



GREENSHAW
LEARNING TRUST



Teaching Assistant
Fixed term – Early Years
Recruitment Pack

**ALWAYS
LEARNING**

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Woodlands Primary School

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October 2021

Dear Candidate

Thank you for your interest in the post of Teaching Assistant – Early Years at Woodlands Primary School. The Teaching Assistant role is a fixed term contract ending 22nd July 2022. The post is for 32.5 hours per week, term time plus INSETs.

We are a proud member of the Greenshaw Learning Trust, a 'family' of like-minded schools, that collaborate to provide mutual support, share their good practice and learn from each other, whilst retaining and developing their own distinctive character.

Our website provides a clear picture of our aspirations and our vision; however, please do not hesitate to contact us to seek further information. We very much look forward to receiving applications from candidates whose personal qualities, values and experiences support and reflect ours.

Woodlands Primary School is committed to safeguarding and promoting the welfare of children and young people therefore this appointment will be subject to vetting, including an enhanced DBS disclosure.

We are ambitious about diversity and inclusion and very much look forward to receiving applications from candidates whose personal qualities and values reflect those in the person specification and whose experiences also place them in a strong position to deliver the challenges set out in the job description. We encourage applications from candidates regardless of age, disability, gender identity, sexual orientation, pregnancy, marital status, religion, belief, or race.

To find out more please visit our website.

Yours sincerely



Headteacher

Greenshaw Learning Trust – About us

The Greenshaw Learning Trust (GLT) provides an effective structure for schools to achieve real benefits from school-to-school collaboration, and a culture of trust and openness that promotes honest and transparent dialogue and mutual support.

At the heart of the Trust is proven school improvement advice and guidance – with regular meetings with school leaders, input from specialist primary and secondary experts and staff training and development in all our schools.

All schools in the Trust receive expert advice and fast-response support on budget planning and monitoring, payroll, human resources, employment and legal advice, purchasing, capital projects, admissions, policy development and audit. Our catering team provides advice and guidance on meeting the statutory responsibilities for food standards, healthy eating and safety, and helps our schools achieve higher take-up of meals and significant cost savings through quality improvement and the central procurement of food supplies.

Each school's local governing body receives support and advice to ensure that they can contribute effectively to the governance and leadership of their school, including tailored guidance to chairs and clerks and governor training.

The Greenshaw Learning Trust is committed to meeting the needs of every student – our schools offer a wide range of special needs provision and across the Trust we have extensive expertise in behaviour, attendance, family liaison and therapies to support our children and their teachers.

The Greenshaw Learning Trust website www.greenshawlearningtrust.co.uk provides a clear picture of our aspirations and our vision for schools within the Trust; however, please do not hesitate to contact us to seek further information.

The Greenshaw Learning Trust Mission Statement

- We are ambitious for our schools and their children. We believe that there is no ceiling on what can be achieved by anyone, regardless of their circumstances or background.
- We are committed to providing a supportive and inclusive learning environment, giving every young person the opportunity to fulfil their potential now, and in the future.
- We seek to realise the power of individuals and organisations working together in collaboration whilst retaining their individuality, and we recognise that we can always improve.

Greenshaw Learning Trust Employee Benefits

The Greenshaw Learning Trust recognises that our employees are our most important asset and we are aware that the quality and commitment of our employees is critical to our success. We offer all our employees the following staff benefits:

- Excellent CPD opportunities and career progression.
- Employer Contributions to Support Pension Scheme.
- Tusker car scheme
- Cycle to work scheme.
- Gym membership scheme.
- Employee Assistance Programme.
- Eye Care Voucher scheme.

The Recruitment Process

1. Applications

To apply for a staff vacancy, please register for an online account to complete the application form. Please visit our website www.woodlandsprimaryyate.co.uk

The recruitment process is managed via your online account and you will receive regular notifications regarding the progress of your application.

Applications must be received no later than Sunday 31st October. Applications received after this date and time will not be considered.

2. Shortlisting

Shortlisting will be finalised on Monday 1st November. Shortlisted candidates will then be invited to attend for interview. Please make sure you have given day and evening telephone numbers on which you can be reached.

3. Interview

Interviews will take place on Wednesday 10th November. This will involve a question and answer session with 2 members of the leadership team.

4. Notification of outcome

Candidates will be notified of the outcome as soon as possible following the interview process. Please ensure you have given day and evening telephone numbers on which you can be reached.

5. Feedback

Unsuccessful shortlisted candidates will have the opportunity for professional feedback during the week following the interviews.

6. Taking up post

The successful candidate will take up post on 15th November, to be confirmed following interview.

Should you require any additional information, please contact the HR Lead at recruitment@woodlandsprimaryyate.co.uk

Terms and Conditions

Reporting to: Senior Leadership

Contract: Fixed term contract until 22nd July 2021, Term time only

Salary: Pay scale G10, Points 7 – 11, £15,433 – £16,705 per annum. (Salary will be determined subject to experience and qualifications)

Hours of Work: 32.5 hours per week Term Time only plus all INSETS

Medical Examination: The appointment is subject to a satisfactory medical report.

