

# Teaching Assistant Vacancy Information Pack

21 Hours per week fixed term for 1 year  
(working every morning and 2 x afternoons)  
PCD5 (£19171 pro rata, term time only)

Nurturing Creative Thinkers ....

Responsibility

Respect

Trust

Honesty

Perseverance



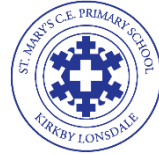


St Mary's CE School  
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Head teacher: Mr Brian Jones  
Chair of Governors: Mrs Jo Gill





11<sup>th</sup> September 2019

Dear Applicant

**RE: Teaching Assistant position - 21 Hours per week fixed term for 1 year (working every morning and 2 x afternoons)**

**PCD5 (£19171 pro rata, term time only)**

Thank you for expressing an interest in the post of Teaching Assistant at this school.

St Mary's CE Primary is a one form entry school, with 226 pupils on roll, which serves the community of the parish of Kirkby Lonsdale as well as the surrounding parishes. It is a popular and high achieving school with classes often oversubscribed. We are imaginative and creative and constantly seek to improve to enable our children to achieve their very best, in all areas of learning. We are a welcoming school looking to appoint an enthusiastic Teaching Assistant to predominantly support a child with additional needs in our Year 3 class. The role will require a good level of knowledge of the curriculum, significant experience of supporting pupils with their learning and participation in all areas of school life and the ability to work as part of a team.

We are looking for an outstanding practitioner with high expectations of themselves and all pupils whilst working creatively and enthusiastically. You should hold a relevant Level 2 qualification and have excellent Maths, English and communication skills. The candidate will be able to work with groups, and individual pupils with SEN under the direction of the class teacher.

Please write an application letter requesting that you be considered for the role and include how you meet the criteria. Letters should be returned to Cath Billington in the school office by email ([cbillington@stmarys-kl.cumbria.sch.uk](mailto:cbillington@stmarys-kl.cumbria.sch.uk)) or paper by 9am on Monday 23<sup>rd</sup> September. If you require any further information, please don't hesitate to contact Cath Billington on 015242 71334.

I look forward to receiving your application.

Yours sincerely

A handwritten signature in black ink that reads 'B Jones'.

Brian Jones  
Headteacher

## Job Description for an Teaching Assistant



### Purpose

- Under the supervision of teachers/senior staff, undertake a range of varied tasks to support teaching, learning and care by working with individuals or small groups of pupils.
- Roles at this level will not be expected to carry out any specified work.

### Key responsibilities

1. Implement planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to pupil's responses.
2. Support the teacher in monitoring, assessing and recording pupil progress and behaviour in order to contribute to the planning and evaluation of learning activities.
3. Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher.
4. Support learning by arranging / providing resources for lessons/activities under the direction of the teacher.
5. Support pupils' social, emotional and physical wellbeing, reporting concerns to the appropriate person.
6. Be aware of and comply with all school policies and procedures including code of conduct, child protection, health and safety, security, confidentiality and data protection, reporting all concerns to a nominated person.
7. Encourage independent learning and promote inclusion of all pupils in and outside of the classroom and escorting and supervising pupils on educational visits and out of school activities.
8. Select, prepare and clear away classroom materials and learning areas ensuring they are available for use, including developing and presenting displays. This may include out of school activities and after school events.
9. Share information about pupils with other staff, parents/carers, internal and external agencies, as appropriate.
10. Within the context of school behaviour plans and policies, use initiative to deal with issues that arise and encourage pupils to take responsibility for their own behaviour.

## Staff Management Responsibilities

- Some assisting of less experienced staff if required.

## Resources Responsible for

- Daily Maintenance
- Collecting small amounts of money in home school context
- Accessing some information.
- Equipment – stock control

## Job Working Circumstances

- The Job Working Circumstances for this post group are assessed on an individual basis using the JWC guidance document for Schools and School services.
- Examples may include:
  - work with pupils with severe and complex learning difficulties and associated disabilities including those with challenging behaviour
  - provide support and communication strategies as required e.g. PECs, signing, prescribed physiotherapy programmes, Team Teach, use of specialist aids and equipment.
  - in accordance with an agreed healthcare plan and following appropriate training as directed by the Head undertake medically invasive techniques such as feeding through gastrostomy tubes, use of nebulisers, oxygen administration, administration of medication.

# Person Specification

	Essential	Desirable
<b>Qualifications</b>	QCF recognised relevant Level 2	A relevant QCF level 3, or working towards level 3.
<b>Knowledge</b>	<p>Awareness of practices and procedures within education relating to the welfare, safety and education of children.</p> <p>General understanding of national /foundation stage curriculum and other basic learning programmes and strategies.</p> <p>Basic understanding of child development and learning.</p>	<p>Knowledge of other services to young people.</p> <p>Understanding of IEP writing and application of IEPs in the classroom</p>
<b>Relevant Experience</b>	Working with or caring for children and young people	<p>Working with or caring for children of relevant age.</p> <p>Working in a classroom setting.</p> <p>Working 1:1 with pupils with specific needs</p>
<b>Skills</b>	<p>Ability to self-evaluate learning needs and actively seek learning opportunities</p> <p>Ability to relate well to children and adults</p> <p>Able to work constructively as part of a team, understanding classroom roles and responsibilities and own position within these</p>	<p>Effective use of ICT to support learning.</p> <p>Use of other equipment technology – video/DVD, photocopier.</p>
<b>Other</b>	Requirement for some out of school and/or out of term working to support specific activities or events as appropriate.	