Our Lady’s Catholic Primary School

Early Years Teaching Assistant

Information Pack

March 2019



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| Our Lady’s Catholic Primary School  King Edward Avenue  Dartford  Kent  DA1 2HX  Tel.: 01322 222759  Email: headteacher@our-ladys.kent.sch.uk | |
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March 2019

Dear Candidate

Thank you for your interest in the staff vacancy that we have at Our Lady’s School. We are looking to appoint a Teaching Assistant to join our team.

Included in this pack you will find

* Job description and person specification for the role
* Information about the school
* Information about the selection process

The closing date is Wednesday 27th March and interviews will be held in the week beginning 1st April.

We hope this pack gives you all the information that you require, if you do have any questions please do not hesitate to contact the school.

Yours sincerely

Miss Isabel Quinn

Headteacher

**Information about Our Lady’s Catholic Primary School**

Our Lady’s is a popular one form entry primary school situated in west Dartford. We currently have 220 pupils on roll in 7 classes.

We aim to fully develop the potential of each child, in a caring, supportive and Christian environment centredon our Catholic Faith.The school strongly promotes the development of the whole child, and places great importance on the children’s physical, creative, emotional and social development alongside their academic excellence.

Our creative curriculum is delivered in collaboration with the pupils and based on the delivery of first hand experiences wherever possible. We are passionate about making learning relevant and memorable.

Our Lady’s enjoys a positive and supportive partnership with parents and the Governing Body, St Anselm’s Parish and the local community.

We are also well known for our approach to nurture; at Our Lady’s we know that nurturing each individual, no matter their starting point, is vital to excellent learning.

Our Lady’s School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.

**The post**

We are looking to appoint an Early Years Teaching Assistant to join our friendly and supportive team.

We hope that you have had a chance to view our website and so you will already have an idea of what kind of school we are, we can also offer you

* Well behaved, motivated children who are eager to learn.
* A professional, enthusiastic and friendly staff team who are supportive to new and existing colleagues.
* Supportive and well informed parents and governors who are closely involved in school life.
* Strong links with our local church and parish community.
* An inviting school environment with a large field and outdoor learning spaces.

**Closing date: Wednesday 27th March 2019 Interviews: Week beginning 1st April 2019**



OUR LADY’S CATHOLIC PRIMARY SCHOOL

**JOB TITLE – EARLY YEARS TEACHING ASSISTANT**

**Our Lady’s School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

This job profile recognises the requirements of the jobholder’s contract of employment and reflects the vision, aims and policies established by the Governors of the School.

**JOB PROFILE**

To support the class teacher with his/her responsibility for the development and education of the children, using supervision and care skills to support pupils.

Under the direction of and supervision of the teacher:

* Assists in the delivery of educational work programmes by participating in day-to-day learning activities.
* Discusses with, and reports back to the teacher on the planning and assessment of pupil work individually, in a group or as a whole class.
* Manages the behaviour of pupils according to school policy in order to support learning and encourage independence and responsibility.
* Organises and maintains the learning environment and takes responsibility for specific aspects of class organisation and administration.
* Works as part of a team to ensure that the well-being, behaviour and personal development of pupils enhances their learning opportunities and life skills.
* Ensures that the classroom environment and resources are tidy, well organised and prepared in order to promote pupils’ learning and independence.
* Maintains confidentiality inside and outside the workplace.
* Understands and applies school policies.
* Uses ICT to advance pupils’ learning and confidence.
* Monitors and evaluates pupils’ progress and reports this to the class teacher.

**CURRICULUM SUPPORT**

To assist the teacher with classroom organisation, curriculum planning and delivery. To undertake directed work with individual children, groups or the whole class such as contributing to planning, teaching, assessing children’s learning, modelling and managing behaviour. To prepare resources as required.

* To contribute to planning, teaching, learning and assessment and work with pupils individually, in groups or as a class in accordance with the principles of good practice adopted by the school.
* To participate with teaching staff, in the planning and evaluation of learning materials and equipment, to assist in the preparation and adaptation of teaching materials as necessary.
* To assist with instruction in the use of specialist equipment and, where appropriate, the correct and safe use of tools and equipment in group activities such as craftwork or cookery.
* To contribute to assessment and assist in supervising assessment.
* To participate in staff development activities and, where required, to contribute to any discussion of curriculum development and the progress of individual children.
* To accompany the class on school visits and be aware of difficulties encountered in unfamiliar surroundings. The timings of such events may overrun the school day.

