



Applicant information Pack

CRANBROOK C OF E PRIMARY SCHOOL



Job Title: Higher Level Teaching Assistant

Contract Type: Term Time

Salary: Kent Scale D

Hours per week (and current timings where applicable): 5 days per week. 8.30am-3.15pm

JOB DESCRIPTION

Overview

To complement teachers' delivery of the national curriculum and contribute to the development of other support staff, pupils and school policies and strategies.

To work collaboratively with teaching staff and assist teachers in the whole planning cycle and the management/preparation of resources. In addition to covering planning and leadership time, to supervise whole classes during the short-term absence of teachers.

To provide support for pupils, the teacher and the school in order to raise standards of achievement for all pupils (e.g. SEN, EAL, GT, all underachieving groups), by utilising advanced levels of knowledge and skills when assisting with planning, monitoring, assessing and managing classes, and to encourage pupils to become independent learners, to provide support for their welfare, and to support the inclusion of pupils in all aspects of school life.

Main Duties

Planning, Teaching and Learning

- Develop and prepare resources for learning activities in accordance with lesson plans and in response to pupil need.
- Contribute to the planning of opportunities for pupils to learn in out-of-school contexts in line with schools policies and procedures.
- Within an agreed system of supervision and within a pre-determined lesson framework, teach whole classes.
- Provide detailed verbal and written feedback on lesson content, pupil responses to learning activities and pupil behaviour, to teachers and pupils.
- Motivate and progress pupils' learning by using clearly structured, interesting teaching and learning activities.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Promote and support the inclusion of all pupils, including those with specific needs, both in learning activities and within the classroom.

- Use behaviour management strategies, in line with the school's policy and procedures, to contribute to a purposeful learning environment and encourage pupils to interact and work co-operatively with others
- In accordance with arrangements made by the headteacher, progress pupils' learning in a range of classroom settings, including working with individuals, small groups and whole classes where the assigned teacher is not present.
- Organise and safely manage the appropriate learning environment and resources
- Promote and reinforce children's self-esteem and independence and employ strategies to recognise and reward achievement of self-reliance
- When in class with a teacher, assist the class teacher in encouraging acceptance and integration of children with special needs, or from different cultures and/or with different first language

Monitoring and Assessment

- With teachers evaluate pupils' progress through a range of assessment activities.
- Assess pupils' responses to learning tasks and where appropriate, modify methods to meet individual and/or group needs.
- Monitor pupils' participation and progress and provide constructive feedback to pupils in relation to their progress and achievement.
- Assist in maintaining and analysing records of pupils' progress.
- Contribute to programmes of observation and assessment as planned by the teacher and provide reports, evaluations and other information to assist in the provision of appropriate support for specific children.
- Contribute to the overall ethos, work, aims of the school by attending relevant meetings and contributing to the development of policies and procedures within the school. Also participate in staff meetings and training days/events as requested.

Behavioural and Pastoral

- Recognise and challenge any incidents of racism, bullying, harassment, victimisation and any form of abuse of equal opportunities, ensuring compliance with relevant school policies and procedures and making sure the individual/s involved understand it is unacceptable.
- Understand and implement school child protection procedures and comply with legal responsibilities.
- Assist in maintaining good discipline of pupils throughout the school and escort and supervise pupils on planned visits and journeys.
- Provide support and assistance for children's pastoral needs, for example, dressing, caring for sick, injured or distressed children.
- Provide physical support and maintain personal equipment used by the children at the school. Administer medication as agreed.

- Foster and maintain constructive and supportive relationships with parents/carers, exchanging appropriate information, facilitating their support for their child's attendance, access and learning, and supporting home to school and community links.
- Supervise pupils in the playground and plan and organise play time activities.
- Assist teachers by receiving instructions directly from professional or specialist support staff involved in the children's education. These may include social workers, health visitors, language support staff, speech therapists, educational psychologists, and physiotherapists.

Other

- Any other duties required by the class teacher, leadership team, or the headteacher, which is within the scope of this post.
- To work within and encourage the school's Equal Opportunity policy and contribute to diversity policies and programmes in relation to discriminatory behaviour.
- To promote the safeguarding of children
- To carry out the duties and responsibilities of the post, in accordance with the school's Health and Safety Policy and relevant Health and Safety Guidance and Legislation.
- To use information technology systems as required to carry out the duties of the post in the most efficient and effective manner
- To undertake other duties appropriate to the post that may reasonably be required from time to time



SAFEGUARDING STATEMENT

Cranbrook C of E Primary School is committed to ensuring the welfare and safety of all our children. We believe that pupils have a right to learn in a supportive, caring and safe environment which includes the right to protection from all types of abuse; where staff are vigilant for signs of any pupil in distress and are confident about applying the/our safeguarding processes to avert and alleviate any such problems.

