



Teaching Assistant Level 2 (two roles available)

Wool CE Primary School

28.75hrs (Monday–Friday, 8.30am – 3.15pm) term-time only (including insets)*

Salary: Grade 5, SCP 4-6 (£9.99 - £10.39 per hour)

Actual Salary: from £12,817 - £13,335 pro rata (depending on hours worked)

Fixed Term starting 01 September 2022 until 31st August 2023

***We would consider a job share or flexible hours and this can be discussed at interview**

Wool CE Primary School is a warm and friendly school situated in the quiet and picturesque village of Wool. Nestled in the heart of South Dorset the school benefits from excellent transport links to Weymouth, Dorchester, Poole and Bournemouth both by rail and road. We are currently seeking to appoint engaging, enthusiastic and committed practitioners to join our skilled team

We are looking to appoint experienced Teaching Assistants to support children within a Primary school setting. The roles will include working 1:1 with identified pupils in EYFS/KS1 and experience of working with children with ASD would be desirable. You should have the ability to motivate and encourage children and be enthusiastic, responsible, and enjoy working with children. You will have good inter-personal skills and a desire to support children to progress with their learning, promote high standards of behaviour and believe that all children can succeed. You will have English and Maths GCSE grade C or above and/or an NVQ level 2 qualification for teaching assistants or equivalent (or currently working towards this).

We would love to hear from you if you:

- Are keen to work in a supportive, learning environment
- Work well in a team and are able to bring energy and enthusiasm to the role
- Support our school's Christian ethos, vision, values and Relationships and Behaviour Policy
- Have good communication skills

We can offer:

- the opportunity to work alongside a dedicated and friendly team
- a welcoming school with enthusiastic children who are keen to learn
- a school with a true family feel
- excellent professional development opportunities

Please visit the school website for further information about the school www.woolprimary.com For more information about this role please contact the Headteacher, Ellie Griffiths on 01929 462569 or email the school office: Wool.Office@coastalpartnership.co.uk.

Please note, as these positions could be supporting identified children, they will be fixed term to coincide either with the time the children remain on our roll or the needs of the school following the PAN reduction in 2023.

External Candidates: Please send a completed application form to recruitment@coastalpartnership.co.uk

Closing Date: Sunday 3rd July 2022

Interviews: Thursday 7th July 2022

To comply with our statutory safer recruitment practices and obligations, we are unable to shortlist incomplete applications. Please ensure you include a full employment and education history, details of two referees and explain any gaps in employment. **CVs will not be accepted.**

Coastal Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share and demonstrate this commitment.

The successful candidate will be required to demonstrate that they meet the essential elements of the person specification and will be subject to pre-employment checks including a health check, and Enhanced DBS check, Child Barred List check and satisfactory references. Applicants are advised that it is an offense to apply for the role if they are barred from engaging in regulated activity relevant to children.

CLP is committed to creating a diverse environment and is proud to be an equal opportunity employer. All applicants who meet the person specification will receive equal consideration for employment. We value the fact that our schools are very different, as are our colleagues within them. Our culture is one in which colleagues serve and inspire each other in the spirit of professional generosity; colleagues are empowered to be themselves and to be their best. At CLP, everyone is welcome and encouraged to achieve and be heard.

Coastal Learning Partnership offers its employees a range of benefits, including:

Financial

Competitive Salary

Recognising Continuous Service from other relevant employments

Higher than average Pension Contributions via our Occupational Pension Schemes

Holiday pay, increasing with service

Occupational Maternity and Paternity pay

CPD and Training

Excellent networking and training and development opportunities for all staff, from courses and qualifications to effective appraisal and internal transfer and promotional opportunities

Medical and Wellbeing Support

Free and confidential counselling, physiotherapy, weight management support, menopause help, personal training, GP referral service and some private surgical procedures

Employee discount schemes

Discounted BH Active Membership

Discount schemes offering a range of high street, restaurant, holiday, finance and other benefits

Cycle and Tech Schemes offering discounted equipment via payroll

Free Eye Tests for VDU



Job Description Teaching Assistant (Level 2)

Start Date: September 2022

Responsible to: SENCO

Location: Wool CE Primary School

Grade: Grade 5, SCP 4-6 (£9.99 - £10.39 per hour)

Disclosure Level: Enhanced Disclosure & Barring Service Check

Job Purpose & Objectives

- To provide support for the teacher by preparing an effective learning environment establishing good relations with the pupil giving appropriate comfort and care as directed and linking this support through our Teaching and Learning and Behaviour Management Policy expectations.
- To assist the pupil to reach their full potential by maintaining a safe working environment.
- To provide care and support for the pupil by supporting learning through planned and differentiated activities.
- Supporting and supervising the child / children during lunchtime, if necessary.

