



**Application Pack and Job Description**  
**Teaching Assistant**  
**Kenn C of E Primary School**



## **Kenn C of E Primary School**

### **Teaching Assistant**

**Fixed Term until 31<sup>st</sup> July 2024,  
Part-time (21 hours per week)**

Ivy Learning Trust is seeking to appoint fixed-term Teaching Assistant to join our experienced team.

We are looking for an enthusiastic individual who is able to build relationships and communicate effectively with pupils, staff and parents/carers. The successful candidate will be expected to demonstrate a good standard of English and Mathematics, and be fully committed to ensuring the best possible outcomes for our pupils.

Experience of working with children previously and relevant qualifications would be advantageous (e.g. Level 2 or 3 Teaching Assistant qualifications, NCFE or NVQ).

Kenn C of E Primary School is committed to promoting and safeguarding the welfare of children and young adults. If successful, you will undergo an Enhanced Level DBS check.

The successful candidate will also:

- Be able to support pupils with special educational needs
- Be able to support pupils with social, emotional and mental health needs
- To engage in CPD where relevant, to continually improve their practice

The Ivy Education Trust works closely with all schools within the Trust and beyond. The Ivy Education Trust celebrates the diversity of each of its schools and is founded upon the alignment of vision and values that we all commonly hold to secure the best outcomes for our pupils.

The name of our Trust is inspired by the story of Dr Ivy Williams. Born in Teignbridge (Newton Abbot), in 1877, she managed what we would wish for all the children and young people of Teignbridge and surrounding area that we serve in our schools by fulfilling her childhood dreams and ambitions.

On 10 May 1922 Dr Ivy Williams became the first woman to be called to the Bar (formally recognised as a qualified Barrister of Law) of England and Wales.

The story of Dr Ivy Williams reminds us of the famous quote from Michelangelo:

*"The greater danger for most of us lies not in setting our aim too high and falling short; but in setting our aim too low, and achieving our mark."*

The Ivy Education Trust supports and challenges all members of our learning community to dream big, aim high, and achieve more than they ever thought was possible.

If you share these aspirations, then we very much welcome your application for this post. For an informal discussion please contact Lorraine Curry, Executive Headteacher ([lorraine.curry@ivyeducationtrust.co.uk](mailto:lorraine.curry@ivyeducationtrust.co.uk)).

Application forms and further information are available from our website, [www.ivyeducationtrust.co.uk](http://www.ivyeducationtrust.co.uk) or via email to [people@ivyeducationtrust.co.uk](mailto:people@ivyeducationtrust.co.uk).

Completed application forms should be sent to [people@ivyeducationtrust.co.uk](mailto:people@ivyeducationtrust.co.uk) before the closing date stated below.

Closing date for applications is 20<sup>th</sup> February at 09:00, Interviews will take place the same week.

## Job Description

Job Title:	Teaching Assistant
Location:	Kenn C of E Primary School
Responsible to:	Executive Headteacher
Salary:	Scale 3, Point 4-6. £21,189-£21,968 FTE. Actual Annual Salary £10,298
Contract:	21 hours per week, 39 weeks per year, Fixed term until 31 <sup>st</sup> July 2024.
Start Date:	Immediate Start

### Key Purpose of Job

Responsible for supporting pupils with their learning under the guidance of the class teacher, including:

- Helping children of all abilities, including those with special educational needs, to learn as effectively and independently as possible, individually, in small groups and within the classroom environment.
- May include lunchtime duties

### Duties (not exhaustive):

The Teaching Assistant will:

- support and uphold the school's vision and values
- run a range of interventions to support individuals and small groups
- prepare materials and resources to support individuals, small groups and classroom activities
- work with children on individual targets in reading, writing and maths
- support children's emotional development and resilience when approaching learning tasks
- support children's behaviour in line with the school's behaviour policy
- provide lunchtime support in the hall and on the playground as required
- assist with duties as required
- have an awareness of and adherence to all school safeguarding procedures and participate in training as appropriate
- ensure the health and safety of the children and to report any concerns or details of accidents/incidents as necessary to the relevant persons
- assist in the general care of the learning environment by keeping curriculum resources in classrooms and around the school, tidy and in good order
- support the school's wide range of extracurricular activities
- support class teachers with educational visits including taking responsibility for the care, welfare and learning of individuals and small groups of children

This is not an exhaustive list of duties; they may be varied from time to time without changing the general character of the job or the level of responsibility. A high degree of flexibility and adaptability is an important element of this role.

This is a description of the role as it is now. We periodically examine employees' job descriptions and update them to ensure that they reflect the job as it is then being performed, or to incorporate any changes being proposed. We aim to reach agreement on reasonable changes, but if agreement is not possible, we reserve the right to insist on changes to your job description after consultation with you.

Ivy Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All employees are expected to undergo Disclosure and Barring and employment checks.

## Person Specification

Criteria		Essential	Desirable
<b>Qualifications</b>			
GCSE English and Maths (grade C/4 or above)		✓	
Current Paediatric First Aid certificate			✓
Food Hygiene Certificate			✓
Level 2 or 3 Safeguarding Certificate			✓
<b>Professional Experience and Knowledge</b>			
Experience of establishing positive relationships with children and staff		✓	
Previous experience of working with children as a Teaching Assistant or any other work involving primary aged children			✓
<b>Personal Aptitudes, Qualities and Skills</b>			
A sense of creativity			✓
A understanding of and experience of leading small groups for phonics			✓
To work under pressure and multitask		✓	
Ability to remain calm in pressurised situations		✓	
Good interpersonal skills. Ability to communicate confidently at all levels and develop and maintain positive working relationships with children and adults		✓	
Good level of written and verbal skills		✓	
A basic knowledge of Health and Safety requirements in a school environment			✓
<b>Specific Requirements</b>			
Suitability to work with children		✓	
A commitment to and evidence of promoting diversity and equal opportunities within a school, curriculum and in employment practice		✓	
Demonstrate the importance of work life balance and personal well-being		✓	
Flexible and adaptive			✓
Self-motivated and enthusiastic			✓
Sense of humour / positive attitude			✓
Patient, tolerant and understanding			✓