

Cranham Primary School



C R A N H A M
Primary School

Inspiring children for a lifetime of learning

Application Pack

Teaching Assistant SEND (TA1)



Teaching Assistant SEND (TA1)



Start date- Monday 20th January 2025

Grade 1 pts 1-4

Hours- 29.5 hours per week

Contract Type- Temporary in the first instance (Linked to named child)

Cranham Primary School is a thriving, happy primary school with a strong nurturing ethos where children make strong progress and enjoy a rich curriculum. We are part of the highly successful Rivers Academy Trust which offers continued professional development for the staff team. Cranham is a large two form entry primary school with extensive grounds; we have our own nursery and an onsite speech and language centre. The school also boasts two Learning Support Bases.

We offer a varied curriculum which puts sustainability at its heart and is designed to challenge all abilities, giving our pupils the right tools to prepare them for the next stage of their life. Our school has a friendly atmosphere, which is reflected in happy children who thrive in a safe and positive learning environment. The Rivers C of E Academy Trust is a dynamic trust of sixteen primaries, first and nursery schools and a thriving teaching alliance with a strong educational reputation. As a member of our 800+ staff community, you will have access to a collaborative network of colleagues who work together to drive high standards and benefit from a contributing pension scheme, access to continued professional development and opportunities for internal talent management.

We have an exciting opportunity for a Teaching Assistant at Cranham Primary School, the school is part of The Rivers C of E Academy family of schools.

You will have:

- Previous experience of working in a primary school
- A good understanding of how to motivate and encourage every child
- The ability to work 1:1, in small groups and supervise a whole class
- A proven track record of working in a team and also be able to use your own initiative
- Good literacy and numeracy skills and be able to communicate effectively with pupils, colleagues and parents.
- To be flexible and creative
- To come to school each day with patience, integrity and a big smile

Your responsibilities will include:

- Assisting teachers and pupils as directed
- Working with individual or groups of children confidently
- Working with pupils who need additional support whilst ensuring that more able pupils are challenged
- Preparing resources and planning for sessions as directed
- You may be asked to support during lunchtimes and work in other year groups when the need arises.

Closing Date: Monday 6th January 2025

Interviews: Monday 13th January 2025

Start date: Monday 20th January 2025

Visits to the school are encouraged

Cranham Primary School Job Description



Job Description

Job title: Teaching Assistant SEND (Grade 1 pts 1-4)

Salary Range: £23,657- £24,404 (reduced proportionately for part time hours)

Contract: Temporary in the first instance (linked to named child)

Line of Responsibility: Responsible to Class Teacher / Headteacher

Direct staff reports: N/A

Our People Values:

- **Love, Learn, Live** - Our aim is that our staff will **love learning for life**. Our family of schools **love, learn and live** together.
- **Our STARS values** - Empowering staff to make a difference to children's outcomes: Sharing; Trust; Achievement; Respect and Safety
- We expect our staff to: deliver high quality performance for our children; have a positive and proactive approach; be passionate about learning and CPD; listen to and work collaboratively with others; and engage in school and Trust life.

Key Purpose: The purpose of this post is to support pupils and staff to ensure that all pupils reach their full potential.

Main Activities:

Supporting the pupil

- Aid pupils with special needs to access all subjects of the national curriculum and encourage their independence as learners.
- Motivate and encourage the SEND pupil to behave well in and around school.
- Promote and reinforce pupil self-esteem through praise and encouragement.
- Be sensitive to the general welfare and care of all pupils within the school, drawing areas of concern to the attention of the class teacher.
- Meet the physical and/ or hygiene needs of the named SEND pupil as required including help with mealtimes.
- Attend meeting with relevant professionals or parents as required by the school.

- Assisting the pupil in the acquisition of literacy and numeracy skills and to assist the pupil to make progress across all subject areas.
- Working with the pupil on an individual or group basis as required by the class teacher.
- Assist in offsite visits after negotiation with the Head of School.
- Acquaint themselves with the support materials in and around the school for individual pupil or group use.
- Assist the teacher in developing a supportive and trusting relationship with other adults and children.
- Support pupils with any Emotional and Behavioural Difficulties.
- Support pupils at lunchtime.

Supporting the teacher.

- Ensure a safe environment is maintained within the classroom/ school for all pupils.
- Help with reasonable requests for preparation of materials to support pupils.
- Assist with reasonable requests for minor administrative tasks e.g. photocopying and laminating
- Have access to the planned teaching and learning activities for pupils.
- Keep records to assist with the behaviour and safety of pupils.
- Record pupil progress to inform future planning for coverage of the national curriculum.
- Assist the teacher in evaluation of work undertaken and help plan future progress for identified pupils.

