



Knowleswood
Primary School

Knowles Lane
Bradford
BD4 9AE

Phone: 01274 778177
Email: office@knowleswood.co.uk
Website: www.knowleswood.co.uk

Executive Headteacher: Noreen Dunn
Head of School: Clare Cosgrove

March 2023

Dear Applicant

Teaching Assistant

Thank you for your interest in the above post. Please find enclosed information about our school, the personnel specification and job description.

The deadline for applications is Monday 17th April at 3.00pm.

We look forward to receiving your application.

Yours sincerely

Clare Cosgrove
Head of School

JOB DESCRIPTION

Post Title: Teaching Assistant Band:

5

Hours: 32 ½ hrs

GENERIC INTRODUCTION:

The following information is furnished to assist staff joining the School to understand and appreciate the work content of their post and the role they are to play in the organisation. The following points should be noted:

1. Whilst every endeavour has been made to outline the main duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings, therefore, may have been used below, in which case all the usual associated routines are naturally included in the job profile.
2. Employees should not refuse to undertake work, which is not specified on this form, but they should record any additional duties they are required to perform and these will be taken into account when the post is reviewed.
3. Knowleswood Primary School is an Equal Opportunities Employer and requires its employees to comply with all current equality policies in terms of equal opportunity for employment.
4. Knowleswood Primary School is committed, where possible, to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

PRIME OBJECTIVES OF THE POST:

To complement, appreciate and support the role of teachers and other professionals by undertaking work/care/support programmes which enables access to learning in the community as part of a teacher planned approach.

To support the class teacher and other senior staff on a range of teaching and learning experiences which deliver an appropriately differentiated and suitably challenging creative curriculum for all pupils whilst meeting statutory requirements.

Work within school policies and procedures under the direction and guidance of senior staff and within an agreed system of supervision.

May from time to time be required to undertake other duties commensurate with the grade and level of responsibility defined in this job description.

KNOWLEDGE AND SKILLS:

(See Personnel Specification)

EFFORT DEMANDS:

- Will assist in maintaining the good discipline of pupils throughout school and be expected to use good common sense, as well as use initiative in all matters relating to the conduct and behaviour of individual pupils, groups of pupils and whole classes,



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the safety, mobility (if required), hygiene and well being of the pupils; making decisions within established working practices and procedures.

- Will recognise and challenge any incidents of racism, bullying, harassment, victimisation and any form of abuse of equal opportunities, ensuring compliance with the relevant school policy and procedures.
- Will deal with any issues, immediate problems or emergencies that arise in line with school policies and procedures liaising with colleagues where necessary e.g. dealing with a sick, injured or distressed child.
- Acting as a role model, will establish productive and constructive working relationships with pupils, setting high expectations, motivating and interacting with them, being aware of their individual needs, supporting difference and ensuring all pupils have equal access to opportunities to learn and develop whilst responding appropriately.
- Will have the ability to cope with the requirements of the post, which may include working with pupils who have emotional/behavioural/physical difficulties.
- Will contribute to the overall ethos/work/aims of the school.
- Will appreciate and support the role of other professionals.
- Be vigilant and sensitive to any child protection/safeguarding concerns that arise, reporting any concerns to the designated officer in line with school policy and procedure.

RESPONSIBILITIES:

- Assist in the management of pupils in the learning environment.
- Undertake structured and agreed learning activities/teaching programmes appropriate to the pupil's needs to ensure physical, social, emotional and intellectual development, taking into account diversity e.g. language, culture, ability, race and religion.
- Will supervise and support pupils consistently at all times; recognising and responding to their individual needs whilst ensuring their safety and education in the learning environment.

For posts working with pupils who are physically less able, it may be necessary to be able to physically assist the pupil in line with school policies and good practice.

