

# Templemoor Infant and Nursery School



## Teaching Assistant 1

## Application Pack





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# Welcome to Templemoor

July 2021

Dear Applicant,

Thank you for your interest in the Teaching Assistant vacancy at Templemoor Infant and Nursery School.

Templemoor is a happy and vibrant, over-subscribed infant and nursery school in Sale Moor. Our children are enthusiastic and eager to learn and all our staff are dedicated to delivering an excellent standard of education to the children in our care throughout the school day and beyond. Our mission statement is 'to provide the highest quality teaching and learning in a happy, stimulating environment'. We are a high achieving school and care passionately about our children.

We are looking for an enthusiastic and committed Level 1 Teaching Assistant to work in a Year 1 class in the first instance. Your main role will involve working with a child to provide 1:1 support as well as providing general support to the classroom teacher.

This is a unique and exciting opportunity to work in a popular, friendly and successful school with a real family feel. You must be able to build positive relationships with both children and staff, be able to work on your own initiative and be hard working, committed, professional and reliable.

I very much look forward to receiving your application and meeting you soon.

Best wishes,

Mr Stuart Hodgson  
Headteacher



# Important Dates

The closing date for applications  
**Friday 16th July 2021 at 12 noon**

Shortlisting  
**Friday 16th July 2021**

Interview Dates  
**The week beginning 19th July 2021**



# Role Advertisement

**Role:** Teaching Assistant 1/ 1:1 Support

**Salary:** Band 1 Point 1 to 3 (£17842 to £18562 pro-rata)

**Hours:** 30 hours per week Monday to Friday 8:45am to 3:15pm Term Time Only plus 5 days INSET.

**Contract:** Fixed Term contract (linked to SEN funding) – if provision is no longer required/the child leaves the school, the post will not be continued.

**Start Date:** 1st September 2021

We are seeking to appoint a highly motivated, hard-working and enthusiastic Teaching Assistant who will work with a pupil in Year 1. The role will involve working with the child to provide 1:1 support as well as providing general support to the classroom teacher.

## **The successful applicant will:-**

- Have experience of working with children in Early Years and/or Key Stage One.
- Be able to build positive relationships with children.
- Be able to work on their own initiative.
- Be hard working, professional and reliable.
- Communicate effectively with parents, children and colleagues.
- Be adaptable when routines change.

## **In return we can offer you:**

- Fantastic children who are eager to learn and who love school.
- A welcoming, experienced and supportive team who work collaboratively.
- Support from a highly experienced SENCO.
- A positive and happy working environment.
- A programme of professional development training and opportunities.
- An opportunity to make a real difference to the lives of our pupils.

If you believe you have the qualities we are looking for, we would love to hear from you. An application pack can be downloaded from our school website at [templemoorinfants.co.uk](http://templemoorinfants.co.uk). Please send completed applications electronically addressed FAO Mr Stuart Hodgson – Headteacher via [recruitment@templemoor.trafford.sch.uk](mailto:recruitment@templemoor.trafford.sch.uk).

School visits are welcome but due to current restrictions we will only be able to facilitate this after 4pm. Please contact the school office on 0161 969 1622 to arrange an appointment.

Please note: an application form must be completed as CVs will not be accepted.

The closing date is 12 noon on Friday 16<sup>th</sup> July 2021.

Shortlisting will take place on Friday 16<sup>th</sup> July 2021, with interviews starting the week beginning 19<sup>th</sup> July 2021.

Starting Date: 1st September 2021

Templemoor Infant and Nursery School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and visitors to share this commitment. Appointments will be subject to successful references, eligibility to work in the UK, an enhanced Disclosure and Barring Service (DBS) Check and Staff Disqualification Declaration.

Visits to the school are highly recommended and encouraged. Please contact the school office on 0161 969 1622 to book an appointment or for additional information. An application pack can be downloaded from our school website at [templemoorinfants.co.uk](http://templemoorinfants.co.uk).



