable access to learning for pupils with a statement of Special Educational Needs or an Education Health Care Plan.

This is a wonderful opportunity to be a part of a friendly and supportive team. The school will also be willing to support a candidate who is wishing to develop to their full potential both within this role and beyond. Applicants must have relevant qualifications and experience, please ensure that you meet the person specification before applying.



How to Apply

Closing Date: 9.00am, Monday 20th March 2023

Applicants must have relevant qualifications and experience, please ensure that you meet the person specification before applying.


We are committed to **equality** of **opportunity** for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

Appointment is subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service and references. The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Please do not send CVs. Applications should be completed via our vacancy portal:

[Vacancies at Oak Learning Partnership \(oaklp.co.uk\)](http://oaklp.co.uk)



A young girl with dark skin and her hair styled in two long, thick braids is the central focus. She is wearing a white short-sleeved button-down shirt with a red and blue striped tie. She is sitting at a grey desk, holding a tablet computer with both hands. She is looking directly at the camera with a slight smile. In the background, other students in school uniforms are visible, though out of focus. A large blue circle is overlaid on the top left of the image, containing white text.

"Unsworth is an exciting and rewarding place to work where the inclusion of all children is at the heart of everything we do."

Teacher at Unsworth
Primary School

Teaching Assistant Level 3

Salary: Grade 7, SCP 7 - 11, actual salary £15,503 - £16,671

Hours: 30 hours per week, term time only

Closing Date: 9.00am, Monday 20th March 2023

Job Description

Normal working hours: Monday to Friday 9:00am – 3:30pm

The post is 30 hours per week term time only

Responsible to: Assistant Headteacher for Inclusion

Immediately Responsible for: Assisting the Inclusion Team to deliver SEMH provision across school.

PURPOSE OF THE POST

- To have impact beyond the classroom to develop and support vulnerable pupils and pupils with SEMH across the school.
- To support staff in providing resources based on knowledge of specific needs.
- To support the parent Inclusion Team in developing nurture support and appropriate strategies for our most vulnerable pupils.
- To provide support to other schools and settings when required.
- To share knowledge of SEMH with other staff and parents to help Unsworth become an emotional friendly setting.
- To provide specific intervention to pupils to support their social skills and mental health/well-being.
- To help deliver workshops to other staff to develop their understanding of SEMH alongside the Inclusion Team.

DUTIES AND RESPONSIBILITIES

Support for the pupil

- Supervise and provide particular support for pupils, ensuring their safety and access to learning activities.
- Supervise and provide particular support for pupils in classes in all curriculum areas, ensuring their safety and access to learning activities.
- Assist with the development and implementation of Learning Plans and Personal Care programmes.
- Establish constructive relationships with pupils and interact with them according to individual needs.
- Promote inclusion and acceptance of all pupils.

- Encourage pupils to interact with others and engage in activities led by the teacher.
- Promote self-esteem and independence.
- Provide feedback to pupils in relation to progress and achievement under the guidance and direction of the teacher i.e. verbal and marking.

Support for the teacher

- Provide clerical/administration support (e.g. photocopying, collecting money etc.).
- Assist with the display of children's work.
- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans.
- In liaison with the teacher, use strategies to support pupils to achieve learning goals.
- Assist the teacher with the preparation of teaching and learning materials and subject matter.
- Monitor pupils responses to learning activities and accurately record pupil achievement/progress as directed.
- Provide detailed and regular feedback to teachers on pupils achievement, progress, problems etc.
- Undertake routine marking of pupils work.
- Promote good pupil behaviour, dealing promptly with conflict and incidents and encouraging pupils to take responsibility for their own behaviour in line with established school policy.
- Establish constructive relationships with parents/carers.
- Provide cover supervision when required for short periods of time both in classes and at lunchtime.

Support for the curriculum

- Undertake structured and agreed learning activities/learning programmes taking into consideration pupil needs. Adjust activities according to pupil responses/needs.
- Undertake programmes linked to the national curriculum and to specific interventions, recording achievements and progress and feeding back to the teacher.
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use.

Support for the school

- Be aware of and comply with school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection. Report all concerns to the appropriate person (as named in the policy concerned).
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the school ethos, aims and development.
- Appreciate and support the role of other professionals.
- Attend relevant meetings and PADs as required. (Attendance at PADs will be paid)
- Participate in training and other learning activities and performance development as required.
- Conduct homework club for small groups of pupils after school as required.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of a teacher.

