****Crigglestone St James CE Primary Academy

Headteacher: Miss B Minor

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Registered Office: Crigglestone St James, St James Way, Crigglestone, Wakefield, West Yorkshire, WF4 3HY Registered in England No. 8097265 An Exempt Charity

**Crigglestone St James CE Primary School**

**3 Teaching Assistants (Educational Support Assistants)**

**30 hours a week, to start AS SOON AS POSSIBLE**

**Fixed until 31st August 2023**

**We are looking to appoint 3 Educational Support Assistants (ESA) to support children in school, 1 post is in Reception and 2 posts are in Key Stage 2.**

**Role:** Educational Support Assistant (ESA) **Start date:** January 2023, fixed term until 31st August 2023

**Pay Grade:** Grade 4, scale point 6 (£20,043 FTE) **Hours:** 30 hours a week, Monday – Friday 8:45 – 3:15

**The posts are dependent upon a clear enhanced DBS and references.**

Children are at the heart of what we do at Crigglestone St James CE Primary School. Crigglestone St James is a vibrant and popular school where children enjoy a rich and diverse range of experiences and achieve well in a caring and respectful environment. We wish to appoint three ESAs to provide support in lessons to all children, including those with SEN. One post is in EYFS and the other two posts are in Key Stage 2.

You will need to be enthusiastic, patient, well-organised and flexible. You must be able to communicate with children and adults well, show initiative and understand the importance of safety and safeguarding.

**The role involves:**

* Supporting and aiding children’s learning as effectively as possible.
* Preparing any resources needed to support children with their learning and providing 1:1 support as required.
* Supporting the class teacher to best meet children’s needs.
* Clarifying and explaining instructions.
* Supporting children to use any equipment and materials provided.
* Assisting with the personal needs of pupils including communication, social, emotional, health, physical, hygiene, first aid and welfare matters.
* Assisting children with their challenges, such as communication and language needs.
* Helping children to concentrate on and finish work set for them.

**If you are interested, please contact the School Business Manager for an application form and job description:** [**sbm@stjamesacademy.co.uk**](mailto:sbm@stjamesacademy.co.uk) **or call: 01924 251048**

Closing date for applications is **Monday 12th December at 12:00pm**. Interviews will take place on **Thursday 15th December**. You are welcome to come and look around school on Thursday 8th December at 3:30. Please contact school to book.

**Crigglestone St James CE Primary Academy is committed to safeguarding, safer recruitment and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

*As part of their shortlisting process, it is recommended that schools carry out an online search as part their due diligence. If shortlisted for the role an appropriate online search will be undertaken on your name(s). This may help identify any incidents or issues that have happened, and are publicly available online, which the Academy might want to explore with the applicant at interview***.** *Any information given will be treated as confidential and will only be used in relation to the post for which you have applied.*

**All offers of employment are subject to relevant pre-employment checks in line with KCSIE - an Enhanced DBS check, references, a prohibition from teaching check** **and a letter of past conduct from the relevant overseas professional regulatory body, if appropriate,** **will be completed for all applicants.**