



**Southfields Primary School**

Believe in Yourself  
Value Others,  
Be proud of your achievement  
Smile, Shine, be happy

# Teaching Assistant Application Pack

January 2025





## Southfields Primary School

Dear Applicant,

### Appointment of Teaching Assistant

Thank you for your interest in our Teaching Assistant post at Southfields Primary School starting as soon as possible.

Southfields is a large primary school with 630 pupils (PAN) and 100 staff. We have a Hub of Excellence for Speech and Language, and endeavour to provide an exceptional education in a vibrant environment for children aged 4 to 11.

We are looking for an inspirational and highly motivated TA who will build upon the strengths of the school and work in partnership with all stakeholders and staff to take it forward into its next phase of development. Applications are welcome from highly experienced Teaching Assistants.

Visits to the school are strongly encouraged, please contact Mrs Dale (my PA) to arrange a suitable date and time. Additional information is available on the school website [www.southfieldsprimary.co.uk](http://www.southfieldsprimary.co.uk)

All applications must be emailed to [vacancies@southfields.peterborough.sch.uk](mailto:vacancies@southfields.peterborough.sch.uk)

I hope you find the attached information useful and look forward to meeting you.

Yours sincerely,

A handwritten signature in blue ink that reads "J Urciuoli".

Mrs Joanna Urciuoli  
Headteacher



## Southfields Primary School

### A letter from the children of Southfields

We would like to help Mrs Urciuoli, our Headteacher, find a Teaching Assistant for our school. We are loveable children who need a kind, funny, clever, fair and patient Teaching Assistant who has high expectations of themselves and us.

We would like someone who enjoys coming to school every day and loves spending time with us. We believe in kindness and the positive power of communication.

Mrs Urciuoli believes that our opinions count. We have a great school council which provides us with a positive voice in the school community. We would like our new Teaching Assistant to have fun with us, make us work hard and take an interest in us, as well as support trips, visits and residential to interesting places.

We want to learn and try really hard at school, so we want someone who will expect the best from us as well as support us to learn in creative and exciting ways. In return we will make you smile; we will make you happy with our little notes, pictures and 'special homemade gifts', and make you proud.

We look forward to meeting you soon,

The children of Southfields xxx



## Southfields Primary School

Teaching Assistant Level 2 Grade 6 point 7  
Salary after pro-rata approx. £11,842 (gross)

Would you describe yourself as someone who could brighten the day of a child no matter what the circumstances? We are looking to appoint an experienced and skilled Teaching Assistant or someone highly skilled who has aspiration of becoming a Teaching Assistant on a fixed term contract until 31st August 2025 (to be reviewed). The post will involve supporting children with learning in the classroom. Flexibility and the ability to work as part of a team are essential. Hours of work are 8:45am – 12.15pm Monday to Thursday, and 8:45am – 3:15pm with 30-minute unpaid lunch break on Friday, term time only including 5 training days (pro-rata'd).

The successful applicants will be:

- Positive, self-motivated and personable
- A team player
- Able to use their own initiative
- Highly skilled
- Patient, caring and sensitive to children's/family's needs
- An effective communicator
- Aware of the emotional aspects of learning
- Confident and professional
- Committed to CPD and training
- Committed to the wider aspects of school life

Does our school sound like somewhere you would like to work? If so please take time to visit, meet us all and look around our fantastic school and grounds. This is a unique opportunity and we welcome you to join us on the next part of your career journey. Please contact Mrs Dale (PA to the Headteacher) to arrange a visit. Tel: 01733 562873 or alternatively email: [vacancies@southfields.peterborough.sch.uk](mailto:vacancies@southfields.peterborough.sch.uk)

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment, working closely with families and the local community. All appointments are conditional and subject to an enhanced DBS disclosure and two satisfactory references.

Closing date for applications is 12 noon Friday 24th January 2025  
Interviews will take place on Wednesday 29th January 2025



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### Teaching Assistant Level 2 Grade 6 Job Description

This job description may be amended at any appropriate time, following consultation between the Headteacher and member of staff.

#### Core purpose of post

- To carry out the professional duties of a Teaching Assistant as circumstances may require and in accordance with the school's policies under the direction of the Headteacher and Line Manager.

#### 1. General Roles and Responsibilities

##### 1.1 To support the teachers with planning, teaching and class management

Support allocated pupils by assisting with planning their learning to achieve progression:

- identifying clear teaching objectives and specifying how they will be taught and assessed;
- setting tasks which challenge pupils and ensure high levels of interest;
- setting appropriate and demanding expectations;
- setting clear targets, building on prior attainment;
- identifying SEND, Pupil Premium, Able pupils or any other groups or individuals identified by the school for targeted support;
- Support clear structures for lessons maintaining pace, motivation and challenge;
- making effective use of assessment and ensure coverage of programmes of study;
- ensuring effective teaching support and best use of available time;
- maintaining discipline in accordance with the school's procedures and encouraging good practice with regard to punctuality, behaviour, standards of work and homework;
- using a variety of teaching support methods to:
  - match approach to content, structure information, present a set of key ideas and use appropriate vocabulary;
  - use effective questioning, listen carefully to pupils, give attention to errors and misconceptions;



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- select appropriate learning resources and develop study skills through library, computing and other sources;
- ensuring pupils acquire and consolidate knowledge, skills and understanding appropriate to the subject taught;
- evaluating own teaching critically to improve effectiveness;
- ensuring the effective and efficient deployment of classroom support taking account of pupils' needs by providing structured learning which develop the areas of learning identified in national and local policies and particularly the foundations for English and Mathematics;
- encouraging pupils to think and talk about their learning, develop self control and independence, concentrate and persevere, and listen attentively;

### **1.2 To support the teacher to monitor, assess, record, and report pupils within the class**

- support assessing how well learning objectives have been achieved and used to improve specific aspects of supporting teaching;
- mark and monitor pupils' work and set targets for progress;
- assess and record pupils' progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the level at which the pupil is achieving;
- undertake assessment of students as requested by examination bodies, departmental and school procedures;
- support teachers to prepare and present informative reports to parents.