# Job Description

<b>JOB TITLE</b>	Teaching Assistant 1
<b>RESPONSIBLE TO</b>	Class teacher, Senior Leadership Team.
<b>GRADE</b>	Band 1 - Points 1 to 3
<b>SALARY</b>	£17842 to £18562 pro-rata
<b>HOURS OF WORK</b>	30 hours per week Monday to Friday 8:45am to 3:15pm Term Time Only plus 5 days INSET.
<b>START DATE</b>	1st September 2021
<b>JOB PURPOSE</b>	
<b>NJC LEVEL 1</b> - To work under the direct 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.	
<b>KEY RESPONSIBILITIES - SUPPORT FOR PUPILS</b>	
<ul style="list-style-type: none"><li>• Attend to the pupils' personal needs, and implement related personal programmes, including social, health, and physical;</li><li>• Hygiene, first aid and welfare matters;</li><li>• Supervise and support pupils ensuring their safety and access to learning;</li><li>• Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs;</li><li>• Promote the inclusion and acceptance of all pupils;</li><li>• Encourage pupils to interact with others and engage in activities led by the teacher;</li><li>• Encourage pupils to act independently as appropriate.</li></ul>	
<b>KEY RESPONSIBILITIES - SUPPORT FOR THE TEACHER</b>	
<ul style="list-style-type: none"><li>• Prepare the classroom, as directed, for lessons and clear afterwards and assist with the display of pupils work;</li><li>• Be aware of pupil problems/progress/achievements and report to the teacher as agreed;</li><li>• Undertake pupil record keeping as requested;</li><li>• Support the teacher in managing pupil behaviour, reporting difficulties as appropriate;</li><li>• Gather/report information from/to parents/carers as directed;</li><li>• Provide clerical/administrative support e.g. photocopying, typing, filing, collecting money etc.</li></ul>	
<b>KEY RESPONSIBILITIES - SUPPORT FOR THE CURRICULUM</b>	
<ul style="list-style-type: none"><li>• Support pupils to understand instructions;</li><li>• Support pupils in respect of local and national learning strategies e.g. literacy; numeracy, early years, as directed by the teacher;</li><li>• Support pupils in using basic ICT as directed;</li><li>• Prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use.</li></ul>	
<b>KEY RESPONSIBILITIES - SUPPORT FOR THE SCHOOL</b>	

- Be aware of and comply with policies and procedures relating to safeguarding, 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;
- Participate in training and other learning activities and performance development as required;
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes;
- Accompany teaching staff and pupils on visits, trips and out of school activities as required.

*This job description is not necessarily a comprehensive definition of the post. It may be subject to modification at any time after consultation with the post holder.*



# Person Specification

Please read this Person Specification carefully: it will be used to assess each candidate's suitability for short-listing for interview. You should state any and all experience you have acquired to date in order to demonstrate how you meet the criteria to work at Templemoor Infant and Nursery School.

	ESSENTIAL	DESIRABLE	HOW ASSESSED
<b>QUALIFICATIONS</b>			
GCSE Maths and English - Grade C minimum.	✓		Application
Confident and competent in oral English, written English and Maths skills.	✓		Application
Hold a relevant Teaching Assistant qualification.		✓	Application
First Aid or willingness to obtain.		✓	Application
<b>EXPERIENCE</b>			
Successful experience of working with children aged 3 to 7.	✓		Application/ Interview
Knowledge and awareness of issues and factors related to underachievement and barriers to learning and participation, including children with special educational needs.		✓	Application/ Interview
Experience of working in a school environment.		✓	Application/ Interview
<b>KNOWLEDGE</b>			
An understanding of the Early Years Foundation Stage and Key Stage One curriculum.	✓		Application/ Interview
An understanding and commitment of the school's vision, values and policies.	✓		Interview
Knowledge and awareness of issues and factors related to underachievement and barriers to learning and participation, including children with special educational needs.		✓	Interview
<b>SKILLS AND ATTITUDES</b>			
Confidence and ability to work with children across the primary age range 5 - 7 years.	✓		Application/ Interview
Ability to communicate with a range of audiences including other employees within the school, governors, pupils and parents.	✓		Application/ Interview
Ability to engage and enthuse children in their learning.	✓		Application/ Interview