Safeguarding

Coastal Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share and demonstrate this commitment.

The successful candidate will be required to demonstrate that they meet the essential elements of the person specification and will be subject to pre-employment checks including a health check, Enhanced DBS check and satisfactory references.

Main Duties & Responsibilities

- Select and prepare learning resources and materials and to carry out the learning activities under the guidance of the teacher. Prepare and adapt resources to meet individual needs. Check on availability and ensure supplies are available as agreed with the teacher.
- To clarify with the teacher, the objectives for literacy and numeracy development and the type of support to be given. Agree with the teacher on when support is needed by the pupil. Then agree and provide support to the pupil for follow up tasks.
- Select suitable ICT and practical resources and encourage their use by the pupil in learning activities.
- Seek assistance from teacher where there are difficulties in supporting the learning activities and provide feedback/information to the teacher on how the activity went. Offer constructive and timely suggestions as to the support you can provide to a planned activity and give constructive suggestions about possible difficulties for some pupils.
- Monitor and record pupil response to activities and give regular oral and written feedback to the teacher.

- Check the availability and location of safety equipment and ensure safety in the learning environment.
- Work closely with the teacher to maintain accurate, legible, updated and secure records. Provide relevant information for records and reports, being aware of the targets set for the pupil through their IEP, offering input at the time of review if appropriate.
- Carry out administrative duties as required by the teacher in collecting and collating information, which has to be passed on.
- To support the pupil(s) through the development of good, productive working relationships with pupils which encourages independence and responsibility for his/her own behaviour.
- Monitor behaviour attentively in order to defuse possible conflict situations by encouraging and re-enforcing positive behaviour and interaction between pupils. Seek assistance in conflict situations that are outside your role and authority to resolve.
- Observe behaviour patterns in the pupil and report concerns to relevant persons. Support individuals and groups in complying with behaviour targets the teacher has set. Demonstrate respect for others in interactions with pupils and other adults.
- Respond to pupils appropriately, encouraging them and keeping them on task. To manage own behaviour in response to pupil actions, to provide a good model for pupils.
- Give encouragement and feedback to pupils using the language and vocabulary related to the learning objectives of the literacy and numeracy curriculum/strategies.
- Provide comfort and immediate care for minor accident, upsets and ailments; provide personal care as required.
- Organise, escort and supervise the pupil with out of school activities.
- Undertake playground supervision of the children to maintain safety and monitor security of the grounds, if required.
- Undertake photocopying and printing as directed by the teacher.

Supervisory / Managerial Responsibility

- Non applicable

Communication / Contacts

- Be a contact and support to parents, with the class teacher, and relay any problems to the relevant school contact.
- The Headteacher will arrange meetings, as needed, or as requested by the TAs, on an individual or group basis, to ensure feedback on school matters and so that any problems can be addressed.

Career / Salary Progression

- Professional development of the role is encouraged by the trust and the Headteacher will undertake to arrange this, where possible, on request.

Safeguarding Responsibilities

- Be aware of who is the school's Designated Safeguarding Lead.
- To strictly follow the school's policy and procedure for safeguarding children.

NB: The aim of the job description is to indicate the general purpose and level of responsibility of the post. Please be aware that duties may vary from time to time without changing their character or general level of responsibility. Duties may be subject to periodic review by the Headteacher (in consultation with the post holder) to reflect the changing work composition of the school.

This is an outline job description only and the post holder will be expected to undertake the duties commensurate within the range and grade of the post or any lesser duties as directed by the Headteacher

Person Specification Teaching Assistant Level 2

Criteria	Essential	Desirable	Evidence
Qualifications:	<ul style="list-style-type: none"> Childcare qualification (CACHE level 2, NVQ level2) or working towards one. English & Maths to GCSE or beyond. 		Qualification Certificates Interview Tasks
Experience:	<ul style="list-style-type: none"> Experience of working with children preferably in a Primary School setting. 		Application Interview
Professional values:	<ul style="list-style-type: none"> Be able to establish and maintain good professional relationships with pupils, parents and colleagues Adopt a flexible approach to working Be committed to school improvement Have the ambition and drive for your own professional development 		Application Interview
Knowledge, skills & abilities	<ul style="list-style-type: none"> Experience of working in a team. Ability to work with individuals and small groups of children. Ability to be confidential. ICT and administrative skills. Ability to work with and control children showing care and understanding. Willing to undertake training as required. 	<ul style="list-style-type: none"> Practical skills. 	Application Interview

Whilst originally based at Wool CE Primary School, the post holder may be required to travel to other local sites, including other CLP schools.