



**Brighter Futures Learning  
Partnership Trust**  
**APPLICATION INFORMATION**

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## Job Description

**JOB TITLE:** Teaching Assistant for the Brighter Futures Learning Partnership Trust (Based at Dunsville School)

**GRADE:** Grade 5, SCP 4-6 (£16,765 - £17,300 Actual Salary)

**RESPONSIBLE TO:** The Headteacher and Brighter Futures Learning Partnership Trust

### Job Purpose

- Along with teachers and other teaching assistants be responsible for the learning and achievement of all pupils in our school.
- At all times, lead by example, demonstrating high personal and professional standards.
- Be clear about the expectations of being a Teaching Assistant at Dunsville Primary School, including the protocols as laid out in our Staff Code of Conduct.
- Treat pupils with dignity, building respectful relationships and at all-times observing proper boundaries appropriate to a Teaching Assistant's professional position.
- Take responsibility for promoting and safeguarding (including health and safety) the welfare of all children and staff in our school.
- Work proactively and effectively in collaboration with other school staff in the best interests of pupils.
- Promote Fundamental British Values so that our children grow into respectful citizens with a deep spiritual, moral and cultural awareness.

### Main Duties and Responsibilities

- To work with and support individuals or groups of children on specific teaching and learning activities set by the teacher, such as reading, writing, maths etc.
- To support children with their learning by adapting and/or interpreting lessons, activities instructions etc.
- To assist, as directed, with the implementation of specific learning, or SEN intervention programmes
- To assist with the general management and organisation of children and any resources or equipment etc. needed for the lessons.
- Promote resilience and independence so that children develop as effective learners
- Display work imaginatively as a celebration of achievement and as a tool for learning
- To prepare the classroom and associated areas for use including preparing materials, and setting out equipment, apparatus etc. Clean and put away materials, equipment and apparatus after use. Tidy the classroom and associated areas
- To make resources and worksheets as required
- To do other administrative tasks as directed by the teacher

- Be familiar with all policies relating to safeguarding, including health and safety and understand your role and responsibilities in relation to these
- Always act in a way that promotes equality and respect
- Be familiar with the Trust's Code of Conduct for staff and understand your role in providing a safe environment where children's emotional and physical needs are well cared for
- Guide and assist the development of children's social behaviour, attitudes and skills as appropriate, making reference to the School's Behaviour policy and Code of Conduct
- Form positive and effective relationships with pupils, staff, parents, governors and members of the wider community so the ethos of the school is reflected in the way we work together
- Work in ways that promote collaboration, team work and effective professional relationships and set the highest standards and example to others
- Develop effective working relationships with other Teaching Assistants
- To liaise with other professional services as required such as Speech and Language therapists
- Contribute to displays in communal areas throughout the school as and when required

### **Safeguarding**

- To acknowledge that the Safeguarding of pupils is at the forefront of the school and to continually promote safeguarding on a daily basis
- To be continually alert to any behaviour which is a cause for concern
- To comply with the school safeguarding policies ensuring that they are used as a live document of everyday life in the school
- To report any concerns, rumours, inappropriate behaviour to either the head teacher, any member of SLT or the DSL.
- To promote a culture of raising concerns and supporting pupils and colleagues to bring any concerns to the attention of any SLT member in the school.
- To champion a culture of safeguarding children in every duty that you undertake, making sure that appropriate policies in school are followed at all times
- To understand, uphold and continually champion Fundamental British Values in the school, modelling the behaviours that as a school we value.
- To challenge any behaviour that is in contrast to the Fundamental British Values.



