

Downs View Infant School



Teaching Assistant Application Pack

Are you looking for a new challenge?

We are seeking to appoint an exceptional teaching assistant who is committed to working in partnership with the Class teacher and Year 2 team in raising standards and securing the best possible achievements for every child.

We can offer you:

- An outstanding school (OFSTED June 2011)
- Outstanding support from teachers
- Delightful children who are full of enthusiasm and an eagerness to learn
- Shared child centred vision and values
- Strong support for your further professional development through opportunities to learn from outstanding practitioners
- An opportunity to work as an outstanding teaching assistant, sharing your expertise and practice with colleagues and with other schools
- A strong forward thinking leadership team
- Highly motivated staff who are full of inspiration and thrive from new initiatives and ideas
- Experienced governors who have high expectations and the drive to challenge and support
- A vibrant and stimulating learning environment in which to work

To become part of our team as an Outstanding Class Teaching Assistant you will need to:

- ✓ Have experience of supporting children within a school setting
- ✓ Have high expectations of yourself and others and have a proven record of good/outstanding practice which resulted in accelerated progress and attainment for children
- ✓ Be a proactive learner, using support and advice to support and enhance teaching and learning
- ✓ Have the energy and drive to support the class teacher in getting the best outcomes for every child
- ✓ Be highly organised, motivated and flexible with the ability to inspire and challenge children
- ✓ Have some experience of cover supervision of a whole class or a large group of children
- ✓ Demonstrate the vision and values of the school in everyday work and practice
- ✓ Have lots of energy and a good sense of humour
- ✓ Are flexible in your approach and have a positive work ethic
- ✓ Are enthusiastic, reliable and work well as part of a team



The recruitment process :

PAYSCALE: KR5: £20,595 (pro-rata)

38 weeks per year- Term time only

8.30am- 3.15pm daily (1 hour unpaid lunch)

- 1 The closing date is **Monday 20th February 12pm.**
2. Shortlisting will take place **on Monday 20th February pm.**
3. References will be sought for the short listed candidates as part of the recruitment process.
4. Interviews will take place on **Wednesday 22nd February.** This will include observation of a given task, followed by a formal interview.

Downs View is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Successful candidates will be required to complete an enhanced DBS check.

Downs View is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status or pregnancy and maternity.

Visits to the school are essential, so please come and soak up the atmosphere and meet our amazing children and staff in action! Please contact Tracy Kent, Sarah Collins or Louise Spendlove to make an appointment on: **01233 632339**

We look forward to receiving your application!

Kent County Council

Job Description: Teaching Assistant – Level 2

School: Downs View Infant School
Grade: Kent Range 5
Responsible to: Line Manager

Purpose of the Job:

To work with teachers to support teaching and learning, providing specialist support to the teacher in an aspect of the curriculum or age range.

Note on the use of this Job Description:

Roles at this level may provide cover supervision in line with the Workforce Agreement Modeling Group (WAMG) Note 22

Key duties and responsibilities:

- 1. Provide learning activities for individuals and groups of pupils under the professional direction and supervision of a qualified teacher, differentiating and adapting learning programmes to suit the needs of allocated pupils**
- 2. Assess, record and report on development, progress and attainment as agreed with the teacher**
- 3. Monitor and record pupil responses and learning achievements, drawing any problems which cannot be resolved to the attention of the teacher**
- 4. Plan and evaluate specialist learning activities with the teacher, writing reports and records as required**
- 5. Select and adapt appropriate resources/methods to facilitate agreed learning activities**
- 6. Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate**

Teaching Assistants in this role may also undertake some or all of the following:

- 1. Establish and maintain relationships with families, carers and other adults, e.g. speech therapists**
- 2. Provide short term cover supervision of classes**
- 3. Supervise the work of other support staff/trainees**
- 4. Be responsible for the preparation, maintenance and control of stocks of materials and resources**
- 5. Escort and supervise pupils on educational and out of school activities**
- 6. Guide and support pupils in their personal, emotional and social development**
- 7. Prepare and present displays**

- 8. Supervise individuals and groups of pupils throughout the day, including supervision in the classroom, alternative learning area and playground**
- 9. Be involved in planning, organising and implementing individual development plans for pupils if appropriate (such as Individual educational plans), including attendance at, and contribution to, reviews**
- 10. Work with pupils not working to the normal class timetable.**

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

For KCC purposes this post has been rated as DMA Level 1

Kent County Council

Person Specification: Teaching Assistant – Level 2

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
QUALIFICATIONS	Level 2 Diploma (or equivalent) Requires knowledge and procedures for supporting and leading learning activities in a specialist area. Knowledge and skills supporting teaching and learning including knowledge of a specialist aspect of supporting learning and teaching or equivalent experience
EXPERIENCE	Successful relevant experience of working with children
SKILLS AND ABILITIES	Have necessary skills to manage and supervise whole class activities safely and be able to use a range of strategies to deal with pupil behaviour. Ability to use specialist equipment/materials and be able to demonstrate and assist others in their use Be able to devise and implement structured learning activities, under the direction of the teacher, and be able to evaluate their effectiveness and measure pupils' progress, giving feedback as required. Ability to relate well to children and adults, understanding their needs and being able to respond accordingly. Good influencing skills to encourage pupils to interact with others and be socially responsible.
KNOWLEDGE	Have good working knowledge of relevant policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality