



Candidate Pack

Teaching Assistant

Grade 3

30 hours, Permanent Contract

Candidates requesting flexible working will be considered.

Please get in touch to discuss.





Welcome

Dear Candidate,

Welcome to Keyworth Primary and Nursery School. I am delighted you have chosen to find out more about the vacancy at our school.

At Keyworth, we take great pride in the work we do; shaping lives and supporting every child to fulfil their potential and discover new talents. We are caring and tolerant; everyone is valued for their individuality, culture and heritage.



Keyworth Primary is at the heart of our community and provides essential support and guidance to the families we serve. A high proportion of children in our school are in receipt of the pupil premium grant – we are fiercely determined to ensure all children have the same opportunities and achieve positive outcomes. We want all our children to feel happy, safe and secure in school. Our aim is to create an environment that meets the needs of every child and celebrates and encourages success.

We deliver an exciting and engaging curriculum, one which makes links between subjects to motivate children and develop a passion for learning. Staff work tirelessly to ensure children who join with low starting points make accelerated progress. Our curriculum provides experiences that open a wealth of opportunities for all children to explore and deepen their understanding of what they are studying. We want children to leave us with the skills and knowledge they need to be successful in every aspect of their lives. We want every child to develop the self-belief that they can be successful and achieve great things!

We know that we can only achieve the best for a child through close co-operation between home and school. Staff at KPNS go the extra mile to nurture positive relationships with parents and carers. Parents are always welcome in school and we always try to make ourselves available to discuss any aspect of a child's development.

We would be delighted to show you around our wonderful school, so you can experience the positive atmosphere and meet our amazing children and see the wonderful work that they do.

Kind regards,

Peter Cresswell (Executive Headteacher)



The Position

The Governors of Keyworth Primary and Nursery School are looking to appoint a highly committed and passionate colleague to join our team. The successful candidate will demonstrate a commitment to team working and playing a full role in the wider life of the school. The position is for a Grade 3 TA; we are ideally looking for a someone with good SEND experience, and a strong belief in inclusion, who can work across the primary age phase. A knowledge of phonics would be beneficial.

At Keyworth Primary we pride ourselves on our positive ethos and enjoy fantastic backing from our school community. We can offer the successful candidate high levels of support and the opportunity to work within a skilled, motivated and friendly staff team. Further development opportunities and support are available through the other schools in our Trust, [Equals Trust](#). We also work in close collaboration with Crossdale Primary School.

Staff well-being is of paramount importance to us and we always remember that all team members are human beings first with their own families and situations outside of work.

We strongly encourage applicants to come for a visit. Visits can be arranged by email schooloffice@keyworth.notts.sch.uk or phone 01159748005.





Teaching Assistant

30 hours, Permanent Contract (Term Time Only)

£15,299 – £15,862 Grade 3 points 5-7

Candidates requesting flexible working will be considered. Please get in touch to discuss.

How to Apply

Should you wish to apply for the post, please visit our trust's vacancies page - <https://equalstrust.face-ed.co.uk/vacancies>

Covering Letter

Your covering letter should be no more than 600 words and should clearly state why you are the right person to join our team – this candidate pack will give you a strong idea of the type of TA our children need. A visit to the school would give you further information to support your application.

Closing Date/Interviews

Please ensure your application arrives no later than **23rd June 2023**.

- We aim to interview after **28th June 2023**. However, we may interview earlier than that if we have suitable candidates– please apply asap if you are interested in this position. We will contact successful applicants to agree interview dates.
- This position is available from **4th September 2023**.

Referees will not be contacted without the express permission of candidates and only if you are shortlisted for an interview.

Please be aware that by contacting Equals Trust about this role, or applying, your data will be held in accordance with our Privacy Policy.

Safeguarding Commitment

Keyworth Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. This post is subject to satisfactory relevant safer recruitment and DBS checks and suitable references in line with our safeguarding policy. All applicants must have the right to work in the UK. Please be aware that online searches will be conducted on all shortlisted candidates. Equals Trust welcomes applications from all, irrespective of gender, marital status, disability, race, age or sexual orientation for posts across the multi academy trust.



Values

At a recent INSET day, staff worked together to agree a set values. The brief asked them to consider what happens when the team is working together brilliantly and in the 'flow'. This what they came up with:

- We have a shared passion for our school and the pupils, families and community we serve.
- We have good communication between staff and the wider school community.
- We each have a voice and listen to, and respect, each other's opinions
- We are sensitive to each other's wellbeing and work life/ balance and support each other through the ups and downs of everyday life.
- We collaborate and share our knowledge; appreciating each other's responsibilities.
- We give time to each other and have fun together!
- We all have clarity around expectations and work together to achieve our goals.
- We all celebrate one another's successes!





