



Teaching Assistant Required

We are looking to appoint a dedicated, kind and experienced Teaching Assistant.

The candidate must:

- Have a good sense of humour
- Have a love of children
- Enjoy playing with and caring for children
- Have an abundance of patience
- Be adaptable
- Be willing to attend training

Desirable:

- Have previous experience of working with or caring for children with Social, Emotional and Mental Health (SEMH) needs.

Details:

Weedon Bec Primary School is a friendly village primary school situated halfway between Northampton and Daventry. There are currently 208 children on roll, divided into 8 classes plus 27 children in our Stepping Stones nursery.

The Teaching Assistant will be involved in supporting specific SEN Year 6 pupils with their social, emotional and academic progress and also carry out general TA classroom responsibilities. This will include supporting positive interactions and play with peers during break and lunchtimes.

We can offer you a supportive team of staff, a full induction programme including a mentor and training as and when necessary.

Working hours are Monday to Friday 8:40am to 3:20pm, with a 30 minute lunch break. This post is term time plus training days only. Pay will be based on Grade D - currently £13,480 to £13,749pa actual (£18,887 - £19,264 FTE)

Visits to school are encouraged – please contact us to arrange this by phone (01327 340547) or email (office@weedonbecprimary.co.uk). This is a permanent contract starting in September 2022.



Weedon Bec Primary School is an equal opportunities employer. The school is committed to safeguarding and promoting the welfare of children and this appointment is subject to an enhanced DBS, medical check and positive references.

Applications:

Please apply using the application form by emailing dawn.lee@innovatemat.org

Closing date for applications: 13 July 2022 by 5pm

Interviews: week commencing 18 July 2022

Start Date 1 September 2022



JOB DESCRIPTION FOR POST OF TEACHING ASSISTANT FOR SEN PUPILS

Purpose of Job

To support a pupil who has SEMH needs and to support teaching staff in raising pupil attainment and in the maintenance of a well ordered environment. This may involve preparing and delivering learning activities for this child and his peers under the guidance of the class teacher or Special Educational Needs and Disabilities Coordinator (SENDCo). It will include monitoring, assessing, recording and reporting on pupils' progress. This role will also include working with small groups of children from this class to develop the pupil's social and emotional needs. This will include working with this child at break-times and part of lunch time.

Principle Accountabilities

Support for pupils:

Develop knowledge of all pupils socially, emotionally and academically including home circumstances, barriers to learning etc.

Gain a specific understanding of the learning needs of the pupils to be supported whatever their ability

Supervise and provide particular support for pupils, ensuring their safety and access to learning activities - this may be individuals or groups of any ability within the class

Aid pupils' learning, as effectively as possible, both in group situations and independently by, for example:

- clarifying and explaining instructions;
- encouraging children to listen to the class teacher and then explain what they are expected to do
- ensuring the child is able to use equipment and materials provided safely and with precision;
- assisting in weaker areas, e.g. language, behaviour, social skills, reading, spelling, maths, handwriting/presentation;
- helping in stronger areas to use and apply knowledge and understanding to more open-ended tasks



- helping children to concentrate well and finish work set and become autonomous in this
- meeting physical needs as required whilst encouraging independence

Developing appropriate resources to support the children

Providing support for individual children inside and outside the classroom to enable them to interact socially and cooperatively with others and engage in activities led by the teacher

Establish a constructive relationship with the pupils and interact with them calmly, respectfully and firmly when necessary

Promote the inclusion and acceptance of all children

Set challenging and demanding expectations and promote self-esteem and independence
Provide the necessary pastoral care to enable children to feel secure and happy

Provide feedback to pupils in relation to progress and achievement under the guidance of the teacher

Support for the Teacher

Assist the class teacher (and other professionals as appropriate), in the development and planning of a suitable programme of support for specific pupils if necessary

Assisting with the development and implementation of Provision Maps, Behaviour Plans and Personal Care programmes within the class where possible

Inform yourself of weekly plans in advance of the lesson so that you are able to prepare appropriately, with the support of the teacher, for the group you will be supporting

Monitor pupil's responses to learning activities and accurately record achievement as directed