Supporting the school

- Attend training when appropriate and after consultation with the Head of School /SENDCo.
- Be aware of and support all the school's policies.
- Be aware of the school safety procedures e.g. fire drill/ health and safety policy.
- Treat as confidential all information on individual pupils and refer parents to the class teacher should any questions about individuals asked.
- Foster positive links between home and school.
- After negotiation with the Head of School, carry out the administration of basic first aid for pupils throughout the school (qualified staff only).

Generic Responsibilities

- To undertake any further training as required.
- To be aware of and observe all policies, procedures, working practices and regulations. In particular:
- Employees must comply with the provisions of 'The Health and Safety at Work Act 1974' and must take reasonable care for the health and safety of themselves and of

other persons who may be affected by their acts of omissions whilst at work. Employees are also required to cooperate with their employer to enable them to perform or comply with any statutory provisions. The Trust's efforts to promote a safe and healthy working environment can only succeed with the full co-operation of its employees

- To understand, comply with and promote the Trust's safeguarding policy and procedures. It is the responsibility of all employees to make the working environment safe and secure for all
- It is the responsibility of all staff to comply with the Trust's Equal Opportunities Policy. The key responsibilities for staff under this Policy are set out in the Trust Code of Conduct. The duties described in this Job Description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users
- To maintain the confidentiality about pupils, clients, staff and other Trust business. The work is of a confidential nature and information gained must not be communicated to other persons except in the recognised course of duty. The post holder must meet the requirements of the Data Protection Act at all times
- To report to line manager, or other appropriate person, in the event of awareness of bad practice
- Employees must adhere to the Code of Conduct and comply with all reasonable management requests. This job description is intended to provide a broad outline of the accountabilities and responsibilities only. The post holder will need to be flexible in developing the role in conjunction with the line manager. The post holder may be asked to carry out any other delegated duty or task that is in line with their post.

The School reserves the right to alter the content of this Job Description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility.

The duties described in this Job Description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the School's Equal Opportunities Policy and Code of Conduct.

Cranham Primary School Person Specification



Teaching Assistant SEND (Grade 1 pts 1-4) Person specification

Criteria	Essential	Desirable
Qualifications and experience	<ul style="list-style-type: none"> • Appropriate Educational qualification • Experience in working in a school setting 	<ul style="list-style-type: none"> • Evidence of further CPD • First Aid trained • Team Teach trained
Skills and knowledge	<ul style="list-style-type: none"> • Ability to work independently • Ability to use own initiative • Good understanding of safeguarding issues • Excellent practitioner 	<ul style="list-style-type: none"> • Good understanding of the new National curriculum • Safeguarding training undertaken • Offsite visit trained • EYFS Experience

About Our School



We are a thriving two form community primary school on the northern outskirts of Worcester city that is proud to be part of The Rivers C of E Multi Academy Trust. Our staff are both skilled and highly dedicated striving to ensure that all of our pupils reach their potential. We follow the Rivers' curriculum which ensures that through high quality teaching the pupils enjoy a rich curriculum where learning builds on learning and links are made to The United Nations Sustainably Goals. All classrooms have state of the art interactive televisions and the children have extensive access to laptops and iPads across the school day.

The school has extensive grounds which include two Forest School areas, climbing walls, large climbing frames, reading pods, an all-weather running track and a football pitch; there is always something for our pupils to do!

In addition to our main classrooms, we have two learning support bases and nurture is fully embedded within our school ethos.

Our nursery, Cranberries, can accommodate up to 30 pupils during each session and we are able to offer between 15 and 30 hours provision. Our Early Years' classrooms and outside areas have benefited from significant investment in recent years and offer a fantastic 'hands-on' environment for the pupils to enjoy and develop.

Our parents and community are very supportive of the work that we do, and our governance structure ensures that the voice of parents and pupils is valued.

Our school emblem, a Crane, represents what we wish for all of our children, which is to.....'walk tall and fly high'.

Our goal within The Rivers C of E MAT is that all of our pupils will 'Love Learning for Life'.

We encourage all prospective parents to visit our school, everyday is an open day, so please phone the office or email cranhamoffice@riverscofe.co.uk and book a tour of our wonderful school.

I look forward to meeting you.

Kind regards,
Mrs Charlotte Barnett
Head Teacher

The Rivers Multi Academy Trust

When you join Cranham Primary School you become part of The Rivers CofE Academy Trust family, a group of 15 schools and over 750 staff working in partnership to provide the best learning experience for over 4600 children.

As a member of the trust, you will have access to a wider network of friendly colleagues, working in similar positions, who are available to offer support, share ideas and provide guidance.

There are plenty of opportunities for you to thrive and grow your skills, through training and collaborative working.

Contact Details

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