

# Teaching Assistant

Clifton Primary School

Required for September 2021



Clifton Primary School

Wroe Street

Clifton, Swinton

Manchester M27 6PF

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Head teacher Ms. L.M.Jones

# 1. Welcome

Dear Colleague

Thank you for seeking more information about the post of Teaching Assistant at Clifton Primary School. I hope that you find the enclosed information useful in getting to know our school and that you will take the opportunity to visit us in order to gain an even clearer picture of what our school is like.

Clifton Primary School is a larger than average school with 310 pupils on Roll, including a full time 30 place Nursery. We have a dedicated team of staff who work closely together to provide excellent learning opportunities for all children. Throughout our school there is an ethos of high expectation, respect and a drive for children to be the best learners they can be. Our children are well mannered and polite, and this contributes to the calm and purposeful atmosphere around school.

The appointment of a new Teaching Assistant is central to the ongoing achievement of our school and the successful candidate will play a key role in its development and growth. As outlined in the Job Description, the successful candidate will assist in removing barriers to education and enabling our children to enjoy learning and achieve. The successful candidate will help the children develop appropriate learning behaviours and engage with school life and prosper. This position will give the successful candidate to work within the Pastoral Team at Clifton and make a real difference for the children of Clifton Primary School.

In return we can offer the successful candidate:

- Well behaved, caring children who are positive and enthusiastic about their learning
- Excellent CPD opportunities for continuous development.
- An enthusiastic and passionate team.

I hope that when you have considered the information in this pack, carried out your own research and had an opportunity to visit our school, you will see that Clifton Primary School is the right place for you for the next step in your career.

If you feel that you are the person for us, I encourage you to submit a formal application. The application also allows you to write a supporting statement and this should relate to your professional experiences to exemplify how you meet the criteria of the person specification.

Applications need to be **submitted by 21<sup>st</sup> June 2021**. Our school is committed to complying fully with safer recruitment practices.

I would like to thank you in advance for taking the time you will spend considering the information and completing your application. I look forward to meeting you and receiving your application.

Yours faithfully

Ms L. M. Jones  
Head Teacher

**DETAILS OF THE POSITION CAN BE FOUND IN THE ATTACHED JOB DESCRIPTION. (Please see below under the documents section)**

Clifton Primary School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff to share this commitment. The post will be subject to an application to the disclosure and barring service. The details contained in this Job Description reflect the content of the job at the date it was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently, the council will expect to revise this Job Description from time to time and will consult with the postholder at the appropriate time.

## 2. The Role – Job Description and Person Specification



### Clifton Primary School

#### JOB DESCRIPTION:

<b>JOB DETAILS:</b>	<b>Teaching Assistant</b>
<b>Job Title:</b>	<b>TA</b>
<b>Grade:</b>	Level 1 or 2 depending on experience.
<b>Directly responsible to:</b>	DEPUTY HEADTEACHER
<b>Hours of Duty:</b>	30 hours per week (term-time only)
<b>Primary purpose of the job:</b>	

#### Main Duties and Responsibilities/Accountabilities:

<b>Core Purpose</b>
To work under the instruction/guidance of teaching/senior staff to undertake work/care/support programmes, to enable access to learning for a specific pupil/pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area. May be required to supervise groups of pupils undertaking activities in non-teaching situations.
<b>Support For Pupils</b>
<ul style="list-style-type: none"><li>• Supervise and provide particular support for an individual pupil / pupils, including those with special needs, ensuring their safety and access to learning activities.</li><li>• Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes.</li><li>• Establish constructive relationships with pupils and interact with them according to individual needs.</li><li>• Promote the inclusion and acceptance of all pupils.</li><li>• Encourage pupils to interact with others and engage in activities led by the teacher.</li></ul>

- Set challenging and demanding expectations and promote self-esteem and independence.
- Provide feedback to pupils in relation to progress and achievement under guidance of the teacher.

#### **Support For Teachers**

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work.
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals.
- Assist with the planning of learning activities.
- Monitor pupils' responses to learning activities and accurately record achievement/progress as directed.
- Provide detailed and regular feedback to teachers on pupil's achievement, progress, problems etc.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- Establish constructive relationships with parents/carers.
- Administer routine tests and invigilate exams and undertake routine marking of pupils' work.
- Provide clerical/admin. support e.g. photocopying, typing, filing, money, administer coursework etc.

#### **Support for the Curriculum**

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses.
- Undertake programmes linked to local and national learning strategies e.g. literacy, numeracy, early years and recording achievement and progress and feeding back to the teacher.
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use.

#### **Support for the School**

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with the supervision of pupils in non-teaching times, including before and after school and at lunchtime.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.

#### **Standard Duties:**

- Treat all users of the school with courtesy and consideration and present a positive personal image which will contribute to a welcoming school environment.
- To actively promote the equality and diversity agenda in the workplace and in service delivery.
- To be familiar with customer care, health and safety and child protection policies of the school.
- To participate in self-improvement through workplace development.
- To maintain confidentiality in all matters.

### Person Specification

Essential criteria	Necessary requirements – skills, knowledge, experience etc.	Applica tion	Intervi ew	Referen ce
1.	NVQ Level 2 for Teaching Assistants or equivalent	✓		
2.	Excellent Numeracy and Literacy skills (GCSE Grade C or equivalent)	✓	✓	✓
3.	Can use ICT effectively to support learning	✓	✓	
4.	Ability to adapt own approach in accordance with pupil needs	✓	✓	✓
5.	Understanding of principles of child development and learning processes	✓	✓	✓
6.	Ability to relate well to children and adults	✓	✓	✓
7.	Work constructively as part of a team, understanding classroom roles.	✓	✓	✓
8.	Willingness to participate in relevant training and development opportunities	✓	✓	✓
9.	Good sense of humour		✓	✓
Desirable criteria	Necessary requirements – skills, knowledge, experience etc.	Applica tion	Intervi ew	Referen ce
1.	Training within the area of Special Educational Needs; early literacy and numeracy development; the development of communication and Language skills.	✓	✓	✓

#### How to apply

Please use the on-line application form. The application requires that you write a supporting statement which should relate to your professional experiences to exemplify how you meet the criteria of the person specification

**Closing date: 21<sup>st</sup> June**

**Interviews 30<sup>th</sup> June**