

Job Description and Person Specification for the Position of

Teaching Assistant L3

(Little Wandle Support)

Fixed term for this Academic Year

At St Philip's CE (A) Primary School

October 2024

The closing date for applications is **Wednesday 16 October 2024** with interviews taking place in the following week.

St Philip's CE (A) 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. Applicants will be subject to an enhanced DBS check, two satisfactory references and a disclosure of Criminal Record and Disqualification Declaration.

In line with guidance from the Safer Recruitment Consortium, an online search will also be completed for shortlisted candidates.

Thank you for your interest in joining the St Philip's CE (Aided) Primary School team. We hope that our recruitment pack will give you all of the information you need to complete your application for the position of a Level 3 Teaching Assistant (Little Wandle) at St Philip's Primary School.

Please pay close attention to the advert, job description and person specification as shortlisting will be based on meeting the criteria stipulated in these documents.

We are a growing, urban primary school close to the centre of Cambridge with a diverse and dynamic local community. We have close connections with our local churches and other faith groups as well as growing connections with the University of Cambridge. The recently appointed Headteacher is committed to ensuring an excellent standard of education for all pupils at St. Philip's. We are highly committed to supporting the career development of all staff to ensure everyone in our community can flourish.

As a Church of England school, the successful candidate will demonstrate their full commitment to the Christian vision and values of the school.

We need: Level 3 Teaching Assistant (fixed term for this academic year).

To start: As soon as possible

Pay Scale: Level 3 NJC Scale

Hours: Teaching Assistant 32.5 per week (you may be asked to work additional overtime (paid) for some INSET days/Staff Training at prior request)

Times: 8:30am – 3:30pm Monday – Friday

We are looking for an energetic, enthusiastic Y3 teaching assistant to join our dedicated team. The successful candidate will be required to develop excellent relationships with all pupils, staff and children whilst ensuring the delivery of the highest care and education. We are ideally looking for an experienced practitioner who is flexible, adaptable and able to show high levels of initiative when delivering the schools phonics programme Little Wandle. Knowledge of phonics and Little Wandle is desirable but, more importantly, we are seeking an individual who is keen and quick to learn with a focussed training programme. The candidate must have a real desire to raise standards in phonics and early reading for all children who they work with.

You will be a valuable member of the team working with our children and supporting Little Wandle Phonics programme.

The successful applicant will need enthusiasm, patience, caring and understanding.

Experience working with children and a willingness to work in all year groups if required

We are happy to arrange visits to the school. Please contact the School Office
office@stphilips.cams.sch.uk

The successful candidate will:

- Support children with their phonics and early reading by delivering a range of phonics sessions and interventions across the school.
- Be a role model for pupils and colleagues in terms of professional behaviour and attitudes.
- Make good relationships and pupils and colleagues.
- Have high expectations of all pupils.
- Have strong communication skills.
- Be willing to develop their phonics and early reading knowledge.
- Be well-organised and able to appreciate that there is a specific phonics and early reading aspect to this post which will require excellent flexibility and adaptability.
- Able to work independently, showing initiative and managing their own time effectively.
- Able to monitor, evaluate and record pupil phonics data and reading progress with guidance from the Reading Leader.
- Calm and collected with a good sense of humour.
- Highly motivated and enthusiastic.

The children are looking for a teaching assistant who:

- Helps them
- Listens to them.
- Makes learning interesting and fun.
- Is happy and smiles a lot.
- Supports them in becoming resilient, reflective, confident learner.

We can offer:

- A friendly working environment.
- An excellent leadership team to support and guide.
- Strong and supportive leadership from our Reading Leader.
- A friendly, dynamic and supportive team who are dedicated to providing an exciting and enriching learning experience
- Happy children who enjoy learning

Please send a completed application form with a covering letter to HR@stphilips.cambs.sch.uk.
Further information is available on www.stphilips.cambs.sch.uk/vacancies

Job Description

Post Title: Level 3 Teaching Assistant

Salary: Level 3 NJC Scale point

Hours of work: 32.5 hours per week. 8.30am-3.30pm (with a 30 minute lunchbreak)

Responsible to: Assistant Head and the Headteacher

Job Purpose: To support and facilitate the active participation of children in the academic and social activities of Little Wandle and in the management of pupils and the classroom. Contribute to raising standards of achievement for all pupils.

1. Support for the Children

- Passionate about ensuring that children learn to read.
- Delivering the Little Wandle phonics and early reading programme across school to a range of children, including individual and small group interventions.
- Interpret data to ensure the appropriate support is provided to develop phonics and early reading for a range of children.
- Take responsibility for delivering phonics and early reading interventions activities with small groups which show fidelity to the Little Wandle phonics and early reading programme.
- Establish and maintain supportive relationships with individual pupils, small groups and with parents/carers.
- Work closely with teachers to identify and target children in need of phonics and early reading support.

2. Support for the Curriculum

- Ensure fidelity to the Little Wandle phonics and early reading programme when delivering intervention and working with pupils.

