



# Applicant information Pack

CRANBROOK C OF E PRIMARY SCHOOL



## JOB DESCRIPTION

### **JOB TITLE: Teaching Assistant (KS2)**

*Hours of work: 15 hours per week, 38 weeks per year (Monday and Tuesday: 8.30am-3.15pm, with an hour lunch. Wednesday: 8.30am-12pm). Permanent contract.*

*Salary: Kent Range 3 (pro rata): Annual pro-rata salary £6,128 (FTE £18,039).*

### **PRIME OBJECTIVES OF THE POST**

To:

- Work to support the teacher in the class to meet the needs of the pupils.
- Work with an individual or small groups of pupils in the classroom under the direct supervision of teaching staff and provide feedback to the teacher;
- Support pupils to understand instructions and support independent learning and inclusion of all pupils;
- Attend Pupil Progress meetings when required;
- Support the teacher in behaviour management and keeping pupils on task;
- Demonstrate a commitment to safeguarding the welfare of all children;
- Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate;
- Prepare and help organise the learning environment and resources, including photocopying, filing and the display and presentation of pupils work and contribute to maintaining a safe environment;
- Record basic pupil data and progress of interventions;
- Attend outside agency meetings with class teacher or SENCO as required;
- Assist with break-time supervision including facilitating games and activities;
- Assist with escorting pupils on educational visits when required;
- Support pupils in using basic ICT;
- Follow all school procedures and policies;
- Adhere to the school's code of conduct.



## PERSON SPECIFICATION

### Essential Criteria

- Has NVQ level 2 or 3 in Child Care and Education/Supporting Teaching and Learning **OR** a commitment to gaining this qualification once employed;
- The ability to work in a way that promotes the safety and wellbeing of children and young people;
- Has a good standard of maths, English and ICT skills;
- Has the ability to work as part of a team;
- Has the ability to relate well to children and adults.

### Desirable Criteria

- Has excellent communication and interpersonal skills;
- Experience of working in Key Stage 2;
- Has the ability to be flexible and adaptable;
- Be organised and able to work independently;
- Has an understanding of pupil data;
- Has a sense of humour with a positive approach;
- Will initiate and participate in play activities or interventions during lunchtimes, encouraging children to engage;
- The ability to follow instructions but also to use initiative where appropriate;
- Can actively support the interests of students and the school;
- Knowledge of policies and procedures relating to child protection (safeguarding), health, safety, equal opportunities and confidentiality.
- Self-motivated;
- Will effectively promote the vision, aims and positive ethos of the school;
- Be innovative and enthusiastic;
- Have high expectations of children's achievement and a commitment to inspiring learners.



## 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.

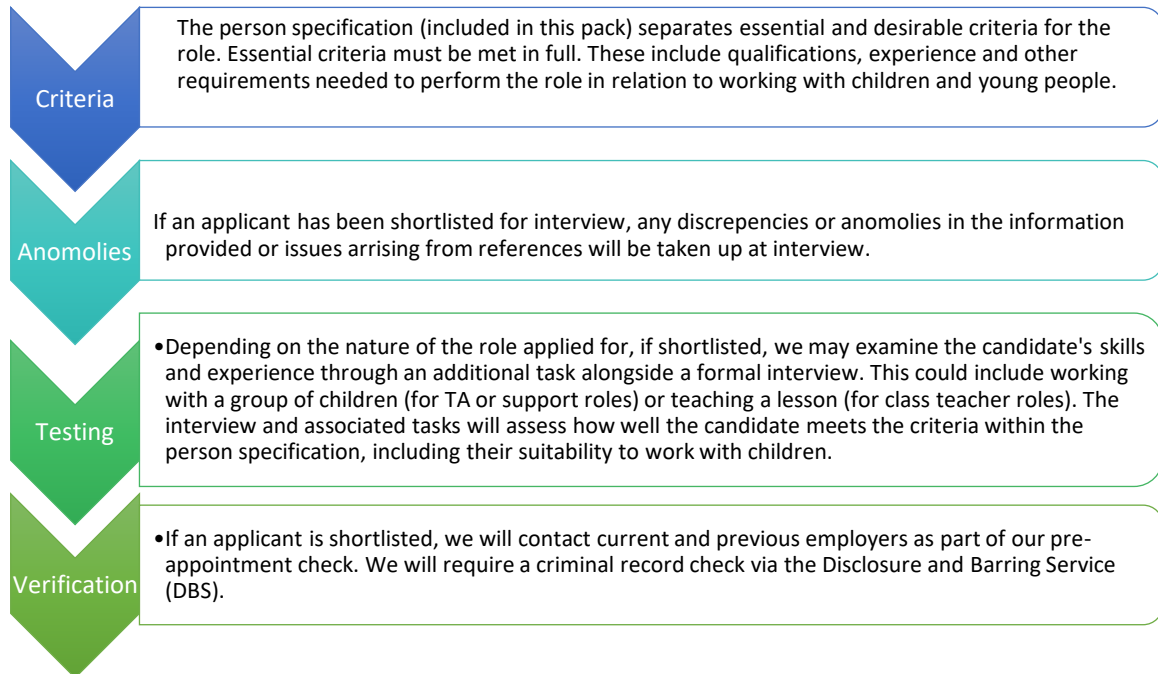
This school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. This means that we have a Safeguarding (Child Protection) Policy and procedures in place. Our safeguarding policy can be found on our website.

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 or would like to visit the school.



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**

<b>Applicant Name:</b>	
<b>Post applied for:</b>	

**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:	From	To
(MONTH/YEAR)		
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?		
<input type="checkbox"/> Outstanding <input type="checkbox"/> Good <input type="checkbox"/> Satisfactory <input type="checkbox"/> Requires improvement <input type="checkbox"/> 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 <u>days</u> of absence from work did they take in total?
DAYS / DETAILS
b) How many <u>episodes</u> 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.***