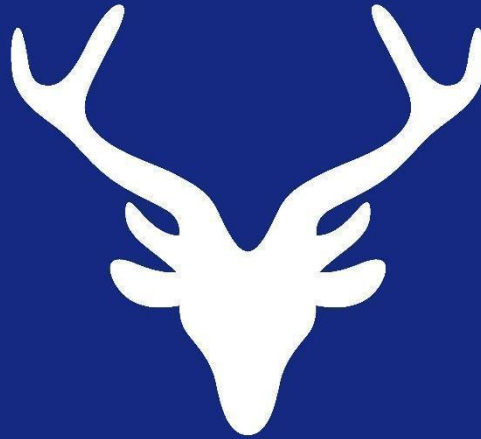


North Molton Primary School

NORTH MOLTON PRIMARY SCHOOL



Job Application Pack

Job Position: Teaching Assistant

To start: 27 January 2025

Contents:

- Welcome
- Advert
- Job Description
- Personal Specification
- Application, Interview & Selection
- Recruitment process

Welcome

Thank you for your interest in applying for the post of SEN Teaching Assistant at North Molton Primary School.

North Molton Primary School is a small rural primary school located at the edge of Exmoor National Park and part of the beautiful village of North Molton. The village has a thriving community and the school is at the heart of village life.

North Molton Primary School has a vibrant curriculum which links with our rural community and a vision to deliver outstanding education; the school strives to open the world for our pupils. We work to enable children to have a modern outlook on the world, achieve high standards of learning and be secondary-ready. Our Nursery provision provides an excellent start for our very youngest children and is an essential starting point for all our pupils.

North Molton Primary School is part of a supportive and collaborative Multi- Academy Trust, the Tarka Learning Partnership, currently comprising one secondary school, seven primary schools and working in collaboration with Exeter Consortium and SWIFT (South West Institute for Teaching).

Our team and the number of children on roll is small with just under 100 statutory school aged children and a Nursery role of 37. This in itself brings challenges, and we will all be expected to 'wear many hats' and assume various responsibilities. Therefore, the ability to work as a strong team-player is absolutely essential.

Further information regarding North Molton Primary School can be found on our website. If you would like to find out more about the role please contact Louise Gear, Senior Administrator, at admin@nmpps.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 school and the children within, then we would be delighted to hear from you

Advert

SEN Teaching Assistant – Grade C, - £11,231.24 rising to £11,590.96, pro rata for term time hours (Full time equivalent £24,790 rising to £25,584)

Permanent, Part Time,
20 hours per week, 38 weeks per year. (5 days)
These hours are to be worked Monday to Friday 8.30am to 12.30pm

Closing Date: Friday 10 January 2025
Shortlisting Date: Monday 13 January 2025
Interview Date: Thursday 16 January 2025
Start Date: Monday 27 January 2025

North Molton Primary School is a thriving Primary School with a Nursery and is looking for a Teaching Assistant to join the team.

We are looking to appoint a dedicated and enthusiastic Teaching Assistant to join our experienced and friendly team and provide support and quality learning experiences for our children.

Candidates must have excellent communication skills, demonstrate the ability to support learning and nurture children's wellbeing, a sense of commitment, a positive, can-do attitude. Experience of working with children with additional needs would be highly advantageous.

This role requires the ability to fulfil all spoken aspects of the role with confidence and fluency in English.

Our School can offer you:

- motivated and engaged children;
- a supportive and forward thinking staff team;
- a wide range of professional development opportunities;
- a leadership team that will support and value your contributions.

We are looking for a Teaching Assistant who has the following experience, skills and attributes:

- Have a minimum of English & Maths GCSE Grade C or level 4
- Have a passion for working with children
- Having experience of working with children
- Have both excellent IT and communication skills and be able to engage with children, parents and co-workers.
- Demonstrate a thorough understanding of safeguarding and welfare procedures
- Be energetic, proactive, self-motivated and have attention to detail
- Have good understanding of how to create engaging and challenging learning environments for children

In return, we can offer you a friendly and supportive work environment with experienced and knowledgeable staff members who work closely as a staff team to meet the needs of all of our children.

If you wish to discuss the post further or meet the Acting Head Teacher-Matthew Pennington, contact us at:
admin@nmpps.tarkatrust.org.uk

The Academy is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are expected to share this commitment. **This post will involve working with children in regulated activities on a daily basis and therefore will be subject to an enhanced DBS check.**

Job Description:**Job Title:** Teaching Assistant**Salary Range:** Grade C -, pro rata for term time hours**Pro rata salary:** £11,231.24 rising to £11,590.96 (inclusive of holiday pay)**Hours:** 20 hours per week, 38 weeks per year. 5 days per week, Monday to Friday, 8.30am – 12.30pm