Teaching Assistant Level 3 Person Specification

CRITERIA		Experience, Qualifications and Training: On their application form, candidates will demonstrate that they have the following training, qualifications and school experience:	
ESSENTIAL		DESIRABLE	
<ul style="list-style-type: none">• NVQ 3 in Teaching Assistance or equivalent qualification• Extensive experience of working with children within EYFS/KS1 and/or KS2 in a school• Experience of working with pupils with Special Educational Needs, particularly SEMH needs• Experience of using ICT to support learning and understanding of other basic technology (computers, iPads, photocopier etc.)		<ul style="list-style-type: none">• Experience of delivering interventions to support pupils social and emotional development• Experience of taking whole classes as a cover supervisor under the direction of class teachers• Training in relevant learning strategies in particular literacy, numeracy, SEN/D and safeguarding. Training in specific programmes such as Sensory circuits, Zones of regulation• Experience of resources preparation to support learning programmes	
CRITERIA		Ability, Skills and Knowledge: In their statement of suitability and during the selection process, candidates will demonstrate that they have the following ability, skills and knowledge:	
ESSENTIAL			
<ul style="list-style-type: none">• Ability to work effectively within a team environment, understanding classroom roles and responsibilities• Ability to build effective working relationships with all pupils and colleagues• Ability to work with children at all levels regardless of specific individual need• Good personal numeracy and literacy skills• General understanding of national/EYFS curriculum and other basic learning programmes/strategies• Basic understanding of child development and learning• Understanding of relevant policies/codes of practice and awareness of relevant legislation• General awareness of inclusion especially within a school setting including the requirements of the Code of Practice for SEN/D			

Teaching Assistant Level 3

Person Specification (cont.)

CRITERIA	Personal style and behaviour: In their statement of suitability and during the selection process, candidates will explain how they have they demonstrate their personal style and behaviour:	
ESSENTIAL	DESIRABLE	
<ul style="list-style-type: none"> • High expectations of all pupils; respect for their social, cultural, linguistic, religious and ethnic backgrounds; and commitment to raising their educational achievements • Ability to build and maintain successful relationships with pupils, treat them consistently, with respect and consideration, and demonstrate concern for their development as learners • Demonstrate and promote the positive value, attitudes and behaviour they expect from the pupils with whom they work • Able to improve their own practice through observations, evaluation and discussion with colleagues • Ability to work collaboratively with colleagues, and carry out role effectively, knowing when to seek help and advice • Ability to liaise sensitively and effectively with parents and carers, recognising role in pupils' learning • Willingness to participate in relevant training and development opportunities including Professional Activity Days at the school 	<ul style="list-style-type: none"> • Willingness to share outstanding practise with other TAs as part of induction and continued CPD 	

Inclusion is at the
heart of our trust

Introduction to Our Trust

Dear Candidate,

Thank you for your interest in this post at Unsworth Primary School, which is a member of Oak Learning Partnership.

Our trust is a cross phase partnership which consists of primary, special and secondary schools. We have a vision to create a family of world-class schools who transform the lives of young people. The shared principles of our schools have aligned ways of working whilst still retaining their individuality. We are ambitious, supportive of one another and we look to achieve excellence in inclusive education. 'Inclusion is at the heart of our trust'.

Our schools work closely with one another: they collaborate with purpose, support each other, and share collective systems across both educational and business provisions. But it's also important to us that each school has their own identity and individuality. We make sure we focus on impact and ensure clarity and consistency from our leaders, always making sure common sense is at the heart of our decision making.

One of our shared principles is 'our people matter', we understand that we can only achieve our vision by recruiting the right people and providing them with the support, training and time they need in order to allow them to flourish and be the best they can be. Whatever role an individual undertakes within our organisation, they are contributing to our collective aim of transforming lives. We invest heavily in our people ensuring they feel valued and their well-being is always considered. We understand that if staff feel valued and if the impact they are having is recognised, they can perform at their best.

We are laying strong foundations for growing the Trust and with this, will come multiple development opportunities for our staff. We are committed to making a difference on a wider scale, whilst continuing to build on our current strengths. Above all we are a values driven organisation and we are passionate about doing things in the right way with deep integrity.

If you want to make a difference to young people, want to work in a values driven environment, and this role applies to you, we would love to hear from you.

James F-Smith

James Franklin-Smith
CEO of Oak Learning Partnership



oaklp.co.uk



Our Shared Principles

We expect all staff at Oak Learning Partnership to embrace our Shared Principles:



Values-Driven

We are a deep-rooted values-driven organisation and we are passionate about working with integrity and honesty, showing respect and kindness for everyone while ensuring we deliver the best education for our pupils. We understand that by creating environments with strong core values everyone thrives.