- Attend to the pupils' personal needs, implementing and maintaining related personal care programmes with the correct use of care materials including the safety and well being of the pupils and first aid, paying attention to social, health, physical and welfare matters as well as high standards of cleanliness and hygiene e.g. washing, dressing, toileting, and, if applicable, mobility.
- Will occasionally be required to supervise the class for brief periods in a lesson where the classroom teacher is not available.



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- Promote and reinforce the inclusion, acceptance and integration of all pupils, including those with specific and special needs and those from different cultures and/or with a different first language as appropriate.
- Set challenging and demanding expectations whilst promoting self-esteem and encouraging pupils to act independently as appropriate as well as interact and work co-operatively with others and engage in activities led by the teacher.
- Will prepare the classroom as directed to meet the lesson plans. Take responsibility for the care, preparation, maintenance and use of relevant equipment, assisting pupils in its use and clearing/storage afterwards.
- Will be aware of pupil progress, monitor/record pupil responses against pre-determined learning objectives as well as provide accurate, constructive and detailed feedback/reports to the teacher and pupils.
- Promote positive values, attitudes and good pupil behaviour and encourage pupils to take responsibility for their own actions whilst supporting the teacher in managing this. Deal promptly with conflict and incidents and reporting challenging behaviour where appropriate in line with established policy.
- Will gather/report information from/to parents/carers as directed, taking into account parental/carer concerns, dealing with them sensitively under the direction of the teacher.
- Will provide clerical/administrative support as directed by the teacher.
- In respect of local and national learning strategies, will support pupils to achieve learning goals e.g. English and Maths as directed by the teacher.
- Will support pupils in the use of ICT in learning activities as directed by the teacher, and develop pupils competence and independence in its use.
- Will participate in own performance development, identify and address any training needs/other learning activities.

- Will assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes, accompanying teaching staff and pupils on visits, trips and out of school activities.

ENVIRONMENTAL DEMANDS/WORKING CONDITIONS:

- Will have long periods of sitting or standing.
- Available to work during school hours during term time and a willingness to be flexible as may be required to attend staff meetings/parents' meetings/training sessions outside of usual hours.
- Will have contact with members of the public/other professionals e.g. teaching staff, governors, parents/carers, community groups, local education authority, external providers etc.
- The post holder may occasionally be subjected to antisocial behaviour from members of the public/parents/site users/pupils.

- This post may include a degree of manual lifting and handling. You are expected to be aware of health and safety policies and procedures and frequently assess your ability to carry out the lifting tasks required of you.
- Report all concerns to an appropriate person.

SPECIAL CONDITIONS OF SERVICE:

- No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable clients/finance (An enhanced DBS check is required).

OTHER CONSIDERATIONS

- To be aware of and comply with policies and procedures relating to child protection; being vigilant for signs that children may be being abused and to report any such suspicions to the school's nominated Child Protection Co-ordinator or the Headteacher.
- To act in accordance with the Data Protection Act and maintain confidentiality at all times e.g. access to staff/student/parent and carers files.
- Accept and commit to the principles underlying the Schools Equal Rights policies and practices.
- Be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act.

Knowleswood Primary School

Personal Specification

POST TITLE: Teaching Assistant

	ATTRIBUTES		RELEVANT CRITERIA	Essential/Desirable
1.	RELEVANT EXPERIENCE	1.1	Experience of working with children/young people in a school environment	E
		1.2	Experience of assisting class teacher in delivering the curriculum	D
2.	EDUCATION AND TRAINING ATTAINMENTS	2.1	English and Maths GCSE Grade C or equivalent	E
		2.2	NVQ 3 for Teaching Assistants or equivalent qualifications or experience	E
		2.3	Training in the relevant learning strategies	D
3.	GENERAL AND SPECIAL KNOWLEDGE	3.1	Understanding of National Curriculum and other basic learning programmes/strategies	D
		3.2	Understanding of Child Development and Learning	E
		3.3	Understanding and commitment to Equal Opportunities and how this relates to the duties of the post	E
		3.4	Knowledge of the National Curriculum applicable to the school	D
	ATTRIBUTES		RELEVANT CRITERIA	
4.	SKILLS AND ABILITIES	4.1	Effective use of ICT to support learning	E
		4.2	Ability to assist the teacher in planning class activities.	E
		4.3	Ability to communicate effectively with pupils and staff members	E
		4.4	Ability to relate to children/young people from diverse/social backgrounds	E