Understanding of and ability to maintain confidentiality.	✓		Application/ Interview
Creative, able to produce displays of children's work or to support learning.		✓	Application/ Interview
Evidence of effective organisational skills	✓		Application/ Interview
<b>PERSONAL QUALITIES</b>			
Good people skills, demonstrating sensitivity, patience, tact and tolerance.	✓		Interview
Friendly, flexible, open and positive attitude and works well in a team.	✓		Interview
A keen interest in children and their learning.	✓		Interview
Commitment to a child centred approach, high expectations of self and others	✓		Application/ Interview
Ability to work effectively as part of a team and to form positive professional relationships with colleagues	✓		Application/ Interview
Demonstrates high levels of motivation, commitment and enthusiasm.	✓		Application/ Interview
Ability and willingness to undertake training and professional development	✓		Application/ Interview
A willingness to seek specialist advice and awareness of where to seek it.	✓		Application
A willingness to take a full role in the life of the school.	✓		Application/ Interview
High expectations of all children; respect for their social, cultural, linguistic, religious and ethnic background and a commitment to raising their educational achievements.	✓		Application/ Interview
A commitment to the development of the school as a centre of excellence in the community.	✓		Application/ Interview
Ability to work under pressure and to demonstrate initiative and resilience to adapt and respond to changing circumstances.	✓		Application/ Interview
<b>SAFEGUARDING</b>			
Ability to safeguard and promote the welfare of children.	✓		Interview
Appreciates the significance of safeguarding and interprets this for all individual children whatever their life circumstances.	✓		Interview
Has a good understanding of safeguarding procedures.	✓		Interview
Can demonstrate an ability to contribute towards a safe environment.	✓		Interview
Shows a personal commitment to safeguarding.	✓		Interview



# Making an Application

## Visits to the school

It is very important to us that you see the school before you apply and I strongly encourage you to come and visit. Visits to the school will need to be booked in advance and staggered following current Covid guidance. Please contact the school office on 0161 969 1622 to book a time and date to visit. Whilst onsite you will be required to wear a face mask at all times and adhere to social distancing.

## The Application Form

If you would like to apply for this post please download and complete the application form on the school website.

Your supporting statement should address the selection criteria detailed in the Person Specification. Please return your completed application by email to:

**[recruitment@templemoor.trafford.sch.uk](mailto:recruitment@templemoor.trafford.sch.uk)**

The application form plays a crucial part in the selection process, both in deciding whether you will be invited to an interview and at the interview itself. It is vital that you complete this form as fully and accurately as possible. Please ensure that you read the Advertisement, Job Description, Person Specification and other accompanying information carefully before you start. All parts of the application form must be completed. **CVs will not be accepted.**

The closing date for applications is **12 noon on Friday 16th July 2021.**

## References

When providing details of referees applicants must provide two references. One reference should be from your current employer or if unemployed, your last employer. Where possible references should be from separate sources and not from the same organisation or employer. All referees should have known you for at least one year or more and cannot be from a spouse, partner, friend or relation or from someone with whom you live. The school will contact referees for verification.

## The Interview

The interview will consist of questions from the interview panel. Interviews will take place at the school.

**Data Protection**

Should you be unsuccessful with your application the school will confidentially destroy your Application Form after six months of its submission. If you are successful in your application this information will be kept securely as part of your personal employment record.

**Any questions?**

Should you have any further questions then please email the Headteacher via the email address above.



# Safeguarding Information

**The welfare, safety and security of all children in our school is of paramount importance to all members of the Templemoor community.**

This information sheet provides a summary of our safeguarding and child protection procedures for prospective candidates at the recruitment stage. Please refer to our full safeguarding policy documents on our school website ([templemoorinfants.co.uk](http://templemoorinfants.co.uk)) for more details.

## **Recruitment and Vetting**

- CVs will **NOT** be accepted. Candidates **MUST** use the official application form.
- Providing false information is an offence and could result in an application being rejected, or summary dismissal if the applicant has been selected, and possible referral to the police.
- Shortlisted applicants **must** complete a criminal self-disclosure form.
- At least one member of the recruitment panel has been trained in Safer Recruitment.
- At least two references will be sought for all prospective staff members at interview stage, including one from your most recent employer.
- All staff members will be required to undergo an enhanced DBS (Disclosure and Barring Service) check, which will be repeated periodically.
- Knowledge and understanding of safeguarding children will be explored at interview.
- If you are invited for interview you will be required to provide original documentation to prove your identity (e.g. passport, driving licence) and original exam qualification certificates.
- Candidates will need to provide proof of eligibility to work in the UK.
- The successful candidate will be required to complete a Medical Declaration and receive fitness for work.

## **Safeguarding Policies**

- All staff members must adhere to our Child Protection and Safeguarding Policy, which has been written in line with current national guidance and legislation, having regard to their responsibilities for reporting any concerns to the Designated Safeguarding Lead.
- All staff members must undertake child protection training and repeat this training annually.

## **Safe Learning Environment**

- All staff members must adhere to other related policies and guidance, e.g. health and safety policy, risk assessments, e-safety policy etc. in order to maintain a safe learning and working environment for all.