



# **Astley CE Primary School**

## **Recruitment Pack**

### **Teaching Assistant + SEND**



Dear Applicant,

Thank you for your interest in our vacancy for a Classroom Teaching Assistant at our school. We are a small rural school set within beautiful countryside. We are a Church foundation and believe that this makes a large and genuine difference to the atmosphere and ethos of our school. Applicants must be able to fully support the Christian ethos.

We are a good school and this was recognised by Ofsted in our latest inspection report where they stated: ***"Astley Primary is a community-minded school. Parents, pupils and staff value this. Many describe it as a welcoming, nurturing place where pupils thrive. Inspection evidence supports these views. This is a school where pupils are well cared for and known as individuals. Staff listen to what pupils have to say and pay attention to any worries they might have. Pupils also have a voice in making decisions about how the school community can help others."***

We are looking for someone who is passionate to support the delivery of high-quality learning and has experience of supporting children with all aspects of SEND. We are particularly interested in individuals who can demonstrate empathy and understanding of the approaches required to support children with attachment issues, autism and sensory impairments. The post offers the individual an opportunity to join a supportive staff team with engaged children.

The vacancy is for:

- 1 Teaching Assistant at 25 hours to be worked over 5 days
- Expected start date is February 2024
- Permanent Post
- TA2 SCP5 to SCP6 FTE + SEN £24955 – £25348

If you would like to find out more about our school, please visit our website [www.astley.worcs.sch.uk](http://www.astley.worcs.sch.uk) or our Facebook page <https://www.facebook.com/astleyprimaryschool>

### The process:

All applicants are required to complete the enclosed application form and sign it. Completed applications can be emailed to [office@astley.worcs.sch.uk](mailto:office@astley.worcs.sch.uk) CV's or any other application form will not be accepted. Applicants must include the contact details of two references. There must be at least one from your current or most recent employer. References will be asked for prior to interview for all shortlisted candidates and we may contact any previous employer listed on your application to clarify information.

Shortlisting will be based on the applicants' suitability for the post and we will use the job profile and person specification. Please ensure your application suitably matches these requirements.

**The closing date is 12 noon on Friday 12<sup>th</sup> January 2024.** Shortlisted candidates will be contacted via email the following week detailing the interview arrangements.

Thank you for your interest and we look forward to receiving your application.

Yours faithfully

Mrs Tracie Langfield (Headteacher)

# Teaching Assistant (Grade 2) + SEND

## Job Description

**Job Title:** Teaching Assistant

**Reporting to:** Headteacher

**Employer:** Worcestershire County Council, based at Astley CE Primary School

### Job Purpose

To form a strong part of a dedicated team where the education, well-being and safety of pupils is paramount. To demonstrate flexibility, initiative, sensitivity and commitment to the role and the school community. To support and promote high quality learning to ensure that every pupil has the opportunity and encouragement to shine as an individual at Astley.

### Duties and Responsibilities

#### **Fulfilling the school vision -**

- Relate well to children, modelling the school Christian values in every interaction.
- Positively and consistently support high expectations of behaviour and wellbeing.
- Work with a wide range of children, enabling the inclusion of all.
- Support pupils with additional needs (including medical) as directed.
- Establish good working relationships with all colleagues.

#### **Supporting, teaching and learning -**

- Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all pupils, particularly those with SEND.
- Set up and maintain a high-quality learning environment, indoors and outdoors.
- Promote, support and facilitate inclusion by encouraging participation of all pupils in learning activities
- Observe and assess children's learning to enable all pupils to make good progress.
- Give support to pupils individually and in small groups to access curriculum activities and lead interventions as directed by the class teacher.
- Set challenging and demanding expectations for pupils whilst promoting self-esteem and independence.
- Ensure pupils play safely and effectively together at all times.
- Support class teachers with maintaining strong positive relationships with pupils, managing behaviour effectively whilst maintaining a safe learning environment.
- Use ICT skills to advance pupil learning
- Undertake any relevant tasks in support of the class teacher.

### **Safeguarding-**

- To participate in annual Child Protection and Safeguarding training and updates.
- To be aware of KCSIIE Part 1 and understand how to report concerns.
- To report safeguarding concerns to the Designated Safeguarding lead or their Deputy.

### **Wider responsibilities-**

- Support the day to day safety of the children and adults using the school site
- Demonstrate a commitment to continuous professional self-development in relevant areas.
- Attend staff INSET days as specified in your contract.
- Take part in TA staff meetings and occasional whole staff meetings.
- Participate in offsite educational visit activities as required.
- Share in break duties with other staff.
- Assist specialist teachers in subjects such as P.E. and music.
- Take part in some designated school events outside normal school hours such as school Open Evenings.
- Carry out any tasks that may be reasonably required by the class teacher, SENDCo or Headteacher
- Contribute to the development, implementation and evaluation of school policies and support the school's values and vision.
- Work collaboratively with colleagues and other relevant professionals within and beyond the school.

### **Personal and professional conduct**

- Adhere to school policies with regards to professional conduct within and outside school, including social media.
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships within the school community.
- Respect individuality and cultural diversity.
- Uphold public trust in the education profession.
- Maintain high standards of attendance and punctuality and have proper professional regard for the ethos, policies and practices of the school.

Approved: .....  
(Headteacher)

Date .....

Approved: .....  
(Postholder)

Date: .....

*This job description sets out the duties of the post at the time it was drawn up. Astley CE Primary School reserves the right to vary the duties and responsibilities and the post holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.*

## Special Conditions

This post is exempt from the provisions of the Rehabilitation of Offenders Act and ALL convictions and/or cautions must be declared.

The post holder will be subject to an enhanced DBS disclosure and barred list check to satisfy child protection requirements.

At all times priority is given to the safeguarding of young people and that Safeguarding Policies and Procedures are followed.

We will contact past employers and explore any gaps in work history.

We reserve the right to carry out online searches via a search engine on applicants if we deem it is needed.

**Astley CE Primary School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.**

We strongly encourage visits to the school.

Please contact Cathy Pogmore, School Manager, on **01299 822002** or at [office@astley.worcs.sch.uk](mailto:office@astley.worcs.sch.uk) to arrange a convenient time and date.

**Closing date: 12 noon Friday 12<sup>th</sup> January 2024**

**Interviews: To be confirmed**