Responsible to:	Headteacher, Senior Leaders.
General Information:	<p>To work under the instruction of teaching/senior staff, usually in the classroom with the teacher, to support access to learning for a pupil with additional needs and provide general support to the teacher in the management of the pupil in the classroom.</p> <p>Learning support may also take place outside the main teaching area. This job description is not an exhaustive list of duties and may be amended at any time, according to the changing priorities of the school as identified within the schools strategic improvement plan and in consultation with the post holder.</p> <p>This role will include supporting the pupil at lunchtime.</p> <p>This role requires the ability to fulfil all spoken aspects of the role with confidence and fluency in English.</p>
Main Responsibilities:	<p>To work under instruction to support learning by:</p> <ul style="list-style-type: none"> ● Working with individual pupils with SEN needs on a 1:1 basis to support their learning and development ● Using outcomes from learning to plan next steps and learning activities for pupils under the guidance of the teacher ● Attending to the welfare and personal care of pupil with special educational needs ● Undertaking general clerical/organisational support for the teacher
Professional Duties	
Support the Teacher:	<ul style="list-style-type: none"> ● Preparing the learning space as directed for learning in lessons and clearing afterwards ● Assisting with the display of pupils' learning ● Being aware of pupils progress/achievements/welfare and reporting these to the teacher as agreed ● Undertaking pupil record keeping as requested ● Contributing to planning of learning and activities and making adaptations for pupil with additional needs ● Working with the teacher in managing pupil behaviour and reporting difficulties as appropriate ● Gathering/reporting information from/to parents/carers as directed ● Understanding pupils' learning needs and making adaptations for pupil with additional needs
Support the Pupil:	<ul style="list-style-type: none"> ● Support the pupil with tasks and make adaptations to learning for the additional needs

	<ul style="list-style-type: none"> ● Supervising and providing support for pupils, including those with special needs, ensuring their safety and access to learning ● Attending to the pupils' personal needs, and implementing related personal programmes, including social, health, physical, hygiene, first aid and welfare matters including feeding where necessary ● Establishing good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs ● Promoting the inclusion and acceptance of the pupil ● Encouraging the pupil to interact with others and to engage in activities led by the teacher ● Encouraging the pupil to act independently and responsibly as appropriate
Support Learning:	<ul style="list-style-type: none"> ● Supporting the pupil to understand instructions and learning tasks ● Supporting the pupil to develop skills and understanding in all areas of the curriculum ● Supporting the pupil towards becoming independent where appropriate ● Supporting the pupil using IT as directed ● Preparing and maintaining equipment/resources as directed by the teacher and assisting pupil in their use
Support the School:	<ul style="list-style-type: none"> ● Understanding and complying with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, and reporting all concerns to an appropriate person ● Being aware of and supporting difference and ensuring all pupils have equal access to opportunities to learn and develop ● Contributing to the overall ethos and aims of the school by demonstrating the school values and upholding the school rules ● Appreciating and supporting the role of other professionals, attending relevant meetings as required ● Participating in training and other learning activities and performance development as required ● Assisting with the supervision of pupils out of lesson times ● Accompanying teaching staff and pupils on visits, trips and out of school activities as required ● Supervising children during lunchtime in the dinner hall and in the playground ● To be alert and active on issues relating to pupil welfare, safeguarding and child protection. ● To raise significant and low-level concerns, make appropriate referrals and follow up on all matters which may affect the wellbeing of a pupil.

**PERSON SPECIFICATION:
Teaching Assistant – Grade: C**

Note: Candidates should ensure that they meet the essential criteria for qualifications and experience and provide supporting evidence

Professional Qualifications and Training	Essential	Desirable
English and Maths GCSEs Grade 4 or above (Old grade C)		
Teaching Assistant/Teaching qualification level 3 or above or equivalent		
Training or experience relevant to the role		
Willingness to participate in other/and or further development and training opportunities		
Experience		
Worked in a primary school environment or alongside children/young adults		
Effectively supporting the needs of children with a range of needs		
Working with external agencies and professionals		
Working with and supporting families through the Early Help system		
Knowledge and understanding		
Strong understanding of how children develop and learn		
Have a clear understanding of the importance of safeguarding and keeping children safe		
Secure understanding of Special Educational Needs and Disabilities and current legislation		
Awareness of the requirements of the National Curriculum		
Skills, abilities and professional attributes		
Ability to work flexibly as part of a team appreciating & supporting the role of others in the team.		
Ability to lead and manage others		
Have confidence & strategies to respond and support the needs of children with complex SEND		
Be able to promote the ethos and vision of the school		
Have commitment to professional growth and development		
Be able to use initiative and work independently		

Development and implementation of SEND plans and reports when required		
Build and maintain positive and nurturing relationships with children		
Use IT confidently		
Confidence to effectively communicate both through written and verbal communication to children and adults		
Confident to work with families and hold challenging conversations		
Have a strong commitment to Inclusion and equal opportunities and advocate for children		

Application, Interview and Selection

For an informal discussion about the post or for more information regarding North Molton Primary School, please contact Louise Gear , Senior Administrator:
admin@nmpps.tarkatrust.org.uk

You will be selected for an 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 application forms electronically to **Louise Gear**
admin@nmpps.tarkatrust.org.uk

The closing date for this application is Friday 10 January 2025 at 12 noon.

Recruitment Process

Short-listed candidates will be invited to attend a selection process which will be held on Thursday 16th January 2025, times will be confirmed but candidates should allow two hours.

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 license 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.