

Teaching Assistant – Initially KS1

Band 5, SCP 3. TTO (Actual salary £17,455 per annum)

Fixed-Term until 31/07/2025 - 32.5 hours per week, term time only plus 5 days

A new and exciting opportunity has arisen for an experienced Teaching Assistants to join Cavendish Primary School and the successful candidate will be required to support with the delivery of high-quality teaching and learning.

Cavendish is an inclusive school providing a high quality, creative and challenging education within a secure, caring and happy environment in which all members of the school community can grow in self-esteem and develop their potential

The successful candidate will be keen to work with children and staff and will give 100% to the school, they will be able to enjoy their work life, whilst leading and inspiring others. The role may involve supporting specific children with additional needs. Candidate must have suitable English, Mathematics and IT skills and will need to provide evidence that they have the skills to do the job.

Cavendish Primary is part of Exceed Academies Trust, which currently consists of thirteen academies; ten primary schools, an all-through primary-to-secondary academy, an alternative provision academy and a specialist setting for children/young people who suffer from social, emotional and mental health difficulties. The Trust has an excellent reputation within Bradford and beyond, and an outstanding track record of supporting staff in developing their careers through specialist training lead by the Exceed Teaching School Hub and our Outstanding SCITT.

The successful candidate will: -

- Have previous experience in a similar role
- Be committed to raising standards
- Be able to work alongside a variety of agencies
- Be someone who can create an atmosphere in which children can thrive and succeed
- Work constructively as part of a team

The essential requirements of this role are: -

- GCSE level (or equivalent) English and Mathematics
- Fluency of the English Language at an Advanced Threshold Level
- Understanding how children develop and learn
- Ability to manage workloads and work calmly under pressure
- Excellent interpersonal skills
- Participation in development and training opportunities as they arise

For an informal discussion regarding this opportunity, please contact Michelle Marsden on 01274 772173 or email:- michelle.marsden@cavendishprimaryacademy.co.uk Further details about our school and application pack can be found on our website - www.cavendishprimary.org.uk

CVs or applications via Indeed will not be accepted. Exceed Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Shortlisted candidates will be subject to related online content checks, in line with Keeping Children Safe in Education 2023. All appointments are subject to an enhanced DBS check as well as successful completion of a probationary period.

Closing date: 12th July 2024 at 12pm - Interviews w/c 15th July 2024

Dates to view school – 1st, 3rd and 10th July at 3.15pm.

Exceed Academies Trust strives to be an employer of choice. We are an inclusive and diverse multi academy trust and ultimately, our aim is to employ a workforce that reflects the communities it serves. We are committed to achieving a balanced workforce at all levels, whilst ensuring that no individual is disadvantaged or treated less favourably. We welcome applications from candidates of all backgrounds, faiths and ethnicities and will ensure a fair recruitment process without discrimination, in compliance with the Equality Act 2010.



June 2024

Dear Applicant

Teaching Assistant

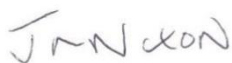
Thank you for your interest in the above post. Please find enclosed information about our school, the personnel specification and job description.

The deadline for applications is 12th July 2024.

You are very welcome to look around the school prior to making your application. Please contact the school office to arrange a visit.

We look forward to receiving your application.

Yours sincerely



Jonathan Nixon
Head of School

JOB DESCRIPTION

Post Title: Teaching
Assistant Band: 5 Post
Holder:
Hours: 32 ½ hrs per
week

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. Cavendish 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. Cavendish 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, 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.
- 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.

Cavendish 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