



Meysey Hampton Church of England Primary School

School Lane, Meysey Hampton, Cirencester, Gloucestershire, GL7 5JS

Head Teacher: Miss C Lewis

Telephone: 01285 851441 E-mail: admin@meyseyhampton.gloucs.sch.uk

www.meyseyhamptonprimaryschool.co.uk

Dear Applicant

Teaching Assistant

Thank you for your interest in the position of Teaching Assistant at Meysey Hampton C of E Primary School for September 2022. This is a super opportunity for an experienced teaching assistant to join our school and contribute to further enriching the lives of our pupils.

Enclosed you will find some information about our school, a job description and details of the application process.

Our School

Meysey Hampton Church of England Primary is a small village school situated in the heart of Meysey Hampton village on the Gloucestershire /Wiltshire border. We are surrounded by beautiful Cotswold countryside and serve the market towns of Fairford and Cirencester, as well as the nearby villages and hamlets. We are a friendly, caring and committed community who are proud of our lovely school and the warm and supportive learning environment we build. We have a well-established reputation as a school that encourages all children to develop as kind and pro-active individuals who aspire to do their best.

The school is arranged into four classes which are predominantly mixed age, with only our Reception pupils arranged as a single age class. Meysey Hampton C of E Primary places a strong emphasis on providing high standards in Mathematics and English but we also pride ourselves on providing a broad and rich curriculum offer. Based on the National Curriculum, our curriculum is designed to build on pupils' prior learning and ensure children are well-equipped for their next step. We provide range of additional and extra-curricular activities which we expect all members of staff to readily contribute to.

As a church school we value one another and work hard as a team to ensure that our pupils live life in all its fullness. Together, we are building a school that is aspirational, welcoming and enriching in both its vision and practice, and we require all new team members to have this at the heart of all they do.

We work closely with our local cluster schools and all members of our staff are given opportunities to develop their practice through regular training and development meetings. As a small school we are aware of the importance of working collaboratively, connecting with others in our community and being proactive and forward-looking. We value the experience and ideas that new colleagues and other professionals can bring, and embrace research and innovation to continually better ourselves.

Key Information

Working hours: The position is for 27.5 hours per week (term time only)

Teaching Assistant working pattern: Monday – Friday 9am – 3pm (27.5 hours)

Closing date: 6th June 2022

Interviews: Week commencing 13th June 2022

Start date: 5th September 2022

Salary: Teaching Assistant – Grade 5 Points 11-14 (£22,129 - £23,484)

Application Procedure

Please apply using the application form on the Gloucestershire County Council website.

<https://www.gloucestershire.gov.uk/jobs/opportunities-in-gloucestershire-schools/>

Application forms should be accompanied by a covering letter addressed to the Head Teacher, Miss Claire Lewis.

Please email your completed application to admin@meyseyhampton.gloucs.sch.uk.

Teaching Assistant

We are seeking to appoint a caring, flexible and highly motivated Teaching Assistant who is committed to supporting and extending learning across our school. We are looking for the right skills to support the teaching and learning of all children. The successful candidate will work closely with the classroom teacher to ensure that the children have the appropriate support to be successful.

The successful candidate will:

- Be familiar with/understand the requirements of the National Curriculum for KS2 English and Maths
- Have previous experience of working as a teaching assistant in a primary school
- Be able to demonstrate that they can plan and support the delivery of a highly stimulating learning experience
- Be flexible, ready to adapt, and is able to act proactively in changeable situations
- Have the ability to develop and maintain excellent relationships with children and staff
- Be able to multi-task and be independent in leading pupils learning
- Be able to demonstrate experience in positive behaviour management
- Have strong organisation and time management skills
- Understand child protection issues and be committed to safeguarding children
- Uphold our Christian Ethos

We can offer:

- Children who are enthusiastic, well-behaved and keen to learn
- Creative, inspirational and friendly staff to work with
- A supportive and welcoming learning environment
- Commitment to your continuing professional development

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an enhanced Disclosure Application to the Disclosure and Barring Service and references will be requested for short-listed applicants prior to an interview.

Further information about our school can be found on our website: www.meyseyhamptonprimaryschool.co.uk

Job Description

Teaching Assistant - Main duties and responsibilities:

- To support the class as directed by the class teacher
- To aid the pupils to learn as effectively as possible
- To consistently and effectively implement agreed learning strategies
- To give positive encouragement, feedback and praise to reinforce and sustain pupil efforts and develop self-reliance and self-esteem
- To deliver small group 'lessons' and support activities
- Work with pupils 1:1
- Contribute to assessment and evaluation of learning and input into next step learning alongside teacher plans
- Keep and maintain appropriate records
- Establish positive relationships with pupils, acting as a role model and setting high expectations
- When appropriate, to assist with the development and maintenance of good home/school relations by liaising if necessary with pupils' parents and carers
- Work with TA colleagues and other professionals as necessary
- Undertake professional duties that may be reasonably assigned by the head teacher

SPECIAL CONDITIONS

- The post requires vetting in line with procedures determined for the Protection of Children and Young Persons, and a satisfactory medical.
- Employees must be conversant with the school's Health and safety Policy and take all reasonable precautions to ensure their own safety and that of pupils and colleagues.
- Post holders must at all times work within the framework provided by the schools stated 'Aims and Objectives' to support the general ethos of the school.

SAFEGUARDING

All staff have a responsibility to ensure that all School child protection policies are adhered to and concerns are raised in accordance with these policies.

QUALIFICATIONS and SKILLS

	Essential	Desirable	Evidence
Qualifications & Experience	<ul style="list-style-type: none">- Experienced teaching assistant- Previous and recent experience of working as a teaching assistant in a primary school and mixed aged classes- Education to secondary school level at least- Knowledge and understanding of child development and children's and families' needs- An understanding of child protection issues and a commitment to safeguarding children- Experience in positive behaviour management	<ul style="list-style-type: none">- Relevant qualification with regard to working with children such as NVQ 2/3- Experience of working in KS2	Assessed at application Assessed at interview
Organisation	<ul style="list-style-type: none">- Ability to plan and organise- Ability to recognise and identify problems- Ability to record and pass on information accurately	<ul style="list-style-type: none">- Understand the importance of parental involvement	Assessed at application Assessed at interview Assessed through references

Special Skills & interests	<ul style="list-style-type: none"> - Ability to encourage and enable others to develop their full potential 	<ul style="list-style-type: none"> - Any extra interests related to childcare 	Assessed at interview
Disposition and Attitudes	<ul style="list-style-type: none"> - Ability to build relationships and to be part of a team - A friendly, helpful, caring and flexible approach - Open-mindedness and patience - Ability to maintain confidentiality in all school matters - A commitment to equal opportunities 		Assessed at interview Assessed through references