Safeguarding is about ensuring that everyone is safe from harm – safe from bullying, safe from people who could abuse, safe from discrimination or harassment.

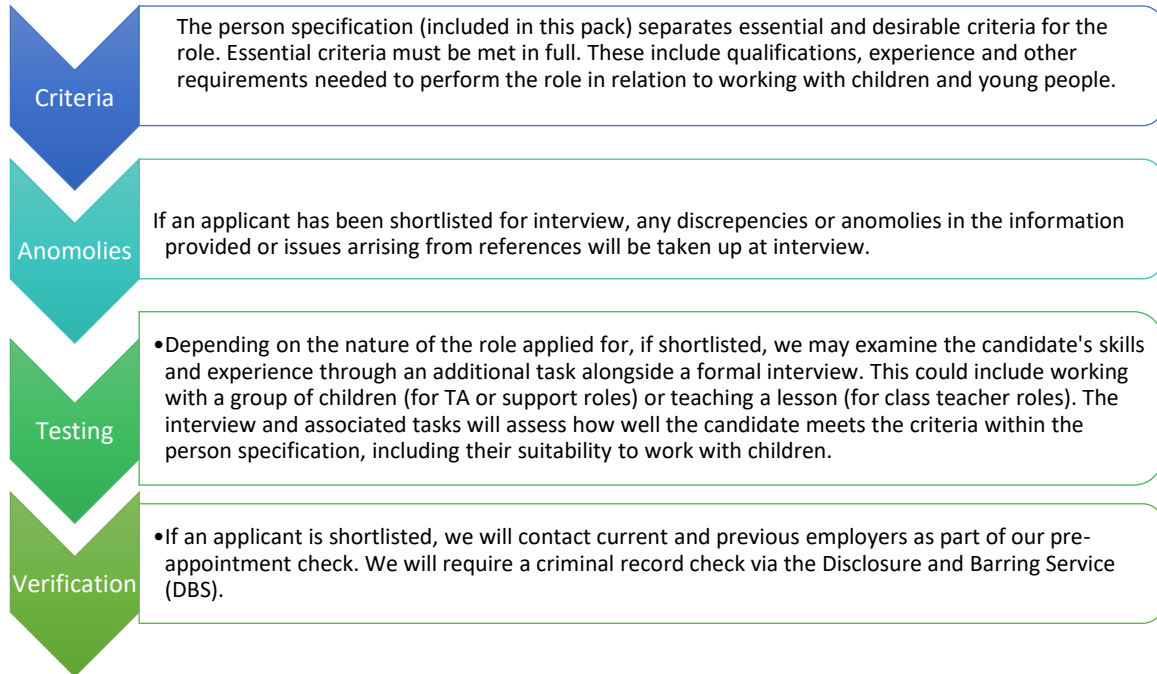
This school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. This means that we have a Safeguarding (Child Protection) Policy and procedures in place. Our safeguarding policy can be found on our website.

If a member of staff has concerns which relate to the actions or behaviour of another member of staff (which could suggest that s/he is unsuitable to work with children) then this will be reported to one of the Designated Child Protection Officer (DCOP) in confidence, who will refer the matter to the Headteacher (or the Chair of Governors if the concern relates to the Headteacher) who will consider what action to take.

We actively support the Government's Prevent Agenda to counter radicalism and extremism.

SELECTION PROCESS

As a school we are committed to safeguarding children and ensuring we recruit suitable staff to work in our school. Please see below for an outline of how we select and appoint staff to work in our school.



If you would like to apply for this role, please do so via the online application form at Kent Teach.

Please call the school office on 01580 713249 if you have any queries about this role.



REFERENCE PRO FORMA

Please note, references will be taken up prior to interview, if a candidate is shortlisted for the role. One referee should be from a candidate's current or most recent employer. Please see below for our reference pro-forma. References will only be accepted from employers using this template.

STRICTLY CONFIDENTIAL: REFERENCE REQUEST FORM

1. APPLICANT'S NAME AND POSITION APPLIED FOR

Applicant Name:

Post applied for:

2. APPLICANT DETAILS & POSITION WITH YOUR ORGANISATION

a) In what capacity did you employ the applicant?

b) Dates of the applicant's employment with you:

(MONTH/YEAR)

From

To

c) How long have you known the applicant?

d) In what capacity do you know the applicant?

e) Main duties and responsibilities of applicant's role with your organisation:

f) How would you assess the applicant's performance in their work with your organisation?

