

Steeple Morden Church of England Primary School
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Headteacher: Mrs Alex Housden



Steeple Morden Primary School is a village school in the south west corner of Cambridgeshire, close to the Hertfordshire and Bedfordshire borders. Our catchment area covers Steeple Morden, Litlington, Abington Pigotts and Odsey but our current roll includes children from other local towns and villages.

We are a Church of England (Voluntary Controlled) Primary School and we aim to serve our community by providing an education of the highest quality within the context of Christian belief and practice. We welcome children of all faiths, and none, and we aim to create a community of tolerance and acceptance. We are actively supported by our local community and a dedicated Parent and Teacher Association (PTA).

We believe our pupils should have every opportunity to achieve high academic standards and develop awareness of social and moral values. We provide a secure and stimulating environment where children and adults can work productively. Relationships are very important to us and the relationships we develop with our children, their families, our community and the wider world enable us to create a warm, caring and happy school where everyone is included.

The Headteacher and governors of Steeple Morden Primary School are committed to safeguarding and promoting the welfare of children and young people.



Teaching Assistant - Level 2 (points 3-4)

5 school days per week, 38 weeks per year, exact hours to be agreed.

£22,737 pro rata (depending on hours agreed, example salary - 0.73FTE £16,598)

We are looking to appoint one skilled, experienced Teaching Assistant to support individually named pupils during their school day. In addition you will also be required to support pupils during lunch times.

The successful applicant will:

- Have experience of working with primary aged children as a Teaching Assistant, Teacher, trainee or classroom volunteer.
- Have knowledge and/or experience of working with children with additional needs.
- Be resilient, have a calm, patient approach and positive attitude.
- Be able to adapt plans and use ICT to support children's learning.
- Be a team player and communicate effectively with staff and parents.
- Be passionate about making a positive difference to the lives of children, helping them to address gaps in learning and social experiences.

If you are interested in this position, please see our website for a copy of the application form. If you would like more information please email vacancies@steeplemorden.cambs.sch.uk. Applications should also be sent to vacancies@steeplemorden.cambs.sch.uk.

We are committed to stringent safeguarding procedures and applicants will be subject to a full enhanced DBS check. Please note, references will be requested prior to interview and social media/online checks will also be carried out.

Closing date: Wednesday 16th October 2024 8.00pm

Interviews will be held on Monday 21st October 2024

Start date: 4th November 2024 (or as soon thereafter)



JOB DESCRIPTION

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment

Job Title:	Teaching Assistant (Fixed Term)
Reports to:	Deputy Head/Headteacher
Grade:	Level 2
Hours:	5 School days with a 30 minute unpaid lunchbreak (Hours to be agreed)

Job Purpose:

Supporting names pupils (who are in receipt of an EHCP) within their classroom environment and through intervention.

Principal Accountabilities:

1. Support for children

- In conjunction with the classroom teacher, adapt lessons to meet the needs of individual children and small groups.
- Take responsibility for delivering learning activities with small groups who would benefit from a different learning approach as agreed.
- Establish and maintain supportive relationships with individual pupils, small groups and parents/carers to ensure they understand and can achieve the tasks.
- Provide learning support to children with significant care needs, or where English is not their first language.
- Support children with significant development needs, e.g. cognitive ability, EBD, learning skills, etc. as directed.
- Encourage and promote inclusion in the classroom, ensuring all pupils feel involved with tasks and activities.
- Supervise outdoor activities at break as required and specific pupils at lunchtime

2. Support for the curriculum

- Support the school curriculum, including literacy and numeracy activities.
- Suggest areas where ICT might be used to enrich pupil learning
- Provide targeted support to enhance learning and improve attainment

3. Support for the teacher

- Assist in contributing to reports on pupil progress and development as directed.
- Monitor and track progress and provide feedback to assist in developing the Assess, Plan, Do, Review cycle for children with special needs.



- Contribute to the evaluation of learning undertaken for individual pupils.
- Undertake support activities for the teacher as appropriate.

4. Support for the school

- Be committed and proactively support all school policies and initiatives including safeguarding, behaviour and curriculum.
- Develop and maintain effective working relationships with other staff and parents or carers.
- Contribute to the maintenance of a safe and healthy environment.
- Assist in facilitating school events, e.g. school plays, events (within working hours).



PERSON SPECIFICATION

	Essential	Desirable
Qualifications / Training	<ul style="list-style-type: none"> • Current DBS check • Competency in English and Maths • Willingness to undertake additional training as required 	<ul style="list-style-type: none"> • GCSE level C or equivalent in English and Maths • L2 or above in supporting teaching & learning • Recent safeguarding training
Experience	<ul style="list-style-type: none"> • Experience of supporting KS1/KS2 pupils • Experience of working in a primary school setting • Experience of delivering small group or individual sessions or programmes • Successful adaptation of resources or activities to enable curriculum access • Ability to work as part of a team to secure positive outcomes for pupils 	<ul style="list-style-type: none"> • Experience supporting SEND pupils within the classroom • Effective communication with parents / carers • Experience of planning small group or individual sessions or programmes
Knowledge & Understanding	<ul style="list-style-type: none"> • Understanding of how children learn and develop • Knowledge of effective behaviour management strategies 	<ul style="list-style-type: none"> • Awareness of the Assess, Plan, Do, Review cycle and target setting
Skills	<ul style="list-style-type: none"> • Good basic ICT skills (especially word processing, maintaining records, preparing displays etc.) • Relate well to pupils and staff, caring about individual needs • Able to adapt to changing circumstances and new ideas in a positive and creative manner 	<ul style="list-style-type: none"> • Relate well to parents and care about their individual needs whilst maintaining appropriate relationships
Other Attributes	<ul style="list-style-type: none"> • Value all children and commitment to the development of the whole child • Ability to deal with sensitive issues in a professional manner • High standards of self and others • Resilience and the ability to treat each day as a fresh start • Good judgement, integrity and loyalty • Energy and enthusiasm • A good sense of humour • Support the Christian values and ethos of the school. 	