



Teaching Assistant Recruitment Pack

Bosvenna Way
Heamoor
Penzance
Cornwall
TR18 3JZ

Tel. 01736 364868

secretary@heamoor.cornwall.sch.uk

www.heamoorschool.co.uk

Recruitment Pack contents:

- Job advert
- Person Specification
- Job Description



Heamoor CP School, Bosvenna Way, Heamoor, Penzance, TR18 3JZ. Tel: 01736 364868

Teaching Assistants



To commence: 1st January 2019 (or as soon as possible after that date)

We have exciting opportunities to join our friendly and caring school in the heart of the community of Heamoor.

- i. Year 3 Teaching Assistant to work with a child with additional needs: **25** hours per week
Pay Grade: £8.57ph (min)
- ii. Reception Teaching Assistant: **23** hours per week
Pay Grade: £8.57ph (min)

At our school, we aim to provide a warm, friendly, caring environment where our children can develop self-confidence and increase their self-esteem. We support our children to reach their full potential academically, physically, socially, spiritually and morally by providing a nurturing and affirming ethos throughout the school. We provide a stimulating, cohesive curriculum which is appropriately differentiated to cater for each child's individual needs, abilities and skills. We have high expectations of the children to develop a sense of responsibility and tolerance towards others both within and beyond the school community and to have respect for the local and wider environment.

We are looking to appoint **two** exceptional Teaching Assistant to support high quality teaching and learning, within our Reception class and year 3 class.

We are looking for:

- a successful teaching assistant who is able to raise and sustain high standards
- someone who has excellent interpersonal skills with pupils, staff and parents
- Someone who is a reflective practitioner, has a sense of humour and a good understanding of emotional intelligence.
- somebody who can contribute to a dynamic and hard-working team
- An individual who has high standards and expectations of both themselves and others.
- Someone who enthuses, inspires and motivates children.
- Someone who is well organised, able to prioritise and willing to work hard as part of our school team.
- An individual who is supportive of and sympathetic to the ethos of the school

What we can offer:

- A supportive school; one where children are put firmly at the heart of everything we do.
- A chance to thrive in an ambitious school, working in partnership with a Headteacher who is passionate and determined to continue the school's journey to excellence.
- A friendly and supportive team dedicated to rapid school improvement and enjoyment of school life
- Motivated and happy children who are keen to learn and are enthusiastic about school.
- A warm, friendly, caring working environment with dynamic, interested and enthused staff.
- Ongoing development opportunities to challenge and support you professionally
- Genuine value and support of staff well-being.

Visits to the school are strongly encouraged. Please contact the school office to arrange a convenient date and time.

Closing date: 8am on Tuesday 11th December

Reception Class Interview: Tuesday 18th Dec, 2018

Year 3 Class Teacher: Wednesday 19th Dec 2018

Completed applications should be returned to the school office or emailed FAO Mrs Jodie Flynn head@heamoor.cornwall.sch.uk

Person Specification:

Key Criteria in addition to the statements in the Advert

	ESSENTIAL	DESIRABLE
Experience and Qualifications	<ul style="list-style-type: none"> ✓ Good standard of education, including English & Mathematics ✓ Experience of working with children additional needs and/or challenging behaviours ✓ Experience of working in a school with young people 	<ul style="list-style-type: none"> ✓ Higher Level Teaching assistant qualification or equivalent ✓ EYFS or KS2 experience as appropriate to post applied for ✓ Understanding of & experience of using visuals to support children with social communication difficulties
Knowledge & Skills	<ul style="list-style-type: none"> ✓ An excellent professional role model (e.g. <i>maintaining an excellent personal attendance & punctuality record</i>) ✓ Highly organised and good attention to detail ✓ High expectations of self and others ✓ Confidence to hold firm with parents, staff and pupils when challenged to maintain school standards ✓ Ability to effect improvement ✓ Ability to solve problems ✓ Ability to manage time efficiently, prioritise work ✓ Ability to work independently and with others ✓ Ability to communicate clearly ✓ Excellent interpersonal skills with adults and children ✓ Good ICT, clerical & administration skills (e.g. word processing.) and a willingness to learn 	<ul style="list-style-type: none"> ✓ Knowledge of the KS2 or EYFS curriculum (<i>as appropriate to post applied for</i>) ✓ Knowledge of the new SEN code of practice ✓ Understanding of & experience of working with children with sensory needs ✓ Understanding of & experience of the impact of a child's emotional wellbeing on their learning
Equal Opportunities & Safeguarding	<ul style="list-style-type: none"> ✓ An understanding of and commitment to equality of opportunity for all ✓ Safeguarding – Tier 1 awareness ✓ Awareness of E-Safety 	<ul style="list-style-type: none"> ✓ Safeguarding – Tier 2/single agency training ✓ Safeguarding: subject specific training e.g. FGM, Domestic abuse etc.
Values & Disposition	<ul style="list-style-type: none"> ✓ Confidential & discrete ✓ Calm and supportive manner ✓ Positive attitude ✓ Reflective ✓ Assertive and confident ✓ An effective team worker ✓ Excellent attendance and punctuality ✓ High stamina ✓ Reliable and trustworthy ✓ Flexible and adaptable ✓ Resilient & persistent ✓ Tolerant & fair 	
Professional Development	<ul style="list-style-type: none"> ✓ Evidence of personal development, training and qualifications ✓ Willingness to take part in all relevant training and a commitment to one's own professional development ✓ The capacity and enthusiasm to learn and continuously improve 	<ul style="list-style-type: none"> ✓ First aid qualification (current) ✓ Phonics training ✓ The ability to support the training of others ✓ Outstanding member of staff
Other	<p>An excellent track record demonstrating:</p> <ul style="list-style-type: none"> ✓ A spotless record, free from attendance, capability, disciplinary or grievance issues or warnings. 	