		4.5	Ability to work as a team member	E
		4.6	Ability to work with children exhibiting behavioural difficulties.	E
5.	ANY ADDITIONAL FACTORS	5.1	Understanding of relevant policies/codes of practice and awareness of relevant legislation	E
		5.2	Commitment to ongoing personal training and development	E

Welcome

Thank you for your interest in the Cavendish and Knowleswood Federation. We are immensely proud of our Federation and we want all those who become part of our community to feel valued, happy and respected, and to recognise their role in supporting our children to have the very best experiences. The Federation values team work and strives to develop a culture of excellence amongst staff through structured development opportunities, high expectations, support, and the celebration of success.

Our staff teams work together within the two schools and across the Federation in order to make the most of skills and areas of expertise. Continued professional development is offered and encouraged, and there is an annual plan of statutory training in place.

About the Federation

The Cavendish and Knowleswood Federation was formed in June 2019 by the joining of the two schools' Governing Bodies. The Governing Body is proactive and its members strive to work alongside, support and challenge leaders. We welcome their diverse skills and vision in continuing to drive the Federation forward.

The Federation is led by our Executive Headteacher, Noreen Dunn. Noreen has been a Headteacher in both Bradford and Kirklees authorities and was Headteacher at Cavendish Primary School for 6 years before assuming the Executive Headteacher position. Alongside Noreen are; Jon Nixon, Head of School at Cavendish and Clare Cosgrove, Head of School at Knowleswood.

Our Children

We are incredibly proud of our children, they are at the heart of everything we do. The children enjoy engaging with their learning and feel safe and happy at school. Pupil voice is highly valued and both schools have proactive school councils. Children are supported with their mental health and well-being alongside making progress across the curriculum and preparing for successful futures. We provide varied and exciting curriculum experiences, which enable all children to take part and have special times to remember as well as develop knowledge and skills.



The Cavendish and Knowleswood Federation

Please visit our websites:

Cavendish.co.uk Knowleswood.co.uk



Our Ethos

The ethos of the Federation revolves around a safe, inclusive, engaging, meaningful school life with no limits on learning and high expectations for all!

Cavendish Primary School

Cavendish is a two-form entry community primary school situated in Eccleshill, Bradford, with fourteen classes catering for children aged 3 – 11 years and a 40/40 FTE place nursery. A higher than average proportion of pupils are eligible for pupil premium funding.

Knowleswood Primary School

Knowleswood is also a two-form entry community primary school situated in Holme Wood, Bradford, with fourteen classes catering for children aged 3 – 11 years and a 37/37 FTE place nursery. A much higher than average proportion of pupils are eligible for pupil premium funding.

School Grounds

Both schools are lucky to have extensive grounds which we take great pride in and use to enrich the curriculum. Each school has a vegetable garden and pond as well as a range of areas for sports, activities and quiet time. Cavendish boasts an enclosed orchard whilst Knowleswood is fortunate to have an outdoor classroom.

Our Communities

Parents and carers are positive about both schools and parent consultations, school performances, sports days and class assemblies are well attended. Our families are open to new initiatives or ideas and always offer to help where they can. The local and wider communities are supportive and both schools have strong links with outside agencies. We welcome visitors to school to provide a range of sporting activities, performances, talks and support with events throughout the year.

Further Information

If you would like any more information about the Federation or either school please use our website. Phone numbers can also be found on there if you would like to talk to anybody.

The Cavendish and Knowleswood Federation

Please visit our websites:

Cavendish.co.uk Knowleswood.co.uk