Provide detailed and regular feedback about the children to the teacher

Contribute to the maintenance of children's progress records

Participate in the evaluation of the support programme of specific pupils



Promote good behaviour, dealing promptly with conflicts and incidents in line with the school's behaviour policy, and encourage children to take responsibility for their own behaviour

Establish constructive relationships with parents/carers

Administer routine tests and undertake routine marking of children's work as directed by the teacher, of groups that have been supported by you

Support class teachers in photocopying and other tasks in order to support teaching

Support for the Curriculum:

Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses to everyday assessment

Undertake intervention programmes as agreed with SENDCO and class teacher, recording achievement and progress, and feeding back to the teacher

Support the use of ICT in learning activities and develop pupils' competence and independence in its use

Support for the school:

Be aware of and comply with the procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person

Be aware of, and support difference, ensure all pupils have equal access to opportunities to learn and develop

Contribute to the overall ethos, work and aims of the school

Appreciate and support the roles of other professionals

Attend and participate in relevant meetings and training as required

Where appropriate, develop a relationship to foster links between home and school

Liaise, advise and consult with other members of the team supporting the children as appropriate

Contribute to reviews of children's progress as appropriate



Set a good example in terms of dress, punctuality, attitude, collaboration, respect and attendance

Prepare and present displays of children's work as required

Carry out playground duties on a rota and ad hoc basis

Accompany teacher and children on educational visits

Undertake other duties from time to time as required by the Head of School or Class Teacher



Person Specification

Teaching Assistant

The person specification shows the abilities and skills you will need to carry out the duties in the job description. Short listing is carried out on the basis of how well you meet the requirements of the person specification. You should mention any experience you have had which shows how you could meet these requirements when you fill in your application form. If you are selected for an interview you may also be asked to undertake practical tests to cover the skills and abilities shown below.

A – Application Form, **C** – Certificates, **I** – Interview, **T** - Task

	Essential (E) Desirable (D)	Tested By
Qualifications and Experience		
Positive experience of working with children in an educational setting/primary aged children	E	A, I, T
Evidence of relevant training/development	E	A, C, I
Good Mathematical and English skills including good spelling (minimum Level 3 equivalent)	E	A, C, T
A basic understanding of principles of child development and learning processes	D	I, T
First Aid qualification or willingness to train	D	C, I
Skills & Knowledge		
Able to demonstrate an interest in working with and interacting with children	E	A, I, T
Able to interpret the objectives/activities of a lesson and assist a child to achieve them at their own level	E	A, I, T
Able to identify issues children may experience and how they can be resolved	E	A, I, T
Ability to use ICT well enough to be able to support pupils (guided by teacher) to use tablets, iPads, laptops, cameras	E	A, I
An understanding of/and the ability to comply with the school's Child Protection, Health and Safety, Equal Opportunities policies and to implement the Behaviour and other relevant policies in the school	E	A, I
An understanding of the current National Curriculum for Primary aged children	D	A, I
Working with People		



Good communication and listening skills		E	A, I, T
Able to relate well to children and adults		E	A, I, T
Able to review pupil's performance and feed-back progress to the teacher about how specific targets have been met		E	A, I
Able to use basic word processing, email and databases well enough for school based record keeping		E	A, I
Able to work independently but to keep others informed – both verbally and in written form e.g. emails, record sheets		E	A, I
Understand the need for confidentiality when required		E	A, I
Patience, co-operation, problem solving approach, adaptable and a caring nature		E	A, I
Understanding your roles and responsibilities and your contribution to pupils' learning		E	A, I
Additional work elements			
Physical Effort and/or Strain	<ul style="list-style-type: none"> Job holders regularly move around during their normal working pattern, walking standing and sitting with pupils Job holders may set out PE equipment and will have help in moving heavy equipment 		
Working Environment	<ul style="list-style-type: none"> Job holders may carry out playground duties in variable weather conditions; however there is usually indoor play during bad weather Very occasionally job holders are required to clean up toilet accidents and help clean up children who have been ill 		
Disclosure & Barring Service	<ul style="list-style-type: none"> Job holders will be required to undergo a DBS clearance, medical clearance, provide two successful references and original evidence of qualifications 		