ROUNDSWELL COMMUNITY PRIMARY ACADEMY

Roundswell Community Primary Academy

Job Application Pack

Job Position: One to One Teaching Assistant

To start January 2024

Roundswell Community Primary Academy

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Roundswell Community Primary Academy

Welcome:

Thank you for your interest in applying for the post of Teaching Assistant for Roundswell Community Primary Academy.

Roundswell Community Primary Academy is a brand new school and we opened our doors in September 2020 to Nursery pupils (3 to 4 years of age) and pupils in the Reception Class. These children have started on a wonderful adventure together as they rise through the school to become Year 6 children. We currently have Nursery through to Year 4.

With an internationally minded curriculum and a vision to deliver outstanding education, the school will introduce children to a world of opportunity. Through engaging pupils in an exciting, internationally-minded curriculum, we will enable children to have a modern outlook on the world, achieve high standards of learning and be secondary-ready.

Roundswell Community Primary Academy is part of a supportive and collaborative Multi-Academy Trust, the Tarka Learning Partnership, currently comprising of 1 secondary school, 7 primary schools, the teacher training organisation known as Devon Primary SCITT and the Devon Teaching School Partnership.

Further information regarding Roundswell Community Primary Academy can be found on our website. If you would like to find out more about the role please contact, Lizzy Toon, Deputy Head Teacher, at Lizzy.Toon@roundswell.tarkatrust.org.uk.

Should you have the qualities, experience, skills and commitment to make a success of this challenging, yet exciting and no doubt rewarding role, helping to shape the future of a brand new school and the children within, then we would be delighted to hear from you.

Roundswell Community Primary Academy

Advert:

One to One Teaching Assistant –Grade C

Temporary, Part Time, 39 weeks per year
28.75 hours per week across
Monday, Wednesday & Friday = 8.30 – 3.30
Tuesday & Thursday = 9.15am-2.45pm.

Closing Date: Friday 13th December 2024 12 noon
Shortlisting Date: Friday 13th December 2024
Interview Date: Monday 16th December 2024
Start Date: January 2024

About you:

Can you help to give me the best quality of life within my abilities, and help me learn and develop, and enjoy as many things as possible?

Are you a dynamic, creative, extra special person who wants a role that will give you as much as you give me? Do you have skills in working with a child with complex physical and communication needs?

You will be kind and nurturing and will show reliability, good teamwork and commitment to working with me, working within my school and helping me access the curriculum. You will be given training by specialists and therapists to teach you how to get the best out of me.

This post includes provision of personal care. You will be working alongside a second one to one.

About me:

I am a young child with cerebral palsy and I live with my lovely family and I attend school, currently in Year 3. I need help with my daily living including personal care, with playing and learning and accessing activities, and with daily therapy exercises to help me develop to my greatest potential. You will work on a 2:1 basis with me in the classroom along with the Teacher and other staff.

Training will be given for this role.

If you think you are the right person for this job, please apply to work with me.

Roundswell Community Primary Academy

Job Description:

Job Title: Temporary One to One Teaching Assistant

Salary Range: Grade C £24,790 rising to £25,584 pro rata for term time hours

Hours: 28.75 hours per week
Monday, Wednesday & Friday = 8.30 – 3.30
Tuesday & Thursday = 9.15am-2.45pm.
39 weeks per year

Responsible to: The Head Teacher

1 Job Purpose including main duties and responsibilities

1.1 To work 1:1, or with a group of children, with some of the children having special educational needs including an EHCP. To focus specifically on the children's needs, identified by the teacher and/or within the MyPlan / EHCP as required.

1.2 To assist with planning learning activities on a regular basis and also to deliver pre- determined learning, language, care and support programmes.

1.3 To implement literacy and numeracy programmes, enabling access to learning for pupils, either in a teacher's classroom or outside the main teaching area.

1.4 To use strategies, in liaison with the teacher, to support pupils in achieving learning goals (including demanding expectations) and to monitor pupils' responses accurately, recording progress.

1.5 To promote good behaviour, dealing promptly with incidents in line with established policy, encouraging pupils to take responsibility for their own behaviour. To promote self-esteem and independence.

1.6 To monitor children's progress against learning targets, the EHCP and MyPlan targets, keeping a record, if required, of significant incidents and progress made.

1.7 To attend and write a report for an annual review of EHC Plans and MyPlans as necessary.

1.8 To administer routine assessments and undertake routine marking of pupils' work as directed by the Teacher.

1.9 To establish constructive relationships with parents/carers and where appropriate participate in feedback sessions with parents alongside the learning support teacher.

