

Watlington Primary School



Candidate Information Pack Class Teaching Assistant

Start Date: September 2023



Our School Vision

'Bright Futures for all'

We are a child centered, caring and motivational school.

We support each other in a spirit of openness and inclusivity.

We work with integrity to ensure all children have the skills they need to achieve their ambitions.

Watlington Primary School
Love Lane, Watlington, Oxon, OX49 5RB

Tel: 01491 612474

Email: office.2459@watlington.oxon.sch.uk Web: www.watlington.oxon.sch.uk

Dear Candidate,

Thank you for your interest in working at Watlington Primary School. This pack has been put together to give you all the information that you need about our fantastic school. It will help you to gain an understanding of how our school is organised, and to appreciate the outstanding education on offer to the children in our care.

Our school is rated 'Outstanding' by Ofsted and we continue to strive to further our improvement journey, ensuring high academic standards delivered within a fun, engaging and challenging curriculum.

Governors, staff, parents and pupils have all contributed to a clear vision, 'Bright Futures,' for a school where all can flourish. (WPS Ofsted Report)

I hope you find this information pack helpful. If you have any further questions or would like any additional information, please do not hesitate to contact us.

I very much hope that we will be welcoming you to Watlington very soon.

Mrs Gemma Sterjo
Headteacher

SCHOOL CONTEXT

Watlington Primary School is a larger than average rural primary school with 216 pupils on roll. The Pupil Admission Number is 30 per year group. In addition to KS1 and KS2 provision, we also have a nursery for three and four year olds.

The original primary school was established in Watlington in 1874. We relocated to our current purpose-built accommodation on a site, which is shared with the local secondary school, Icknield Community College, and Rainbow Corner Day Nursery in February 2000.

There are eight individual classrooms and a Foundation Stage unit, large sports hall and a multi-purpose / music room. Laptops and iPads are used across the wireless enabled site. There are separate libraries for Key Stage 1 and Key Stage 2 children. All parts of the school building have been adapted for wheelchair access.

The school has a large playing field and there are specially resourced play areas for the Foundation Stage, Key Stage 1 and Key Stage 2 children, including an allotment, pond area and outside stage.

The majority of our pupils are of white British heritage. A small proportion of pupils are eligible for free school meals and a very small proportion of pupils are from service families. Approximately 14% of our children qualify for Pupil Premium funding.

The proportion of disabled pupils and those with special educational needs is similar to that found nationally and the numbers of pupils supported with EHCPs is marginally higher than the national figure.



THE SCHOOL COMMUNITY

Watlington Primary School has a staff team who are enthusiastic, inspirational, dedicated and hardworking; planning exciting learning experiences for all children. Teachers work closely in year groups and within Key Stages and are very supportive of each other across the entire school.

As a result of our team work and dedication, our children achieve high academic standards, which are reflected in our results. Our EYFS, KS1 and KS2 data matches, or surpasses, local and national outcomes for reading, writing and maths.

At Watlington, each individual child's social, emotional, moral and cultural development is as highly valued as the development of their academic, sporting, musical or artistic skills. This prepares the children well for life in secondary school and beyond. We celebrate the successes and achievements of our children both academically and socially.

We value the positive relationships with our pupils' families and encourage collaboration between home and school. Furthermore, our school maintains positive links to the local community, participating in local events such as the Remembrance Day parade and the Big Sing.

WHAT CHILDREN SAY ABOUT WATLINGTON PRIMARY SCHOOL

Watlington Primary School is an exciting place to start your education, as a result of the engaging lessons, activities, visits and after school clubs that the teachers plan. The children are offered a wide-ranging, stimulating and nurturing environment in which to grow, as demonstrated in their comments:

“Our teachers encourage us to talk aloud, share their ideas and push our learning forwards.” (Year 6 Pupil)

“We know that we will come to school and will have a really fun day.” (Year 3 Pupil)

“Everyone has a fair opportunity to participate in everything.” (Year 6 Pupil)

“I like how you can be yourself and share your personality.” (Year 5 Pupil)

“There are always lots of exciting things going on.” (Year 2 Pupil)





WHAT WE CAN OFFER YOU

Professional development is central to our school. Each member of staff collaborates with colleagues from across the school to improve their practice and develop new ways of supporting our pupils, and we encourage our colleagues to seek further opportunities to enhance and develop their specialist skills.



JOB PURPOSE AND KEY RESPONSIBILITIES

CLASS TEACHING ASSISTANT — Grade 4 point 4

To work under the instruction of teaching or senior staff to undertake work in order to enable access to learning for all pupils. To assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area.

SUPPORT FOR PUPILS

- Ensure all pupils are safe in our care and that safeguarding procedures are followed at all times
- Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities
- Assist with the development and implementation of individualised support plans
- Establish constructive relationships with pupils and interact with them according to individual needs
- Promote the inclusion and acceptance of all pupils
- Encourage pupils to interact with others and engage in activities led by the teacher
- Set challenging and demanding expectations and promote self-esteem and independence
- Provide feedback to pupils in relation to progress and achievement under guidance of the teacher
- Provide first aid/medication support as required

SUPPORT FOR TEACHERS

- Contribute to the maintenance of a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals
- Monitor pupils' responses to learning activities and provide feedback as directed
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- Establish constructive relationships with parents / carers
- Undertake routine marking of pupils' work
- Provide class administrative support e.g. photocopying, filing etc.

SUPPORT FOR THE CURRICULUM

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use

SUPPORT FOR THE SCHOOL

- Be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality, and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required

- Assist with the supervision of pupils out of lesson times, including at lunchtime
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher

This job description will be reviewed at least annually and any changes will be subject to consultation.

The School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced Disclosure and Barring Service (DBS) check.

PERSON SPECIFICATION

Essential	Desirable
Experience Working with or caring for children of relevant age	
Qualifications Good maths and English skills Training in the relevant learning strategies e.g. literacy	NVQ 2 Teaching Assistants or equivalent qualifications or experience Previous training on SEN interventions First aid training

<p>Knowledge & Skills</p> <p>General understanding of National / Foundation Stage Curriculums and other basic learning programmes/strategies</p> <p>Basic understanding of child development and learning</p> <p>Ability to self-evaluate learning needs and actively seek learning opportunities</p> <p>Ability to relate well to children and adults</p> <p>Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these</p> <p>Able to follow instructions, self-organisation and is willing to be flexible and adaptable</p> <p>Good communication skills</p> <p>Has a high expectation of themselves and the children in their care</p> <p>Confidentiality and a willingness to take shared responsibility for safeguarding children</p>	<p>Effective use of ICT to support learning</p> <p>Use of other equipment technology – video, photocopier</p> <p>Understanding of relevant polices / codes of practice and awareness of relevant legislation</p>
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HOW TO APPLY

Working Pattern: Monday to Friday, 9am – 1pm
20 hours per week, term time only

Salary: Grade 4 point 4, £10.98 per hour
(Pay Award pending)

Closing Date: 12 Noon Thursday 22nd June
2023

Interviews: Monday 26th June 2023

We recommend that you look through our website to gain a good understanding of our school, and should you wish to ask any questions prior to submitting an application we will be happy to organise a telephone conversation with the Headteacher or Deputy Headteacher.

An application form can be downloaded from our school website: [Click here.](#)

Applications should be sent to: office.2459@watlington.oxon.sch.uk for the attention of Jo Arnold, our School Business Manager

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