Please note: the Supporting Statement is very helpful in our selection process and **must** show us how you feel you meet the Person Specification above, including examples of any relevant experience.

JOB DESCRIPTION



Job title:	Teaching Assistant
Responsible to:	SENCO/Teaching staff
Line manager:	Headteacher
Direct supervisory responsibility:	None
Indirect supervisory responsibility:	None
Important Functional Relationships:	Teachers, pupils, support staff, parents

Main purpose of the job

To take a pro-active role in the support of the educational, social and physical needs of pupils; to support the curriculum and the School through the provision of a high level of assistance in the practical organisation of class activities, undertaking group work and ensuring the welfare and development of pupils. To meet the needs of pupils with specific special education needs.

Duties and responsibilities:

1. To assist individuals and groups of children in developing knowledge, skills and attitudes as defined by the Curriculum. To take into account the learning support involved to aid the children to learn as effectively as possible.
2. To establish supportive relationships with the pupil/s concerned and to encourage acceptance and inclusion of all pupils.
3. To encourage social integration and individual development of pupils. To develop methods of promoting and reinforcing pupils' self-esteem.
4. To assist in preparing, using and maintaining relevant teaching resources, including wall displays and cleaning up classrooms after activities. To ensure that basic classroom materials are available for use.
5. To be responsible for monitoring the use of and maintaining an up-to-date inventory of all classroom materials and equipment. To monitor stock levels of materials, check for missing and/or damaged equipment, and arrange for new supplies to be ordered as required (subject to approval) so as to ensure all necessary teaching aids are readily available at all times.
6. To assist with lunch and break time supervision of children on a rota basis in accordance with the School's Policy for Playground Supervision.
7. To accompany children on educational visits and outings as supervised by the Teacher.
8. To assess, monitor and record children's progress in relation to IEP's, and to feedback to the SENCO/Teacher with regard to children's progress and the success of IEP's, including making recommendations for alterations to improve the effectiveness of IEP's.
9. To assess, monitor and record children's progress, health, mental health, behaviour and general wellbeing. To feedback any information (including concerns) regarding the well-being and educational needs of children to the Teacher or Headteacher as appropriate.
10. To meet with teachers, SENCOs, appropriate key stage leaders and Governors on a regular basis to discuss improvements to the teaching practices, delivery of the curriculum and progress and concerns regarding individual pupils.
11. To be aware of confidential issues linked to home/pupil/Teacher/school work and to ensure the confidentiality of such sensitive information.

12. To supervise an individual or small group of children within a class under the overall control of the Teacher.
13. To administer minor first aid (as trained), assist in the dispensation of medically prescribed controlled drugs (as per the approved procedure) and to assist with children who are sick as needed.
14. To carry out administrative tasks associated with all of the above duties as directed by the Teacher.
15. To remain aware and work within all relevant school working practices, policies and procedures.
16. To attend staff meetings and school-based INSET as required.
17. The post holder is responsible for his/her own self-development on a continuous basis.
18. To be aware of and work in accordance with the school's child protection policies and procedures, and to raise any concerns relating to such procedures which may noted during the course of duty.
19. To be aware of and adhere to applicable rules, regulations, legislation and procedures including the Schools Equal Opportunities Policy and Code of Conduct, national legislation (including Health and Safety, Data Protection).
20. To undertake other duties appropriate to the grading of the post as required.
21. To maintain confidentiality of information acquired in the course of undertaking duties for the school.

NB: The aim of this job description is to indicate the general purpose & 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 to reflect the changing needs of the school. The postholder will be expected to undertake the duties commensurate with the range & grade of the post & any lesser duties as directed by the headteacher or his/her representative.