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TEACHING ASSISTANT (L2) 1-1
Edukos Trust (SET)
at Airmyn Park Primary School

Application Pack



'Me in Virtute'

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Welcome Letter

Dear Applicant

Thank you for expressing an interest in our position of Teaching Assistant (Level 2) One-to-One working at Airmyn Park Primary School within the Edukos Trust family of Schools.

This post is to work on a 1:1 basis with a child with additional needs. Further information about the role can be shared and visits to the school prior to the shortlisting process are welcomed. Visits to the school can be arranged by calling 01405 762086. We look forward to hearing from you

Yours Faithfully

Mrs N Dodds
Head of School

Advertisement

Teaching Assistant (Level 2) One-to-One
Required: Monday – Friday (8.30am–1.30pm)
Salary: Scale Point 4 – £11.98 per hour



'Me in Virtute'



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It is intended to hold interviews on a date to be confirmed. Candidates are requested to submit applications by 12 noon on Friday 15th March 2024. A letter to the Applicant is included in this pack and a downloadable application form is available from our website; submissions are welcomed by post to the above address or via email to: airmynpark@airmynparkps.co.uk

Edukos is committed to safeguarding and promoting the welfare of children and young people and requires all staff, governors and volunteers to share this commitment.

Ethos and Vision

Me in Virtute

(Power in Me)

At Airmyn Park Primary we pride ourselves on providing a nurturing environment that gives children the power to achieve. As a school we aim to establish a stimulating environment in which the learning process may take place. A range of experiences are offered, flexible enough to take account of the individual differences in the way that children acquire knowledge and understanding. We hope to provide opportunities that will encourage all children to realise their full potential.

Our core values are:

Positivity

Ambition

Respect

Kindness

Job Description

Teaching Assistant (Level 2) One-to-One

Salary: Scale Point 4 – £11.98 per hour

Employed by: Edukos Trust

Responsible to: Mrs Natalie Dodds

Location: Airmyn Park Primary School



Main purpose

The main purpose of this role is:

To support a child with additional needs on a 1:1 basis

Main accountabilities

To ensure the safety and welfare of the children and to support their learning in school

Key activities

Working with the children and school staff to access the curriculum, creating a rich and diverse programme and assisting the children to maintain acceptable behaviour standards

Key responsibilities

Working with school staff to maintain the welfare of the children to enable effective learning to take place

Key decisions

Immediate action in line with school policies in the event of an emergency incident

Behavioural competencies

We are committed to safeguarding and promoting the welfare of students and expect all employees and volunteers to share this commitment. This post is subject to an enhanced DBS (Disclosure and Barring Service) check.

The successful applicant will carry out the responsibilities of a Level 2 Teaching Assistant as they apply to the specified child. If the child is absent they will work as a general Level 2 Teaching Assistant in a role assigned by the Head of School.

LEVEL 2 working under guidance to deliver learning.

Contribute to the management of pupil behaviour

- Promote school policies on pupil behaviour
- Support implementation of strategies to manage behaviour
- Contribute to the management of pupil behaviour
- Employ strategies for behaviour management and report any problems to the teacher
- Report any progress towards targets for children with Behaviour Support Plans
- Provide level of attention appropriate to pupil's needs, modifying approach to ensure that desired outcomes are achieved
- Deal with any disruption and report to the teacher any difficulties that you are unable to overcome

Establish and maintain relationships with individuals and groups

- Establish relationships with individuals
- Establish relationships with groups

Support pupils during learning activities

- Provide support for learning activities
- Obtain equipment
- Provide help with learning tasks
- Feed back to the teacher on progress made
- Promote independent learning
- Encourage students to take responsibility for their own learning and promote development of self-esteem

Review and develop own professional practice

- Take part in regular review of practice and take advantage of development opportunities
- Set personal targets and attend relevant courses/in-service training
- Assist in preparing learning environment
- Prepare resources and materials
- Assist in setting out learning materials and set out materials for use appropriate to the planned activities
- Confirm type and quantity of materials with teacher

Contribute to maintaining pupil records

- Confirm role and responsibility for helping to maintain record with teacher
- Confirm understanding of purpose and nature of relevant pupil records with teacher
- Update relevant records at agree time intervals
- Ensure that contributions are accurate, complete and up to date

