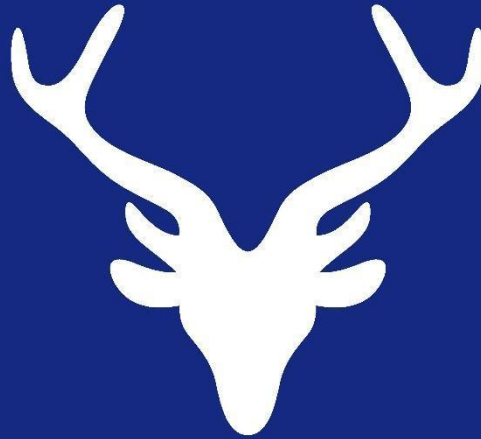


# North Molton Primary School

**NORTH MOLTON PRIMARY SCHOOL**



Job Application Pack

**Job Position: Teaching Assistant**

To start: Tuesday 22<sup>nd</sup> April

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## **Welcome**

Thank you for your interest in applying for the post of 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](mailto: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

Teaching Assistant – Grade C, - £24,790 rising to £25,584, pro rata for term time hours

Permanent, Part Time,  
27.5 hours per week, 38 weeks per year. (5 days)  
These hours are to be worked Monday to Friday 9am to 3:15pm

Closing Date: Wednesday 26th March 2025 at 4pm  
Shortlisting Date: Friday 28<sup>th</sup> March 2025  
Interview Date: Wednesday 2<sup>nd</sup> April 2025  
Start Date: Tuesday 22<sup>nd</sup> April 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 and a willingness to learn is a must!

The role is based in the upper phase of our school and we welcome applicants with specific experience of supporting children in Key Stage 2 or with the skills and knowledge to support the Key Stage 2 curriculum.

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 would be desirable.
- 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 Head Teacher-Matthew Pennington, contact us at: [admin@nmmps.tarkatrust.org.uk](mailto:admin@nmmps.tarkatrust.org.uk)

There is also the opportunity to work additional hours by working as part of our breakfast club team.

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:** £15,443 rising to £15,938 (inclusive of holiday pay) per annum (27.5 hours per week)

**Hours:** 27.5 hours per week, 38 weeks per year. 5 days per week, Monday to Friday, 9am – 3:15pm

### JOB DESCRIPTION: Teaching Assistant — Grade: C

<b>Responsible to:</b>	Headteacher, Senior Leaders.
<b>General Information:</b>	<p>To work under the instruction of teaching/senior staff, usually in the classroom with the teacher, to support access to learning for pupils and provide general support to the teacher in the management of pupils and 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 includes lunchtime duties.</p>
<b>Main Responsibilities:</b>	<p>To work under instruction to support learning by:</p> <ul style="list-style-type: none"><li>• Working with individuals both 1:1 and in small groups as appropriate to support learning and development</li><li>• Using outcomes from learning to plan next steps and learning activities for pupils under the guidance of the teacher</li><li>• Attending to the welfare and personal care of pupils including those with special educational needs</li><li>• Undertaking general clerical/organisational support for the teacher</li></ul>
<b>Professional Duties</b>	
<b>Support the Teacher:</b>	<ul style="list-style-type: none"><li>• Preparing the learning space as directed for learning in lessons and clearing afterwards</li><li>• Assisting with the display of pupils' learning</li><li>• Being aware of pupils progress/achievements/welfare and reporting these to the teacher as agreed</li><li>• Undertaking pupil record keeping as requested</li><li>• Contributing to planning of learning and activities</li><li>• Working with the teacher in managing pupil behaviour and reporting difficulties as appropriate</li><li>• Gathering/reporting information from/to parents/carers as directed</li><li>• Understanding pupils' learning needs</li></ul>

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

## **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](mailto: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](mailto:admin@nmpps.tarkatrust.org.uk)

The closing date for this application is Wednesday 26<sup>th</sup> March 2025 at 4pm.



## Recruitment Process

Short-listed candidates will be invited to attend a selection process which will be held on **Wednesday 2<sup>nd</sup> April** , times will be confirmed but candidates should allow the whole day.

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.