All of our schools have their own core values which are taught and lived. These are important to us as they feed into our values-rich wider trust family. We also recognise that each school's core values are an important part of their individual identities.



An Exceptional Education for All

Central to our vision as a partnership of schools is our aim to run exceptional schools which deliver excellent outcomes for all learners. We are an organisation which is a beacon for strong inclusive practice. We share a common language around the curriculum and pedagogy. Our schools tailor their approach according to their context. We provide a framework of educational support centrally which helps our schools in their improvement journey. The staffing structure allows us to be flexible in the models of support which we can offer, and we can create new models of support that work for individual schools.



Identity and Individuality

We are passionate about working in partnership as a group of schools, working together to increase capacity and creativity for all. We recognise the collective benefits that this collaborative approach brings. We are also committed to each of our schools having autonomy in many aspects of their work and we are resolute that each school will retain its own identity and protect its history. Leaders in our schools are well-supported and we understand that their autonomy and accountability are vital factors in securing the strong performance of their schools.



Our People Matter

We ensure that our people are highly valued. We are committed to developing people at all levels. Whilst experience and qualifications can be important, our priority is recruiting people who want to make a difference, who share our values and vision, and who have the right attitude. We invest in the professional development of our people, offering opportunities across our schools. We value all of our people; our passion for inclusion is reflected not only across learners but across staff and we ensure that we support their well-being.




Collaborate with Purpose

Our strength comes from our alliance of primary, secondary and special schools and we look to learn from one another. Our schools are committed to collaboration both within our group of schools and outside, and where approaches are having an impact these are shared and applied to other contexts within the partnership. Our schools actively support one another and so all benefit from the partnership. Strong central systems provide high quality support for all schools.



Focus on Impact

We concentrate on the things that work rather than merely ticking boxes. We recognise that more often than not, keeping things simple and doing them consistently well makes the biggest difference. Our centralised support around business functions allows school leaders to focus on their core purpose - delivering an exceptional education.

A close-up photograph of a young boy with short brown hair, wearing a dark blue sweater, playing a violin. He is looking down at the instrument with a focused expression. The background is a library with bookshelves filled with books. A teal circular graphic is overlaid on the right side of the image, containing white text.

“Our Trust is a really supportive and friendly place to work. Whilst crossing from site to site I get a strong feeling that we are a Trust of schools working with and for each other.”

Member of our Trust
Estates and Facilities
staff

At Oak Learning Partnership, we value our staff highly and recognise their contribution with a series of benefits and incentives.

Find out more on our website: <https://oaklp.co.uk/>

Staff Benefits



CPD Opportunities

We are committed to helping our staff keep their skills and knowledge up to date.



Tech Scheme

Tech scheme through techscheme.co.uk



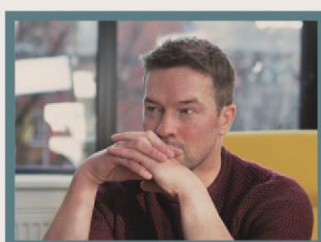
Cycle Scheme

Cycle scheme through cyclescheme.co.uk.



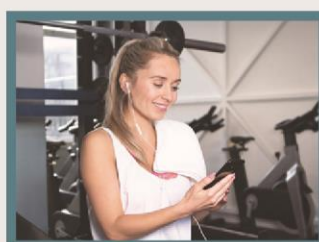
Medicash Health Cash Plan

An easy-to-use health insurance package provided by Oak Learning Partnership.



Medicash Wellbeing Services

Oak Learning Partnership values staff wellbeing and offers comprehensive and positive resources for staff.



Medicash Gym and Health Club Discounts

Oak Learning Partnership supports an active and healthy lifestyle for our staff.



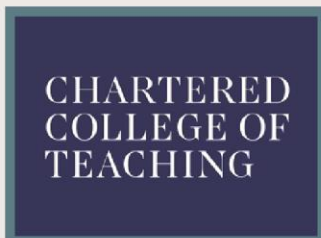
Medicash Extras

Exclusive discounts available on shopping, travel, entertainment, and more.



On Site Parking

On site parking is available for staff with level access to the building.



Chartered Membership

All teaching staff can subscribe to The Chartered College of Teachers through the Oak Learning Partnership.



Childcare Voucher Scheme

Salary sacrifice childcare voucher scheme With KiddiVouchers.



O2 Open

O2 Open offers discounts on Airtime and Devices for all Oak Learning Partnership Staff.



Unsworth
Primary School

Unsworth Primary School

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www.unsworth-primary.co.uk



Part of the

Oak 
Learning Partnership