

**Teacher Assistant Recruitment Pack**

**Level 1 (16.25 hours per week) Temporary until December 2021**

**Required as soon as possible**

**Closing date for applications 14th May 2021**

***At Durham Lane Primary School, we are a family, a family built on positive partnerships between school, children, parents, governors, the local community and the wider world.***

Durham Lane Primary School prides itself on ensuring that it offers an outstanding education with the happiness and well-being of our children at its core. We aim to maintain a secure, caring and stimulating community in which children are encouraged to have respect for themselves and each other.  Through quality teaching and learning, children are given the opportunity to develop individuality and responsibility and are challenged to achieve their full potential.  
We believe it is important that we develop the whole child, nurturing the academic, creative, spiritual, aesthetic and social aspects equally. Self-discipline and acceptable codes of behaviour are valued and promoted.We see our school as being at the heart of a larger community and we encourage our children to value and celebrate the diversities they encounter in this community and the wider world.  
Everything we do is for our children.

***We…***

* aim to create a warm, safe and happy environment where children feel valued and inspired to learn;
* will safeguard the needs of all children and promote their mental health and emotional well-being;
* have the highest standards for both learning and behaviour; we encourage all children to achieve to their full potential;
* aim to create active and resilient learners who persevere when faced with challenge and have pride in their achievement;
* offer a broad, rich, creative and challenging curriculum which is fun and accessible to all.

***Our School family will:***

* nurture self-respect, courtesy, good manners and a caring attitude towards others;
* encourage children to celebrate and value diversity and difference;
* show tolerance and respect for all cultures and religions, respecting and promoting fundamental British values.

**Job Details**

We currently have a vacancy for a Level 1 Teaching Assistant. We are looking for a flexible, dedicated and outstanding practitioner who will work hard within our committed Early Years/Key Stage One team to ensure our pupils achieve their full potential and will assist our teachers in their day to day duties. This role is to support the team to provide additional support for a child with additional needs. As a school, we are committed to safeguarding and promoting the welfare of children and young people; we expect all staff to share this commitment. The post will be subject to an enhanced DBS check.

**Application and Interview**

All applicants are required to complete an application form and provide a supporting statement that takes full account of the person specification. This is vital for a successful application.

**The closing date for applications is 14th May 2021 at 12.00 noon.**

Applicants must enclose details of two references. Which must be recent. One should be a current employer who can comment on your suitability to work with children. If this is not possible, this can be a previous employer. We ask that friends and relatives are not named to provide a reference. We will ask for a reference from all candidates who are shortlisted. If an appointment is made, this will be subject to both references being received. We may contact any previous employer listed on your form to clarify any information.

Shortlisting will be based on the applicant’s suitability for the post, linked to the job description and person specification.

Those applicants called to interview, will be expected to attend on **Wednesday 19th May 2021**

Candidates will need to bring proof of identity and evidence of qualifications and skills cited in the application form. Candidates will have an interview, lasting approximately 30 minutes which will include questions about the roles and responsibilities of a teaching assistant, as well as more personal questions linked to information contained within the application form.

**Our School**

Durham Lane Primary School is a 1 form entry school with 199 children currently on roll. The school serves the area of Eaglescliffe in Stockton which is made up of privately owned and privately rented accommodation. The school has below average numbers of pupils who receive Pupil Premium funding and has groups of pupils with SEND in line with national expectations.

For more information about our school, please refer to the school website:

www.durhamlane.org.uk



**Teaching Assistant**

**Level 1**

**Job Description**

**Responsible to:** Head Teacher, Key Stage Leader, Class Teacher

**Liaising with:** Class teacher, teaching assistant colleagues

**Salary:** Level 1

**Start of Post: May/June 2021**

|  |
| --- |
| KEY PURPOSE OF THE JOB  To work under the instruction/guidance of teaching/senior staff, to undertake work/care/support programmes, to  enable access to learning for pupils (including those with SEN) 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. |
| MAIN DUTIES SUPPORT FOR THE PUPIL:  * Supervise and support pupils ensuring their safety and access to learning * 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 the classroom, as directed, for lessons and clear away afterwards assist with the display of pupils’ work. * Be aware of pupil problems/progress/achievements and report to the teacher as agreed. * Undertake pupil record keeping under close supervision of class teacher. * Support the teacher in managing pupil behaviour, reporting difficulties as appropriate. * Gather/report information from/to parents/carers, as directed.   **SUPPORT FOR THE CURRICULUM:**   * Support pupils to understand instructions therefore ensuring access to the National Curriculum, 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 school 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. * Assist, alongside teaching staff, with the supervision of pupils out of directed lesson time, including before and after school and at lunchtimes. * Accompany teaching staff and pupils on visits, trips and out of school activities, as required. * Participate in training and other learning activities and performance development, as required. * Show a duty of care and take appropriate action to comply with Health & Safety requirements at all time. * Demonstrate and promote commitment to Equal Opportunities and to the elimination of behaviour and practices that could be discriminatory. |
| **SAFEGUARDING - Promoting the Welfare of Children and Young People**   * To demonstrate a commitment to safeguarding and promoting the welfare of children and young people, staff and volunteers. * To demonstrate a thorough understanding of safeguarding and safer recruitment policies and procedures, and their application within an educational setting/environment |
| **EQUAL OPPORTUNITIES**  The post holder will be expected to carry out all duties in the context of, and in compliance with, the School’s Equal Opportunities Policies. |

**Teaching Assistant Level 1**

**Job Specification**

|  |  |
| --- | --- |
| **Essential** | **Desirable** |
| **Training and Qualifications**   * Willingness to participate in relevant training and development opportunities * Working towards a NVQ Level 2 or equivalent qualification in relevant discipline OR appropriate experience | * First Aid training or willingness to undertake appointed person certificate in First Aid * Child Protection training * Training in Special Educational Needs strategies |
| **Experience**   * Recent and relevant experience of working with and/or caring for children within a specified age range/subject area, preferably within an education setting | * Experience of working in a school environment |
| **SKILLS/KNOWLEDGE**   * Ability to relate well to children and adults * Ability to work effectively within a team environment, understanding classroom roles and responsibilities * Ability to build effective working relationships with all pupils and colleagues * Ability to promote a positive ethos and role model positive attributes * Ability to work with children at all levels, regardless of specific individual needs * General understanding of National Curriculum and other basic learning programmes/techniques (within specified age range/subject area) * Experience of resources preparation to support learning programmes * Effective use of ICT to support learning * Good communication skills * Good numeracy and literacy skills * Be able to maintain confidentiality * Good listening skills * The ability to manage behaviour of children in a positive and supportive manner * Awareness and basic understanding of the school curriculum (within specified age range or subject area) * General awareness of inclusion, especially within a school setting | * Relevant knowledge of First Aid * Knowledge of Child Protection * Equal Opportunities and recognising the nature of the diverse school community * Understanding of basic technology – computer, video, photocopier etc. |
| **PROFESSIONAL AND PERSONAL ATTRIBUTES**   * Friendly, approachable and professional manner * Calm approach * A commitment to working as part of the whole school team and supporting the vision and aims of the school * High expectations of all pupils; respect for their social, cultural, linguistic, religious and ethnic backgrounds and having commitment to raising their educational achievements * Ability to build and maintain successful relationships with pupils, to treat them consistently, with respect and consideration, and demonstrate concern for their development as learners * Demonstrate and promote the positive value, attitudes and behaviour they expect from the pupils with whom they work * Ability to liaise sensitively and effectively with parents and carers, recognising their role in pupils’ learning * Able to improve their own practice through observations, evaluation and discussion with colleagues. |  |