

Downs View Infant School



Key worker 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 KS1 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
- Teaching school status, working as part of the Ashford Teaching Alliance
- Shared child centred vision and values
- Outstanding and regular support from the Inclusion Leader and Class teacher
- 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
- Positive partnerships with outside agencies
- 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 Learning Support Assistant you will need to:

- ✓ Have experience of working with children or a child with additional complex needs within a school setting
- ✓ Able to use initiative to adjust teaching methods and activities to suit the need of the child
- ✓ Have a good understanding of early child development and play
- ✓ Understand and use strategies to de-escalate behaviour differences, having a flexible but consistent approach in line with the school policy and child's needs
- ✓ 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 enhance teaching and learning opportunities for children
- ✓ Have the energy and drive to support the class teacher in getting the best outcomes for these children and others
- ✓ Be highly organised, motivated and flexible with the ability to inspire and challenge this child and others
- ✓ Understand early child development and how to support a child, particularly with social and emotional development and social communication skills
- ✓ Have lots of energy and a good sense of humour
- ✓ Have a flexible approach and a positive work ethic
- ✓ Are enthusiastic, reliable and work well as part of a team
- ✓ Demonstrate the vision and values of the school in everyday work and practice



The recruitment process:

PAYSCALE: KR4: £17,498

(Term time only -pro-rata)

8.30-3.15pm – Monday – Thursday (4 days per week)

38 weeks per year

1. The closing date is **Friday 10th January at 12pm**
2. Shortlisting will take place **on Friday 10th January pm**
3. References will be sought for the short listed candidates as part of the recruitment process.
4. Interviews will take place on **Thursday 16th January.**

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 recommended, so please come and soak up the atmosphere and meet our amazing children and staff in action! Please contact Tracy Kent, Lisa Somerville or Helen Rowson to make an appointment on: **01233 632339**

We look forward to receiving your application!

Kent County Council

Job Description: Teaching Assistant – Additional Needs

School: Downs View Infant School
Grade: Kent Range 4
Responsible to: Inclusion Leader/Headteacher

Purpose of the Job:

To work with teachers as part of a professional team to support teaching and learning for SEND pupils. Providing learning support to pupils who need particular help to overcome barriers to learning, such as those with learning difficulties and/or behavioural, social, communication, sensory or physical disabilities

(Roles at this level do not deliver “specified work” as defined in the guidance to Section 133 of the Education Act 2002)

Key duties and responsibilities:

1. Assist with the implementation of planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to pupils’ responses as appropriate.
2. Participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress and behaviour.
3. Support the teacher in monitoring, assessing and recording pupil progress/activities.
4. Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher.
5. Support learning by arranging/providing resources for lessons/activities under the direction of the teacher.
6. Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate.
7. Share information about pupils with other staff, parents / carers, internal and external agencies, as appropriate.
8. Understand and support independent learning and inclusion of all pupils as required.
9. Work with pupils on therapy or care programmes, designed and supervised by a therapist/care.
10. Attend to pupils’ personal needs including toileting, hygiene, dressing and eating, as well as help with social, welfare and health matters, reporting problems to the teacher as appropriate. Physically assist pupils in activities (may involve lifting, where mobility is an issue).
11. Deal with behaviour appropriately, following school’s policy, procedures

Additional Support Needs Assistants at this level may also undertake some or all of the following:

- 1. Administer medication in accordance with an agreed plan under direction of healthcare practitioner and following appropriate training.**
- 2. Update pupil records.**
- 3. Assist with break-time supervision including facilitating games and activities.**
- 4. Assist with escorting pupils on educational visits.**
- 5. Support pupils in using basic computing skills.**
- 6. Undertake moving and handling activities as required.**

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.

Person Specification: Teaching Assistant – Additional Needs

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	<ul style="list-style-type: none"> • Level 2 Diploma (or equivalent) not essential but any childcare or SEND qualification would be an advantage • First Aid qualification would be an advantage.
EXPERIENCE	<ul style="list-style-type: none"> • Previous experience of working with children in a school /nursery setting essential. • Previous experience of working with children with SEND essential.
SKILLS AND ABILITIES	<ul style="list-style-type: none"> • Good standard of Numeracy and Literacy skills. • Basic Computing skills. • Specialist training such as Manual Handling, Autism, language development or a willingness to attend appropriate specialised training • Ability to relate well to children and adults, understanding their needs and being able to respond accordingly. • High level of patience and flexibility with a willingness to adjust role to suit the needs of the individual.
KNOWLEDGE	<ul style="list-style-type: none"> • Requires knowledge and procedures for supporting and leading learning activities.

	<ul style="list-style-type: none">• Understanding of early child development, particularly social and emotional development and social communication skills.• Knowledge and compliance with policies and procedures relevant to child protection, health and safety, security, Equal Opportunities and confidentiality.
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