### **1.3 To support a Co-ordinator to develop an area of the curriculum**

- To support subject or aspect of the school's work and develop plans which identify clear targets and success criteria for its development with the guidance of the Teaching Staff.
- Contribute to the whole school's planning activities;
- Have a commitment to the wider aspects of school life, such as educational visits, clubs etc.

## **2. General Professional Duties**

- To respond to such reasonable requests as are made by the Headteacher of the school, or her representative.



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- To support the school to deliver the Hub of Excellence in Speech and Language and Communication.
- Contribute to the overall life and work of the school.
- To support the ethos of the school and to contribute to the general wellbeing of all the members of the community: e.g. colleagues, pupils, parents, governors etc.
- To work as a member of the staff team in ensuring the delivery of whole-school policies.
- To be aware of the school's policy and procedures for health and safety.
- To keep up to date with current government and school safeguarding policies.
- To report any disclosures or concerns regarding child protection issues to the Headteacher immediately.
- To share responsibility for the expected standards of tidiness and to respond to needs as they are perceived around the school.
- Set appropriate standards of dress, language and behaviour
- Have proper and professional regard for the ethos, policies and practices of the school.
- Have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.
- Follow procedures for visitors in school – the Headteacher must be informed in advance.
- Maintain high standards in their own attendance and punctuality.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Southfields Primary School is committed to safeguarding and promoting the welfare of children and young people and expects its staff and volunteers to share this commitment. As part of your professional duties you must attend Staff Safeguarding training annually.

### **Variation**

This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the Headteacher in consultation with the postholder. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible the Governing Body reserves the right to make changes in the job description following consultation with the Headteacher and the school's personnel provider.



## Southfields Primary School

### Teaching Assistant Person Specification

		Essential	Desirable	Ascertained by
<b>Qualifications</b>	Education to level 3		✓	<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> </ul>
	Minimum of Level 4 (GCSE/O-level or equivalent) qualification in English and Mathematics	✓		<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> </ul>
	Evidence of continuous professional development	✓		<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> </ul>
	First Aid qualified		✓	<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> </ul>
<b>Experience</b>	Experience of coaching young people	✓		<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> </ul>
	Experience working within a school setting		✓	<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> </ul>
	Experience of using strategies to manage challenging behaviour	✓		<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> </ul>
	Experience of supporting young people of all abilities including those with SEN, EAL and /or who are Gifted and Talented	✓		<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> </ul>
	Experience of delivering specific intervention programmes	✓		<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> </ul>
	Experience of developing and delivering consistently effective monitoring and tracking of pupils' successes and areas for development		✓	<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> </ul>
<b>Knowledge and Skills</b>	Understanding of how to monitor and track the progress of pupils			<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> </ul>
	Understanding of how, as an adult in an education environment, you can create a culture of high expectations	✓		<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> </ul>
	An understanding of the complex lives that some young people lead	✓		<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> </ul>
	Understanding of safeguarding and ability to apply it to their role	✓		<ul style="list-style-type: none"> <li>• Application</li> </ul>





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		Essential	Desirable	Ascertained by
				<ul style="list-style-type: none"> <li>• Interview</li> </ul>
	Knowledge of child learning processes and Special Educational Needs	✓		<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> </ul>
	Proven ability to manage a demanding workload, work under pressure and deal with conflicting demands		✓	<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> </ul>
	Ability to overcome communication barriers with children and adults	✓		<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> </ul>
	Ability to understand and implement the school's behaviour management policy	✓		<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> </ul>
	Good understanding of the school's curriculum	✓		<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> </ul>
	Experience of working with collaborative partnerships			✓
<b>Personal Attributes</b>	Resilience – the ability to remain calm and work well under pressure	✓		<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> </ul>
	Proven ability to think both strategically and creatively	✓		<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> </ul>
	Ability to use initiative to respond to unexpected problems using recognized procedures and policies as a guide	✓		<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> </ul>
	Excellent communication skills (including written, oral and presentation skills)	✓		<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> </ul>
	A commitment to safeguarding and promoting the welfare of children and young people	✓		<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> </ul>
	Ability to work creatively and collaboratively	✓		<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> </ul>
	Demonstrably professional, honest and loyal	✓		<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> </ul>
	Flexible and open to continuous change	✓		<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> </ul>



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		Essential	Desirable	Ascertained by
	Commitment to our pupils and their learning, wellbeing and safety	✓		<ul style="list-style-type: none"><li>• Application</li><li>• Interview</li></ul>
	Committed to equality	✓		<ul style="list-style-type: none"><li>• Application</li><li>• Interview</li></ul>
	Able to build and maintain successful and purposeful relationships	✓		<ul style="list-style-type: none"><li>• Application</li><li>• Interview</li></ul>
	Ability to work effectively within a team	✓		<ul style="list-style-type: none"><li>• Application</li><li>• Interview</li></ul>