1.10.1 To report back to the class teacher & SENDCo as required, including feedback on pupils' achievement and any problems.

1.11 To attend relevant meetings as required and support the work of other professionals

1.12 To assist with the supervision of pupils outside lesson times as required.

1.13 To accompany teaching staff and pupils on visits, trips and out of school activities as requested.

1.14 To contribute to the overall ethos and aims of the school and promote inclusion and acceptance of all pupils. To attend to the welfare and personal care of pupils, including those with special educational needs.

1.15 To be aware of and comply with policies or procedures relating to Child Protection, Health and Safety, confidentiality, data protection and reporting all concerns to a relevant person.

1.16 To carry out whole school tasks, that support the organisation of the school, as directed by the Head Teacher or EYFS Leader. To assist in the preparation of materials e.g. duplicating/photocopying, making visual aids and in the efficiency of teaching areas in the school, e.g. display work, maintain a supportive learning environment.

1.17.1 To participate in the support staff appraisal process and attend relevant training courses.

1.18 To administer and assist in the administration of medicinal drugs where necessary.

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Person Specification:

	Essential	Desirable
Qualifications and Experience		
EDUCATION	• English and Maths GCSE's Grade 4 / Grade C or above • Relevant Level 2 qualification or above • Willingness to participate in training related to the position	• Recent training relevant to the role
EXPERIENCE	• Worked or volunteered in an EYFS setting • Experience of supporting the learning of children within the EYFS	• Experience of supporting children with complex needs
Professional Knowledge		
EYFS	• Understand how children develop and learn • Have a clear understanding of the importance of safeguarding and keeping children safe • Have confidence and strategies to promote positive behavior for learning • Have an understanding of Special Educational Needs and Disabilities • Knowledge of the requirements of the EYFS curriculum	
Professional Skills and Attributes		
	• Ability to work flexibly as part of a team appreciating and supporting the role of others in the team • Be able to promote the ethos and vision of the school • Have commitment to professional growth and development • Be able to use initiative	

	• Build and maintain positive and nurturing relationships with children • Use IT confidently and be able to support its use in the classroom • Able to communicate confidently and effectively with both adults and children • Have a commitment to inclusion and equal opportunities • Have a commitment to and experience of safeguarding children	

Roundswell Community Primary Academy and the Tarka Learning Partnership are committed to safeguarding and promoting the welfare of all our pupils and expect all employees and volunteers to share this commitment. All posts are subject to an enhanced DBS check.

Roundswell Community Primary Academy

Application, Interview & Selection

For an informal discussion about the post or for more information regarding Roundswell Community Primary Academy, please contact Lizzy Toon, Deputy Head Teacher at Lizzy.Toon@roundswellprimary.devon.sch.uk

You will be selected for interview entirely on the contents of your application, CV's **will not** be considered. Please read the Job Description and Person Specification carefully before you complete your form. Please ensure that your supporting statement provides concise and specific examples to demonstrate your achievements and skills addressing the specific criteria. For those candidates who are invited to interview this information will be explored further.

Please ensure all supporting information is included in the Statement of Application section of the application form, additional documents will not be accepted.

You are invited to complete the Equality and Diversity Monitoring Form at the end of the application form. The information on the form will be treated as confidential and used for statistical purposes. The form will not be treated as part of your application. Finally, please include your work, mobile and home telephone contact numbers and an e-mail address.

Please return applications forms electronically to emma.williams@roundswell.tarkatrust.org.uk

The closing date for this application is Friday 13th December 2024 12 noon

Roundswell Community Primary Academy

Recruitment Process:

Short-listed candidates will be invited to attend a selection process on Monday 16th December. Times to be confirmed.

All candidates must bring with them or email before the day the following documents

- Documentary evidence of the right to work in the UK
- Documentary evidence of identity that will satisfy DBS requirements such as current driving licence including a photograph and/or passport and/or full birth certificate
- Documentary proof of current name & address (i.e utility bill, financial statement etc)
- Where appropriate any documentation evidencing a change of name
- Documents confirming educational or professional qualifications that are necessary or relevant for the post

Please note that, if successful, originals of the above will be asked for.

We will seek references on shortlisted candidates and may approach previous employers for information to verify particular experience or qualification **before interview**. Any relevant issues arising from references will be taken up at interview.

In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours
- Attitudes to use of authority and maintaining discipline

Offers of employment are made subject to receipt of satisfactory references, medical fit for work clearance and receipt of enhanced DBS check.