



St. James' Church of England Academy  
Pokesdown Hill, Christchurch Road  
BOURNEMOUTH, BH7 6DW  
01202 426696  
Email [office@stjames.academy](mailto:office@stjames.academy)

## **VACANCY:** 2 x Teaching Assistant Post

|                          |                                                                                                            |
|--------------------------|------------------------------------------------------------------------------------------------------------|
| <b>Work Location</b>     | St. James' Church of England Primary Academy, Bournemouth                                                  |
| <b>Salary (per year)</b> | Range: NJC scale point 4-6.<br>FTE salary: £23,114 - £23,893<br>Pro-rata (actual) salary: £17,132 – 17,710 |
| <b>Working hours</b>     | 32.5 hours a week (08:20 am – 3:20 pm)                                                                     |
| <b>Weeks per year</b>    | Term time only plus inset days (39 weeks per year)                                                         |

|                        |                                       |
|------------------------|---------------------------------------|
| <b>Closing Date:</b>   | Monday 11 <sup>th</sup> December 2023 |
| <b>Interview Date:</b> | to be confirmed                       |
| <b>Job Start Date:</b> | January 2024                          |

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|--------------------------------|--------------------------------------------------------------------------------|
| <b>Website:</b>                | <a href="http://www.StJamesCEBournemouth.com">www.StJamesCEBournemouth.com</a> |
| <b>Contact e-mail address:</b> | <a href="mailto:SWalden@StJames.Academy">SWalden@StJames.Academy</a>           |

### **About the Post**

St James' Church of England Primary Academy is a successful and ambitious school, with a firm commitment to continue to improve and develop every day.

We have a vacancy in our Teaching Assistant team. We are seeking to appoint an exceptional teaching assistant with aspiration and ambition. This role will include working with vulnerable children on a 1 to 1 basis and supporting them to access the curriculum. It will include preparing resources and assisting teachers in the day-to-day management of the classroom. Experience of working with SEN pupils and excellent behaviour management skills are desirable.

You will have a positive attitude of self-improvement and a commitment to work alongside colleagues to share best practice, learn, reflect and improve. We are looking for a professional with a strong vocational commitment to improve the life chances of our children with exciting and engaging teaching, learning and lunchtime experiences. Does this sound like you?

### **A successful candidate will be:**

- Passionate about making learning and lunchtime experiences exciting and memorable
- Determined to ensure that all children have the opportunity to make good progress and will exceed national standards
- A reflective practitioner who is always open to new initiatives
- A team player who is highly motivated and enthusiastic
- Prepared to take an active part in the wider life of the school, willing to add something extra to the school community by sharing their talents
- Able to demonstrate knowledge of our academy in their application and indicate how they believe they could contribute to developing our community and the opportunities for our children

- Empathetic and able to support and promote our Christian ethos and values
- Shows enthusiasm, is proactive, self-motivated and able to use initiative
- Commits to team work and has excellent interpersonal skills
- Is organised, efficient, professional and adaptable
- Is caring, understanding and patient with a good sense of humour
- Someone who lives life with a smile!

### **SEN Specific Experience (Desirable):**

- Has experience of using a total communication approach, including PECs, PIEC D, sign along
- Has experience of caring for children with physical needs who require physio support and intimate care
- Understands child development and attachment theory in relation to challenging behaviour
- Establishes positive, supportive and clear relationships with children, parents and staff
- Has a commitment to inclusion in a mainstream setting

### **In return, we offer:**

- A learning community where you are encouraged to innovate, think for yourself, try new ideas, make a difference and take on responsibility
- Happy, enthusiastic children who are motivated to learn
- A dedicated and mutually supportive staff team
- Supportive leadership, parents, local governors and Multi-Academy Trust
- Opportunities to network with partnership school and Trust colleagues
- High quality opportunities for continued professional development
- An academy trust employee benefits and wellbeing package.

### **Application Procedure**

If you have something to offer the children and staff at St James', are ready for a new challenge and available in the near future, then we would love to hear from you! Visits to our academy are highly recommended and warmly welcomed. Please email ([SWalden@StJames.Academy](mailto:SWalden@StJames.Academy)) or call (01202 426696) the School Business Manager, Mr Walden, to arrange a visit.

An application pack is available on our academy website ([www.stjamescebournebournemouth.com](http://www.stjamescebournebournemouth.com)), electronically via our School Business Manager ([SWalden@StJames.Academy](mailto:SWalden@StJames.Academy)) or in hard copy from the academy office.

Completed applications should be emailed to the email address provided above or sent by post clearly marked for the attention of the Head Teacher to: St James' CE Primary Academy, Pokesdown Hill, Christchurch Road, Bournemouth, Dorset, BH7 6DW.

### **Safeguarding**

This post is covered by the Childcare Disqualification Regulations 2018. The Trust will need to ensure that they are not knowingly employing a person who is disqualified under the 2018 Regulations in connection with relevant childcare provision. Accordingly, shortlisted candidates will be required to demonstrate to the Trust, by completing a self-declaration form as part of the pre-employment checks process, that they have not been disqualified under the 2018 Regulations. If the preferred candidate is found to be disqualified under the 2018 Regulations, the offer of employment will be subject to the application by the preferred candidate to Ofsted for a waiver and the receipt of a waiver from Ofsted.

All staff will be expected to hold or be willing to obtain Enhanced DBS check or Enhanced check for Regulated Activity with the Disclosure & Barring Services (previously the Criminal Records

Bureau). For further information about what is required in this process, please go to [www.gov.uk/disclosure-barring-service-check](http://www.gov.uk/disclosure-barring-service-check) (<http://www.gov.uk/disclosure-barring-service-check>).

This 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 school-based staff have the responsibility for promoting the safeguarding and welfare of children. All school staff should be aware of the school's Child Protection and Safeguarding Policy and work in accordance with this document at all times.

### **Additional Information**

Work Permits: we may be able to obtain a Work Permit for this post but this is subject to meeting the requirements of the UK Border Agency's Points-based Immigration System. Due to the restrictions, we cannot guarantee that individuals that meet the requirements of the Points-based Immigration System will be issued with clearance to obtain work permits.

Should you not be invited for interview please assume that your application has not been shortlisted. We try to let people know if this is the case, however sometimes this is not always possible.