Observe and report on pupil performance

- Knowledge of observation techniques and understanding types of reporting, including verbal and written
- Carrying out observations after consultation with the teacher about purpose
- Record findings in agreed format

Contribute to planning of learning activities

- Understand the most effective way in which to support learning for a given task
- Understand the needs of pupil/s with whom working
- Discuss expected learning outcomes with teacher and agree upon success criteria
- Provide feedback for teacher on outcomes of learning activity

Promote social and emotional development of pupils

- Support pupils in developing appropriate relationships
- Help to develop self-esteem of pupils
- Along with other members of the team, help to resolve difficulties between pupils amicably and in line with school policies
- Employ strategies agreed by school via policies to raise self-esteem, such as rewards system and praise

Support maintenance of pupil safety

- Demonstrate awareness of symptoms associated with minor health problems
- Have full knowledge of Health and Safety policy
- Respond to minor health problems, for example regarding asthma, allergies etc
- Report any illness to teacher or other member of staff responsible for dealing with pupil health

Contribute to health and wellbeing of pupils

- Awareness of strategies for assisting pupils to settle into new settings
- Help pupils to adjust into new settings
- Recognise signs of distress and offer reassurance

Support use of ICT in the classroom

- Have knowledge of the sorts of equipment available in school and where to find them
- Understand procedure for reporting technical faults
- Understand procedure for allocating ICT equipment for classroom use
- Prepare equipment for use
- Support classroom use of equipment

Help pupils to develop literacy and numeracy skills

- Have knowledge of school's strategies for Literacy and Numeracy
- Work with individuals and groups on number or literacy tasks
- Have knowledge of intervention strategies to support pupils with literacy and numeracy difficulties
- Support access to the curriculum through provision of support for literacy/numeracy difficulties

Liaison with other team members and parents in a professional manner

- Awareness of school policies for communicating with parents and carers; policies for care and wellbeing of pupils; school's policy for confidentiality; policy and procedure for parents' access to teaching staff and Head of School/Executive Head Teacher
- Interact appropriately and professionally with teachers and other colleagues and parents/carers
- Contribute effectively to planning of joint actions within the team
- Refer matters beyond competence and role to other professionals in school
- Care for children in ways that have regard for their home values and practices, complying with parents' wishes
- Reassure parents who express concerns about their children
- Ensure that parents' requests to see a teacher are dealt with promptly
- Pass on concerns about pupils to relevant people in the school

Job and Person Specification

Requirements (based on the job description)	Essential (E) or desirable (D)	Assessment method
Qualifications <ul style="list-style-type: none"> - Good level of education - Childcare qualification - First Aid certificate - Child Protection Certificate 	<p style="text-align: center;">E</p> <p style="text-align: center;">D</p> <p style="text-align: center;">D</p> <p style="text-align: center;">D</p>	<p style="text-align: center;">A, I</p> <p style="text-align: center;">A, I, C</p> <p style="text-align: center;">A, I, C</p> <p style="text-align: center;">A, I, C</p>
Experience <ul style="list-style-type: none"> - Working with children - Working within a school environment - Working with children with additional needs - Awareness of SEND processes 	<p style="text-align: center;">E</p> <p style="text-align: center;">D</p> <p style="text-align: center;">D</p> <p style="text-align: center;">E</p>	<p style="text-align: center;">A, I</p> <p style="text-align: center;">A, I</p> <p style="text-align: center;">A, I</p> <p style="text-align: center;">A, I, C</p>
Knowledge <ul style="list-style-type: none"> - An understanding of commitment to quality childcare - An understanding of and commitment to equal opportunities - Ability to meet children's individual needs - School and Trust policies - Every Child Matters agenda - OFSTED Childcare standards 	<p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">D</p> <p style="text-align: center;">D</p> <p style="text-align: center;">D</p>	<p style="text-align: center;">A, I</p> <p style="text-align: center;">A, I</p> <p style="text-align: center;">A, I</p> <p style="text-align: center;">A, I</p> <p style="text-align: center;">A, I</p> <p style="text-align: center;">A, I</p> <p style="text-align: center;">A, I</p>
Skills and abilities <ul style="list-style-type: none"> - Ability to work as part of a team and independently - Able to assess, and respond to, situations quickly - Ability to support children with high needs - Ability to enforce behaviour standards - Ability to provide and facilitate safe creative play 	<p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p>	<p style="text-align: center;">A, I</p> <p style="text-align: center;">A, I</p> <p style="text-align: center;">A, I</p> <p style="text-align: center;">A, I</p> <p style="text-align: center;">A, I</p>
Personal Characteristics <ul style="list-style-type: none"> - Excellent time management and personal organisation - Highly motivated and energetic - Approachable and friendly - Good judgement & common sense - Able to communicate at all levels - High standards of tidiness and cleanliness - Good physical health is required for this role 	<p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p>	<p style="text-align: center;">A, I</p> <p style="text-align: center;">A, I</p> <p style="text-align: center;">A, I</p> <p style="text-align: center;">A, I</p> <p style="text-align: center;">A, I</p> <p style="text-align: center;">A, I</p> <p style="text-align: center;">A, I</p>