3. Support for the Teacher

- Complete assessments and provide updates on pupil's progress and development as directed.
- Contribute to the interpretation and evaluation of data and progress for individual pupils and groups.
- Liaise with the Reading Leader in order to provide information on pupil's progress and development.
- Organise the learning environment and develop appropriate classroom resources as required
- Contribute to behaviour management within the school and take charge of situations to allow the teacher to continue to work with the rest of the class.

4. Support for the School

- Act in accordance with school policies and procedures particularly in relation to child protection and behaviour management.
- Develop and maintain effective working relationships with other staff.
- Contribute to the maintenance of a safe and healthy environment.
- Attend and actively participate in staff meetings.
- Accompany staff and pupils on visits, trips and out of school activities as required.
- Participate in and support the professional development of other teaching assistants as required including acting as a mentor for less experienced teaching assistants on best practice and methods of overcoming difficulties.
- Promote the welfare of children and to support the school in safeguarding children through relevant policies and procedures.
- Promote equality as an integral part of the role and to treat everyone with fairness and dignity.
- Recognise health and safety is a responsibility of every employee. Take reasonable care of self and others and to comply with the Schools Health and Safety policy and any school-specific procedures / rules that apply to this role.

An annual review of this job description and allocation of particular responsibilities will take place as part of the Performance Management Review.

Agreed by: **Headteacher**
Date : **October 2024**
Review Date: **October 2025**

This role is classed as regulated activity.

Before you proceed with your intention to apply for a position or to support us please take full consideration of the following points.

- All successful candidates will be subject to an Enhanced DBS check, including a Barred List check where applicable to the role. Where you have been shortlisted for a role, you will be required to complete a Declaration of Offences Form, disclosing all relevant previous criminal convictions and cautions. Please contact the Head teacher to discuss this step further if you wish.
- If you are shortlisted for the position you are applying for, we will carry out an online search against you, for information that is publicly available online and usually before interview. This will include social media accounts you may hold.
- We will assess your knowledge of safeguarding by asking specific questions about this area of our role during the interview process and your answer to this question will form part of our decision-making process.
- You will be provided with an induction process, and you are expected to engage with this monitored process.
- Our safeguarding policies and procedures will be explained during your induction and on a regular basis.
- St Philip's complies the Childcare Act 2006 and the Childcare (Disqualification) and childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2008. All shortlisted candidates whose role will involve the responsibility for the provision or management of such childcare (including teaching) shall be required to declare that they are not disqualified from undertaking such work.
- Application forms must be completed in full. Please pay particular attention to your work history and inform us of any gaps in employment. CVs will only be accepted alongside a completed application form.
- Please ensure you state full details of your qualifications.
- References may be taken up prior to interviews and any discrepancies will be addressed during the interview process.

PERSON SPECIFICATION L3 TA (Little Wandle)

	Essential	Desirable	Possible Evidence
Qualifications and Experience	<ul style="list-style-type: none"> • Experience of adapting planning to suit individual's / groups / class needs • Experience of delivery learning activities to groups of children 	<ul style="list-style-type: none"> • L3 Qualification relating to working with children • Knowledge of phonics and early reading. • Knowledge of the Little Wandle Programme or a willingness to learn. • Experience of working with children who have special educational needs 	<ul style="list-style-type: none"> • Application Form • Copies of certificates • Letter of application • Portfolio
Knowledge, Understanding & Skills	<ul style="list-style-type: none"> • Good standard of English and maths • Challenge & support all pupils to ensure they achieve their full potential • Have high expectations of pupil behaviour • Understanding of the importance of safeguarding • Demonstrate the ability to learn and adapt from past experience • Take advice and act upon it 	<ul style="list-style-type: none"> • GCSE grade C or above English and maths or equivalent • Ability to contribute to the maintenance of pupils' records of progress / development • Understanding of how learning environments support high standards 	<ul style="list-style-type: none"> • Application form • Letter of application • Portfolio • Interview
Personal Skills	<ul style="list-style-type: none"> • Communicate effectively with pupils, parents & colleagues • Can work as part of a team 	<ul style="list-style-type: none"> • Sociable & outgoing • Takes an interest in and is willing to support school events • Sense of humour 	<ul style="list-style-type: none"> • Application form • Letter of application • Portfolio • Interview
Other Personal Qualities	<ul style="list-style-type: none"> • Able to maintain confidentiality • Self-evaluative, positive & adaptable to changing circumstances & new ideas • Able to use initiative • Possess good organisational skills • Professional attitude at all times 	<ul style="list-style-type: none"> • Basic IT skills • Proactive in offering ideas • Able to select and prepare teaching resources 	<ul style="list-style-type: none"> • Application form • Letter of application • Portfolio • Interview

Above all, you need to enjoy working with children, want the very best for them and be prepared to put their needs first. You must recognise the importance of the whole child; be able to include all learners and support them to achieve high standards, within a creative, broad and innovative curriculum.