**PUPIL SUPPORT**

To assist in meeting the children’s need for encouragement, reassurance and comfort and to foster the development of self-reliance, resilience and individual responsibility. To promote health, safety and protection of pupils in accordance with school policies.

* To ensure pupils achieve the objective set for them by the class teacher.
* To ensure that pupils are working in appropriate working positions, and have access to the required equipment and materials.
* To provide for children’s personal requirements and physical care and requirements and on a daily basis, for example, supervising moving around different areas of the school site as necessary or assisting younger children changing into and out of outdoor clothing, encouraging self-help at all times. To work with pupils to build their self-confidence, self-reliance and social skills.
* To work with children in developing their study and organisational skills.
* To report any significant observations to the class teacher or DCPO as appropriate.

**GENERAL DUTIES**

Under the direction of the teacher to:

* Prepare resource packs and first aid boxes for visits.
* Create displays in accordance with school policies.
* Organise the classroom, manage resources and maintain equipment.
* Undertake the supervision and safe return of artefacts brought into the classroom by pupils to support current themes.
* Prepare resource materials as requested by staff.

**PROFESSIONAL RELATIONSHIPS**

* To maintain confidentiality about any information gained within the school, using discretion and sensitivity when communicating with parents, referring enquiries about children's education and well-being to the class teacher.

**PERSON SPECIFICATION – TEACHING ASSISTANT**

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| **ESSENTIAL CRITERIA** | **HOW IDENTIFIED** | **DESIRABLE CRITERIA** | **HOW IDENTIFIED** |
| **EDUCATION, TRAINING AND WORK QUALIFICATIONS**  Good level of written and spoken English.  Good level of numeracy.  Good general education  Basic IT skills | Application form and selection process | NVQ 3 Teaching Assistant/Supporting Teaching and Learning or equivalent  Paediatric First Aid Certificate  Knowledge of policies and procedures related to child protection, health, safety, security, equal opportunities and confidentiality. | Application form and selection process |
| **SKILLS AND ABILITIES:**  Ability to work effectively and deliver learning activities to individual pupils, groups and occasionally the whole class e.g. tell a story, supervise class while the teacher needs to be out of class for a brief period of time.  Able to communicate sensitively and effectively with colleagues, parents and pupils.  Able to plan and prioritise regular and irregular tasks.  Able to clarify and explain instructions to pupils and motivate pupils to learn.  Able to assist in the organisation of the learning environment.  Able to undertake routine tasks under the direction of the class teacher.  Able to maintain records and pupil files.  Able to work effectively with adult team members.  Able to follow instructions, using common sense, own initiative and discretion.  Able to maintain confidentiality inside and outside the school.  Understand and apply the school’s behaviour management policy and procedures.  Flexibility in approach and willingness to work across different year groups to meet the school’s needs and to undertake training as required. | Application form and selection process | Ability to listen constructively, test own opinions and suggest effective solutions.  Work in line with all the school’s policies and procedures. Carry out all responsibilities within an equal opportunities framework. |  |
| **ATTRIBUTES:**  Able to work under pressure and multitask.  Solution based approach to problem solving. | Application form and selection process | Outgoing personality with sense of humour  Supportive of colleagues- has a flexible approach, enjoys a varied workload | Application form and selection process |
| **OTHER REQUIREMENTS:**  To be willing to undertake further training as required.   * Induction training * Literacy and numeracy * Language and Learning * Safeguarding * Training for specific responsibilities of the post |  |  |  |

**Information about the selection process**

The closing date for applications is Wednesday 27th March 2019.

Application forms can be posted to the school, submitted in person or emailed to headteacher@our-ladys.kent.sch.uk

Shortlisting will take place shortly after the closing date and shortlisted candidates will be contacted as soon as possible.

Interviews will be held during the week beginning 1st April. The selection process will consist of an interactive session, written task, and an interview.