Working arrangements & personal availability – Available for working Monday to Friday during term time only with hours to be flexible to accommodate pupil needs	E	A, I
Application Form and Letter The form should be fully completed and free from error and the letter should be clear and concise and related to this specific post	E	A
Confidential References and Reports References should provide a strong level of support for relevant professional and personal knowledge, skills and abilities related to above	E	R

Key to Method of Assessment

- A Application
- I Interview and assessment
- R Reference
- C Certificate

Explanatory Notes

Applications will only be accepted from candidates completing the Trust's Application Form. Please complete ALL sections of the Application Form which are relevant to you as clearly and fully as possible. CVs will not be accepted in place of a completed Application Form.

Safeguarding Children & Young People

We are committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

- Candidates should be aware that all posts in Edukos Trust involve some degree of responsibility for safeguarding children and young people, although the extent of that responsibility will vary depending on the nature of the post. Please see the job description enclosed in this Application Pack for further details.
- Accordingly, this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as "spent" must be declared.
- If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offence, including those related to children or young people (whether disciplinary sanction is current or time-expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any investigation or disciplinary proceedings. If you are not currently working with children, but have done in the past, that previous employer will be asked about these issues.
- Where neither your current or previous employment has involved working with children, your current employer will be asked about your suitability to work with children, although it may where appropriate be answered not applicable if your duties have not brought you into contact with children or young people.

Interview Process

After the closing date, short listing will be conducted by a Panel, who will match your skills/experience against the criteria in the Person Specification. You will be selected for interview entirely on the contents of your application form, so please read the Job Description and Person Specification carefully before you complete your form. Owing to the number of applications we receive, it is not possible to contact all applicants to confirm if they have been successful in securing an interview. Therefore, please assume that if you do not hear from us by the interview date, that in this instance you have been unsuccessful. We would like to thank you for taking the time to apply.

All candidates invited to interview must bring the following documents:

- Documentary evidence of right to work in the UK;
- Documentary evidence of identity that will satisfy DBS requirements such as a current driving licence including a photograph and/or a passport and/or a full birth certificate;
- Documentary proof of current name and address (i.e. utility bill, financial statement etc.)

- Where appropriate any documentation evidencing change of name;
- Documents confirming any educational or professional qualifications that are necessary or relevant for the post;

Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient.

We will seek references on shortlisted candidates for Trust based positions and may approach previous employers for information to verify particular experience or qualifications before interview. Any relevant issues arising from references will be taken up at interview.

Conditional Offer: Pre-Employment Checks

Any offer to a successful candidate will be conditional upon:

- Verification of right to work in the UK;
- Receipt of at least two satisfactory references (if these have not already been received)
- Verification of identity checks and qualifications;
- List 99 check;
- Satisfactory DBS Disclosure;
- Verification of professional status such as QTS Status, NPQH (where required);
- Satisfactory completion of the probationary period (where relevant);
- Where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as may be required in accordance with statutory guidance.
- Online checks will be conducted in accordance with policies and procedures.

To apply please complete the Edukos Trust application form. Your supporting statement should address and evidence the selection criteria detailed in the Person Specification.

Closing Date: 12 noon Friday 15th February 2024

Interviews: Tuesday 19th February 2024

Applying:

Completed application forms may be returned in electronic format to:
airmynpark@airmynparkprimaryschool.co.uk

If you would prefer to submit a paper application form, please return to:

Mrs A Walker

Airmyn Park Primary School

Percy Drive

Airmyn

Goole

East Yorkshire

DN14 8NZ