## Person Specification

**JOB TITLE:** Teaching Assistant for the Brighter Futures Learning Partnership Trust (Based at Dunsville School)

**GRADE:** Grade 5, SCP 4-6 (£16,765 - £17,300 Actual Salary)

**RESPONSIBLE TO:** The Head teacher / Deputy Head teacher / Designated Class Teacher

Qualifications	Essential	Desirable
<ul style="list-style-type: none"> <li>➤ GCSE or equivalent in Maths and English (Grade 5 or above or Grade C)</li> <li>➤ NVQ Level 3 or equivalent relevant qualification</li> <li>➤ Willingness and ability to obtain and/or enhance qualification and training for development in the post as and when appropriate</li> <li>➤ First Aid Certificate</li> <li>➤ Other specific courses and qualifications recently completed</li> <li>➤ Evidence of continuous professional development</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> </ul>
<b>Knowledge and Skills</b>		
<ul style="list-style-type: none"> <li>➤ Good written and verbal communication skills</li> <li>➤ Good communication and listening skills</li> <li>➤ Ability to prioritise and manage own workload to meet appropriate deadlines</li> <li>➤ Efficient and effective organisational skills</li> <li>➤ Ability to relate to pupils in a pleasant and sympathetic manner to recognise potential child safeguarding issues</li> <li>➤ Understanding principles of child development and learning processes</li> <li>➤ Well-developed interpersonal skills to be able to relate well to a wide range of people</li> <li>➤ Have commitment to own personal and professional development</li> <li>➤ Knowledge of EYFS profile and national curriculum</li> <li>➤ SEND/Specialist Subject Area</li> <li>➤ Experience of working as a 1:1 support</li> <li>➤ Experience of providing pastoral support to pupils</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul>
<b>Personal Characteristics</b>		
<ul style="list-style-type: none"> <li>➤ Excellent interpersonal skills</li> <li>➤ A calm, pleasant and sympathetic manner</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> </ul>	

➤ An ability to establish positive relationships with children	✓	
➤ Commitment to teamwork and establishing positive professional relationships	✓	
➤ Efficient and effective organisational skills	✓	
➤ Sound judgment, tolerance and respect of others	✓	
➤ Confident and enthusiastic	✓	
➤ Reliable	✓	
➤ Used to working on own initiative	✓	
➤ Flexible and adaptable	✓	
➤ Ability to self-evaluate own practice and learning needs.	✓	
<b>Safeguarding</b>		
➤ Has a good understanding of safeguarding	✓	
➤ Is proactive in promoting a safeguarding culture	✓	
➤ Understanding of child safeguarding procedures	✓	
➤ Previous experience of dealing appropriately with safeguarding issues	✓	
➤ Demonstrates a commitment to Fundamental British Values	✓	
➤ Personally committed towards making improvements for children	✓	
➤ Up to date safeguarding training		✓
<b>Personal circumstances</b>		
➤ Circumstances should not in any way preclude attendance at evening meetings and other in-service commitments	✓	

**These duties and responsibilities should be regarded as neither exhaustive nor exclusive, as the postholder may be required to undertake other reasonably determined duties and responsibilities commensurate with the grading of the post, without changing the general character of the post. Dependant on need, you may be deployed across the Trust**

**The school is committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to an enhanced Disclosure & Barring check along with other relevant employment checks.**

## How to Apply

Thank you for considering joining our trust. Further details and application forms are available by visiting our website at [brighterfutureslpt.com](http://brighterfutureslpt.com). If you feel you are the person we are looking for, please complete a Brighter Futures Learning Partnership Trust application form (**CV's will not be accepted for this post**) and add a concise letter of no more than two sides of A4 addressing the following:

- Why you are applying for this position.
- How your experience to date will enable you to successfully take on the role.
- What you see as the barriers to success and how you will overcome these.

Applications should be received by 9am on Monday 9<sup>th</sup> December 2024. Please apply to [vacancies@dunsville.doncaster.sch.uk](mailto:vacancies@dunsville.doncaster.sch.uk)

Interview date is to be confirmed.

\*Please note that if you have not been contacted by Thursday 12<sup>th</sup> December 2024, you have not been shortlisted for interview.

## Good luck with your application.