

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.

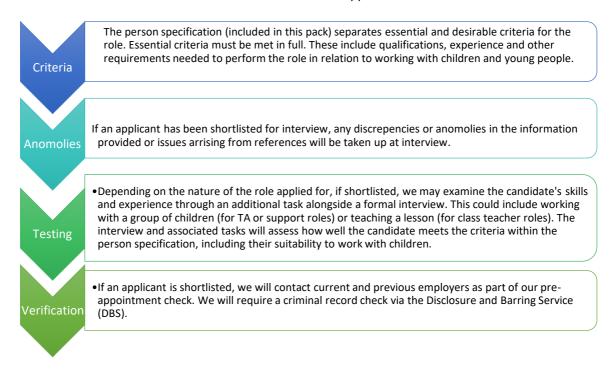
If a member of staff has concerns which relate to the actions or behaviour of another member of staff (which could suggest that s/he is unsuitable to work with children) then this will be reported to one of the Designated Child Protection Officer (DCOP) in confidence, who will refer the matter to the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

Applicant Name:		
Post applied for:		
2. APPLICANT DETAILS & POSITION WITH YOUR ORGANISATION		
a) In what capacity did you employ the applicant?	F ire in	T -
b) Dates of the applicant's employment with you:	From	То
(MONTH/YEAR)		
c) How long have you known the applicant?		
 In what capacity do you know the applicant? Main duties and responsibilities of applicant's role with your or 		
· Main duties and responsibilities of applicant's role with your of	gallisation.	
) How would you assess the applicant's performance in their	□Outstanding □Go	ood
work with your organisation?	-	ement
Comment:		
g) Please provide details of any areas needing improvement and a	ny action taken or sup	oport provided:
n) Why did/does the applicant leave/wish to leave your organisati	on?	
3. ABSENCE [NOT SICKNESS-RELATED: E.G. FOR PERSONAL MATTERS OR UNATT	-	
[The Equality Act 2010 prohibits prospective employers from as]		e's health, sickness
record or health-related matters prior to making an offer of emp Please give details of absences <u>unrelated</u> to sickness in the applicant		oars of omployment
with you:	i s most recent two ye	ears of employment
•		
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 scale point Additional payments value Suraultry FOR THE POST APPLIED FOR (PLEASE REFER TO ATTACHED JOB DESCRIPTION IF SUPPLID) Do you believe the applicant has the ability and is suitable to undertake the position Do you believe the applicant has the ability and is suitable to undertake the position PYes □No Owold you re-employ the applicant? (If No, please give reason briefly) □Yes □No 6. SAFEGUARDING, TRUST, CAPABILITY & DISOPLINE (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 weffare allegations, concerns or investigations? If Yes please give full details including outcomes, even if concerns were fully resolved. 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 give details. c) Did the applicant hold any position of special trust or responsibility? If Yes, please give details. 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. 7. PERSONAL EVALUATION Outstrandows GOOD ADEQUATE VEN POOR							
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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	l				
Name:	Posit	ion:			
Organisation:	Tel N	lo:			
Signed:	Ema	il:			
Date:					
Please return with organisational stamp/ I Thank you very m		-			ts if necessar
Please return with organisational stamp/ l		-			ts if necessar
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