Superannuation: Under the Social Security Act 1986 the post holder has the right to make their own pension arrangements. They may choose to contribute to the Local Government Pension Scheme or a Personal Pension Scheme. Details of the Local Government Pension Scheme are available at: <https://www.lgpsmember.org/>

Holiday Entitlement: The annual holiday entitlement is 22 days plus 2 extra-statutory days.

Probationary Period: New employees are required to complete a six-month probationary period.

Disclosure & Barring Service Check: This appointment is subject to the receipt of a satisfactory Disclosure and Barring Service check.

Job Description

Purpose of the job

Woodland Primary School is looking for a team player with a great work ethic to be able undertake a range of directed activities to support the educational and developmental needs of pupils. Able to assist teachers in the organisation and maintenance of classroom resources and to contribute to the supervision and welfare of pupils throughout the Primary School.

The post holder will be based in Early Years but be able to work flexibly throughout all Key Stages of the Primary School. This post would suit an enthusiastic, self-motivated individual with a positive, 'can-do' attitude.

The School is looking for someone who will form positive relationships with children and the Woodlands team to support them and continue to develop the outstanding provision that has been established.

Main responsibilities and duties

- The particular duties of the Teaching Assistant will be determined by the Head Teacher/Deputy and /or SENCO and will be arranged to meet the needs of the School and pupil(s) being supported. This may include working with pupils with a statement of special educational needs.
- Activities may be undertaken within the classroom or in an alternative location.
- To supervise and support pupils undertaking designated activities in a group or on an individual basis and to assist their learning and development by:
 - Clarifying and explaining instructions.
 - Reinforcing relevant aspects of the planned teaching programme, particularly literacy and numeracy.
 - Being sensitive to the requirements of pupils with special needs and encouraging their participation and independence.
 - Assisting pupils with the appropriate use of materials and resources, including ICT applications.
 - Planning for/running and assessing intervention programmes
- To support designated pupils with special needs through the delivery of appropriate aspects of the Individual Education Plan (IEP) as directed by the relevant practitioner and to contribute to reviews, if required.
- To assist with the monitoring of pupils' progress and the identification and preparation of appropriate materials and resources for teaching or display purposes.
- To attend to pupils' personal needs, including social and health training, hygiene and basic first aid. (This may include the administration of medicines by agreement and subject to any appropriate training being given).
- Contribute to the "Outstanding in All" ethos of the school.
- Willingness to undergo relevant training, as available.
- Treat pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a professional position

Behaviour and safety

- Take responsibility for promoting and safeguarding the welfare of children and young people within the school.
- Ensuring children remain safe and accounted for at all times. To respond to minor health problems and to provide general first aid.
- To promote and reinforce the Trust and School policies, practices and procedures, including an awareness of child protection, and health and safety responsibilities
- Maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary.
- Be a positive role model and demonstrate consistently the positive attitudes, values and behaviour, which are expected of pupils.
- Have high expectations of behaviour, promoting self-control and independence for all children.

Team working and collaboration

- Participate in any relevant meetings and professional development opportunities at the school, which relate to the children or organisation of the school.
- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them.
- Cover for absent colleagues as needed

Other

- To have professional regard for the ethos, policies and practices of the school in which you carry out your role, and maintain high standards in your own attendance and punctuality.
- To uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school.
- Be responsible and accountable for achieving the highest possible standards in work and conduct
- Make a positive contribution to the wider life and ethos of the school. Perform any reasonable duties as requested by the Headteacher.

Note

This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation.

Person Specification

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, demonstrating experience and where appropriate citing supporting examples within their application.

Qualifications	Essential	Desirable
At least five GCSE's or equivalent, which must include at least a C grade in Maths and English.	●	
Minimum Level 3 vocational training/qualification in the care, development and education of children.	●	
A First Aid / Paediatric First Aid certificate, or willingness to train as a first aider is desirable.		●
Be willing to undergo training, as required in order to develop further in the role.	●	
Experience and Knowledge	Essential	Desirable
Previous experience of working with children in an educational setting.	●	
Successful experience of working within an Early Years/Primary Setting	●	
Experience of using Information Technology to support students in the classroom.	●	
Experience of supporting SEN students in a mainstream classroom environment.	●	
Skills and Abilities	Essential	Desirable
Knowledge of strategies to recognise and reward efforts and achievements along with the ability to encourage students to become self-reliant and independent learners.	●	
Knowledge and Understanding of SEN.	●	
Excellent communication with children and parent/carers	●	
Good behaviour management skills.	●	
Able to adapt activities to suit the child.	●	
Possess strong interpersonal skills.	●	
Be dependable, able to follow instructions and respond to management directions.	●	
Have a willingness to extend skills through appropriate training.	●	

Have good working ICT knowledge.	●	
Personal	Essential	Desirable
A passion and desire to drive things forward.	●	
The confidence to take risks and do things differently		●
Commitment to working within the School's Safeguarding Policy and Procedures.	●	
Commitment to high standards and expectations.	●	
High levels of professional integrity.	●	
Flexibility to undertake any role within the department.	●	