Job Description

GRADE 3
TEACHING ASSISTANT - PRIMARY (Grade 3 scp 5-7) (Final Version to be confirmed following interview)
Job Purpose To work under the instruction/guidance of teaching/senior staff to undertake work/care/support programmes, to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area, with direct support available from the teacher or senior member of staff.
Key Responsibilities <ol style="list-style-type: none">1. Supervising and providing particular support for pupils, including those with special needs, ensuring their safety and access to learning activities2. Planning and providing practical assistance in relation to identified physical needs3. Assisting with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes4. Establishing a constructive relationship with pupils and interact with them according to individual needs5. Promoting the inclusion and acceptance of all pupils6. Encouraging pupils to interact with others and engage in activities led by the teacher7. Setting challenging and demanding expectations and promote self-esteem and independence8. Providing feedback to pupils in relation to progress and achievement under guidance of the teacher9. Creating and maintaining a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work10. Using strategies, in liaison with the teacher, to support pupils to achieve learning goals11. Assisting with the planning of learning activities12. Monitoring pupils' responses to learning activities and accurately record achievements/progress as directed13. Providing detailed and regular feedback to teachers on pupils' achievement, progress, barriers to learning etc.14. Promoting good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour15. Establishing constructive relationships with parents/carers16. Supporting teaching staff in the carrying out of home visits17. Administering routine tests and invigilating exams and undertake routine marking of pupils' work18. Providing clerical/admin support e.g. photocopying, typing, filing, money, administer coursework etc19. Assisting the teaching staff in the smooth transition between educational phases20. Supporting pupils in their learning in all areas of the curriculum21. Undertaking structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses22. Undertaking programmes linked to local and national learning strategies e.g. literacy, numeracy, early years recording achievement and progress and feeding back to the teacher23. Supporting the use of ICT in learning activities and developing pupils' competence and independence in its use24. Supporting pupils and teacher during PE and other practical activities.25. Preparing, maintaining and using equipment/resources required to meet the lesson plans/relevant learning activity and assisting pupils in their use26. Assisting with the supervision of pupils at break times27. Accompanying teaching staff and pupils on visits, trips and out of school activities as required and taking responsibility for a group under the supervision of the teacher



General Responsibilities

28. Being aware of and comply with school policy and procedures particularly in respect of Child Protection and Health and Safety
29. Being aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
30. Contributing to the overall ethos/work/aims of the school
31. Ensuring the safe organisation of learning activities and the physical teaching space and resources for which they have responsibility
32. Appreciating and supporting the role of other professionals
33. Attending relevant meetings as required
34. Participating in training and other learning activities and performance development as required
35. Being aware of confidential issues linked to home/pupil/teacher/school work and to keep confidences as appropriate
36. Any other curriculum duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms, following consultation with the Recognised Trade Unions
37. To promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact with during the course of your duties and responsibilities. Your conduct must at all times be in accordance with the school's policies and procedures
38. To report any causes for concern relating to the welfare and safety of children to the designated person, and the head teacher, or if unavailable the designated safeguarding governor or a member of the senior leadership team
39. To attend safeguarding training as required by the school and maintain your knowledge and understanding of your responsibility for safeguarding children in this school





Person Specification

Grade 3 Teaching Assistant: Person Specification			
	Essential	Desirable	Evidenced by
Qualifications	<ul style="list-style-type: none"> -Appropriate Teaching Assistant / Teaching qualification or experience -Good academic record including Maths and English GCSE grade C (or equivalent) or better. (Please include this information in your application form). 	<ul style="list-style-type: none"> -Training relevant to education, e.g. literacy, ICT, maths, phonics. -Training relevant to providing an education to pupils with SEND, e.g. autism, dyslexia, ADHD. -Good further education qualifications -First Aid qualification -Qualification in Makaton / BSL -Recent safeguarding CPD 	Application and CPD record
Knowledge and experience	<ul style="list-style-type: none"> -Experience of working with children within primary schools -Understanding of child development and learning -Understanding of safeguarding and child protection -Experience of supporting children to learn to read -Experience preparing and delivering lessons for individual pupils or groups -Experience of supporting children with range of special educational needs -Experience of teaching phonics 	<ul style="list-style-type: none"> -Experience of Read, Write inc. phonics -Knowledge and understanding of EYFS -Experience of working with children within EYFS, Key Stage 1 and 2 	Application form, references & interview
Personal	<ul style="list-style-type: none"> -A team player who can work closely with all colleagues, parents and carers -Professional, flexible and adaptive -Nurturing, committed to inclusion -Strong organisational skills -Motivated and able to work under own initiative -Personable and friendly -Good communication skills -Proficient literacy, numeracy and IT skills -Commitment to their own professional development -Enjoy working with children -Have ability to adapt to a variety of situations -Ability to self-evaluate learning needs and actively seek learning opportunities 	<ul style="list-style-type: none"> -A willingness to play a role in the wider life of the school (residential, PTA events, extra-curricular clubs, etc) - Experience of communicating effectively with parents & carers 	Interview, references and application

















EQUALS TRUST

Equals Trust is a Multi-Academy Trust which is comprised of twelve primary schools. The Trust was founded in September 2016 with the aim of allowing member schools to **maintain their ethos and unique identities** within a tight local network, with strong **mutual accountability, shared support services** and a strong **collaborative approach** to staff development and school improvement. Equals Trust was established by headteachers who still work withing the Trust. For more information please visit our web site:

www.equalstrust.org

Equals Trust passionately believes that collaborative working raises educational standards and improves life chances for students within the Trust partnership.

The twelve schools are:

 <p>ABBEY ROAD PRIMARY SCHOOL</p>	 <p>BROOKSIDE PRIMARY SCHOOL</p>	 <p>BURTON JOYCE PRIMARY SCHOOL</p>	 <p>CROPWELL BISHOP PRIMARY SCHOOL</p>
 <p>CROSSDALE PRIMARY SCHOOL</p>	 <p>FLINTHAM PRIMARY SCHOOL</p>	 <p>HEYMANN PRIMARY & NURSERY SCHOOL</p>	 <p>KEYWORTH PRIMARY & NURSERY SCHOOL</p>
 <p>RICHARD BONINGTON PRIMARY & NURSERY SCHOOL</p>	 <p>ROBERT MILES JUNIOR SCHOOL</p>	 <p>TOLLERTON PRIMARY SCHOOL</p>	 <p>WILLOW FARM PRIMARY SCHOOL</p>