☐ Outstanding ☐ Good ☐ Satisfactory

☐ Requires improvement ☐ Very poor

Comment:

g) Please provide details of any areas needing improvement and any action taken or support provided:

h) Why did/does the applicant leave/wish to leave your organisation?

3. ABSENCE [NOT SICKNESS-RELATED: E.G. FOR PERSONAL MATTERS OR UNATTRIBUTED REASONS]

[The Equality Act 2010 prohibits prospective employers from asking about a candidate's health, sickness record or health-related matters prior to making an offer of employment]

Please give details of absences unrelated to sickness in the applicant's most recent two years of employment with you:

a) How many days of absence from work did they take in total?

DAYS / DETAILS

b) How many episodes of absence did they have?

PERIODS / DETAILS

4. SALARY & SERVICE



| | | | |
|---------------------------------|--|------------------------------|--|
| Most recent salary scale | | Additional payments type | |
| Most recent scale point | | Additional payments value | |
| Most recent gross annual salary | | Length of continuous service | |

5. SUITABILITY FOR THE POST APPLIED FOR *[PLEASE REFER TO ATTACHED JOB DESCRIPTION IF SUPPLIED]*

- Do you believe the applicant has the ability and is suitable to undertake the position applied for? ☐ Yes ☐ No
- Would you re-employ the applicant? (If No, please give reason briefly) ☐ Yes ☐ No

6. SAFEGUARDING, TRUST, CAPABILITY & DISCIPLINE *[YOU HAVE A LEGAL DUTY TO ENSURE THAT ALL INFORMATION YOU PROVIDE IS COMPLETE & ACCURATE]*

- a) Has the applicant ever been the subject of any child protection, safeguarding or welfare allegations, concerns or investigations? If Yes please give full details including outcomes, even if concerns were fully resolved. ☐ Yes ☐ No
- b) Do you know of, or have reasonable grounds to suspect, any reason why the applicant may not be suitable to work with children? If Yes, please provide details. ☐ Yes ☐ No
- c) Did the applicant hold any position of special trust or responsibility? If Yes, please give details. ☐ Yes ☐ No
- d) Has the applicant ever been the subject of any disciplinary or capability actions (including any which are "expired") or are they subject to any investigation or disciplinary process that is still current? If Yes please give details. ☐ Yes ☐ No

| 7. PERSONAL EVALUATION | OUTSTANDING | GOOD | ADEQUATE | INADEQUATE | VERY POOR |
|---|-------------|------|----------|------------|-----------|
| Plans, structures and prioritises own work | | | | | |
| Learns from situations and past experience | | | | | |
| Able to work on own initiative | | | | | |
| Attention to detail | | | | | |
| Works hard to achieve objectives and goals | | | | | |
| Resilience under pressure | | | | | |
| Interaction and relationships with children | | | | | |
| Interaction and working relationships with other adults | | | | | |
| Ability to work as a member of a team | | | | | |
| Actively seeks solutions to problems independently | | | | | |
| Refers problems upwards when appropriate | | | | | |
| Seeks ideas for improvement | | | | | |
| Focuses on benefits to both self and others | | | | | |
| Professional and personal values, integrity & honesty | | | | | |
| Punctuality and commitment | | | | | |

| 8. TEACHING POSTS ONLY | OUTSTANDING | GOOD | ADEQUATE | INADEQUATE | VERY POOR |
|------------------------|-------------|------|----------|------------|-----------|
|------------------------|-------------|------|----------|------------|-----------|



| | | | | | |
|---|--|--|--|--|--|
| Teaching ability (with reference to Teachers' Standards) | | | | | |
| Lesson planning & preparation | | | | | |
| Classroom & behaviour management | | | | | |
| Initiative and leadership | | | | | |
| Interest & willingness to undertake extra-curricular activities | | | | | |
| Subject leadership | | | | | |

9. ADDITIONAL COMMENTS

10. DETAILS OF THE PERSON COMPLETING THE FORM

Name: _____ Position: _____

Organisation: _____ Tel No: _____

Signed: _____ Email: _____

Date: _____

Please return with organisational stamp/ headed paper. Use clearly marked continuation sheets if necessary.

Thank you very much for your prompt help and cooperation.