

Level 1 Teaching Assistant (Fixed term to 31st July 2021)



bdat
Bradford Diocesan
Academies Trust

East Morton CE Primary School



Contents



- About our School
- Vision Statement
- Job Description
- Personnel Specification
- Job Advertisement
- Contact Details
- How to find us



About our School



“Enthusiasm, participation

& love of learning are fostered in all aspects of the school.”

Parent comment

East Morton Church of England Primary School, which is an academy within Bradford Diocesan Academy Trust, lies at the heart of East Morton. Together with the church, a pub/restaurant and a thriving institute, it forms the hub of this pretty Yorkshire village.

Originally founded in 1845, the school moved to its present site in 1977 and was extended with three new classrooms in 2000. We have since been able to extend three of our smaller classrooms and our staffroom facility, and have created a purpose built music room. In Summer 2019, with funding from BDAT, we dramatically improved our Early Years provision with a major extension and dedicated outdoor area. The school grounds offer: a Multi Use Games Area; environmental garden including a pond and bird hide; a large tarmac play area with shelters; a sloping field and a beautiful, award winning garden.

“...this school celebrates

the unique God-given value of each individual pupil, and ensures that all are supported to achieve the best possible **educational outcomes.**”

SIAMS 2017

“In your school self-evaluation, you **identified pupils’ personal and social development as being exceptional.** I found that these aspects are undeniably real strengths and central to **the school’s success.**”

OFSTED 2017

The school is very highly regarded and consequently oversubscribed. The majority of our children live in the village itself, which has several new housing developments, but some do live in the neighbouring towns of Keighley and Bingley. We offer parents both a Breakfast Club and an After School Care Club to extend our services beyond school hours.

There are 7 classes with 210 children on roll. The staff are very professional and highly skilled and include a Headteacher, a Deputy Head, an Assistant Head, 6 full time Teachers, 2 part time Teachers, 10 Teaching Assistants and 8 office and support staff including an Executive School Business Manager. There is also a



About our School *continued*



“...a good and improving school in which parents rightly have great confidence and where pupils thrive.”

OFSTED 2017

very strong and supportive Governing Body which takes an active part in the continued development and improvement of the school.

The school aims to encourage the full development of all children. This involves accepting that each child is

different and that pupils thrive in a safe environment which provides relevant learning based on first hand experience. Our progressive, skills-based curriculum is enriched with many visits and visitors to school. All year 5 and 6 pupils experience residential visits and there is a wide range of extra curricular activities on offer and many sporting activities taking place throughout the year. In addition to this, all children are able to take part in musical concerts before leaving our school and have a choice of musical instruments to learn to play.

Children are encouraged to be self-disciplined and to take responsibility for their own actions. Behaviour for learning is excellent and parents are extremely supportive of the school. We encourage parental involvement and welcome volunteers from the community who help in school, for example by listening to readers.

“Pupils develop excellent personal and social skills and you are preparing them well for life in modern Britain.”

OFSTED 2017

The ‘Friends of Morton’ group work hard to raise additional funds for the school and there are strong links with the community, particularly St Luke’s Church. The school premises are shared with the local community; a pre-school group holds regular sessions in the school bungalow.

“Provision for pupils’ spiritual, moral, social and cultural development, rooted in strong values, is exceptional.”

OFSTED 2017

“...pupils and parents value the many opportunities for curriculum enrichment, especially the many sporting and music activities on offer.”

OFSTED 2017



Vision Statement



The School's Vision

All are inspired to achieve their full potential in our loving community of life-long learners, where:

- Everyone is valued;
- Every chance is provided for all to flourish in the security of God's love; and
- Every day brings the enjoyment of life in all its fullness.

**"...a second home
for our children."**

Parent comment

Core Values

At East Morton, 'Love' is our core value and it is from love which all of our six key values flow:

- Hope
- Peace
- Generosity
- Community
- Wisdom
- Justice



**"Your exceptional
vision has created a
community that celebrates
pupils and celebrates life."**

OFSTED 2017



Job Description: Level 1 Teaching Assistant

Level 1 Teaching Assistant

32.5 hours/week • Term-time only • Fixed term to 31st July 2021

Start date: As soon as possible

Job Purpose:

To support access to learning for pupils and provide general support to the teacher in the management of pupils and the classroom.

Supervisory/Managerial Responsibilities

Assisting as a member of the classroom team in the supervision of students on work experience, trainees and voluntary helpers with whom the postholder is working.

Supervision and Guidance

To work under the direction/instruction of senior staff.

Range of Decision Making

To make decisions within established working practices and procedures.

The postholder will be expected to use good common sense and initiative in all matters relating to:

- the conduct and behaviour of individuals, groups of pupils and whole classes
- the correct use and care of materials by individual and small groups of pupils
- the safety, mobility (if required) and hygiene and well being of the pupils.

Responsibility for Assets, Materials, etc.

To maintain the confidential nature of information relating to the school, its pupils, parents and carers.

The provision, use and storage of equipment and materials used by pupils with whom the postholder is working.

General responsibility for the care of all equipment and materials within the classroom/designated area of the school.

Contacts

Internal at all levels, Parents / Carers, Governors, Community Groups, Health, Social Services, Police, Local Education Authority, Education Bradford, Contractors, External Agencies.

Range of Duties:

Support for pupils

- Supervise and support pupils ensuring their safety and access to learning, attend to the pupils' personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters.
- Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs.
- Promote the inclusion and acceptance of all pupils.
- Encourage pupils to interact with others and engage in activities led by the teacher.
- Encourage pupils to act independently as appropriate .

Support for the teacher

- Prepare classroom as directed for lessons and clear afterwards and assist with the display of pupils work.
- Be aware of pupil problems/progress/achievements and report to the teacher as agreed.

Job Description *continued*

- Undertake pupil record keeping as requested.
- Support the teacher in managing pupil behaviour, reporting difficulties as appropriate
- Gather/report information from/to parents/carers as directed.
- Provide clerical/admin. support e.g. photocopying, typing, filing, collecting money etc

Support for the Curriculum

- Support pupils to understand instructions.
- Support pupils in respect of local and national learning strategies e.g. literacy, numeracy, KS3, early years, as directed by the teacher.
- Support pupils in using basic ICT as directed.
- Prepare and maintain equipment/resources as directed by the teacher 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 relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required.
- To support, uphold and contribute to the development of the Trust's Equal Rights policies and practices in respect of both employment issues and the delivery of services to the community .

Personnel Specification

Level 1 Teaching Assistant

All bullet points below are essential criteria for the post apart from the ones marked with (D) desirable

Experience	<ul style="list-style-type: none">• Experience of working in a team situation.• Experience of working with or caring for children of relevant age e.g. voluntary organisation or parental/caring responsibilities.
Qualification/ Training	<ul style="list-style-type: none">• GCSE English and Maths C or above or equivalent e.g. Adult Literacy/ Numeracy at level 1.• Other relevant qualifications relating to the post e.g. Health/Childcare, first aid qualification.• Evidence of further training/development and/or willingness to participate in further training and development opportunities
Knowledge/ Skills	<ul style="list-style-type: none">• Support for the ethos of a Church school.• Problem solving skills.• Good communication skills.• Good numeracy/literacy skills.• Basic ICT skills.• An understanding of the needs of a multicultural society.• An understanding of the issues relating to pupils who have additional learning needs, more able and special educational needs. (D)• Awareness of child development. (D)• Ability to relate well to pupils and adults.• Ability to work constructively as part of a team.• Ability to remain calm under pressure.• Demonstrate a commitment to working with children of the relevant age.• Demonstrate good co-operative, interpersonal and effective listening skills.• Demonstrate an understanding of and commitment to safeguarding• Maintain confidentiality in matters relating to the school, its pupils, parents or carers.• Ability to perform all duties and tasks with reasonable adjustments where necessary.• Ability to cope with the requirements of the post, which will include working with pupils who have emotional/behavioural/physical difficulties.

East Morton Church of England Primary School *Everyone, Every Chance, Every Day*

Level 1 Teaching Assistant

Fixed term until 31st July 2021 • 32.5 hours/week • term time only
Band 4 SCP 3-4

Required as soon as possible

Would you like the opportunity to work within a successful, values-centred school
in which 'learners thrive' and 'staff potential is quickly identified'?

East Morton is a 'good', school (Ofsted, 2017) which provides 'outstanding' opportunities for the spiritual, moral, social and cultural development of both its learners and its staff. (SIAMS, 2017)

We can offer:

- Confident children who have a genuine thirst for knowledge
- A 'clear vision' for the future of the school
- A 'nurturing culture' for staff and learners alike
- A 'broad, balanced and creative curriculum'
- A comprehensive employee benefits scheme through BDAT, along with development opportunities across the trust.

We are seeking someone who is:

- An excellent practitioner
- Enthusiastic and passionate about their role
- Innovative and open to change
- Committed to providing an inclusive learning environment
- Fully supportive of our school's values and ethos
- Willing to engage fully with the local community

*Due to the current situation, visits to the school are not available.
If you have any questions please email office@eastmorton.bradford.sch.uk*

Interested candidates should apply using the BDAT application form which is available on our website: www.eastmortonprimary.co.uk
Application forms should be emailed to vacancies@eastmorton.bradford.sch.uk
Please note: CVs will not be accepted for this post

Application deadline: Thursday 29th October at 12.00 noon
Interviews: Wednesday 4th November 2020

All posts are subject to a probationary period of one term.

We are committed to safeguarding and promoting the welfare of children.
All posts are subject to an enhanced DBS check and references.
Proof of eligibility to work in the UK will be required.

Contact Details

School Contact Details

Executive School Business Manager: Suzanne Spencer

Office Manager: Jackie Kelley

East Morton CE Primary School, Street Lane, East Morton, Keighley, West Yorkshire BD20 5SE

Telephone: 01274 569447 Website: www.eastmortonceprimary.co.uk

How to find us

East Morton CE Primary School is located on the junction of Carr Lane and Street Lane in East Morton village, which is located between the towns of Keighley and Bingley in the Aire valley.

