



Candidate Pack

Teaching Assistant

Grade 2

Full-Time, Permanent Contract

(NB We would consider applications from staff wishing to work part-time. Please call to discuss this if interested)





Welcome

Dear Candidate,

Welcome to Keyworth Primary and Nursery School. I am delighted you have chosen to find out more about the vacancy at our school.

At Keyworth, we take great pride in the work we do; shaping lives and supporting every child to fulfil their potential and discover new talents. We are caring and tolerant; everyone is valued for their individuality, culture and heritage.



Keyworth Primary is at the heart of our community and provides essential support and guidance to the families we serve. A high proportion of children in our school are in receipt of the pupil premium grant – we are fiercely determined to ensure all children have the same opportunities and achieve positive outcomes. We want all our children to feel happy, safe and secure in school. Our aim is to create an environment that meets the needs of every child and celebrates and encourages success.

We deliver an exciting and engaging curriculum, one which makes links between subjects to motivate children and develop a passion for learning. Staff work tirelessly to ensure children who join with low starting points make accelerated progress. Our curriculum provides experiences that open a wealth of opportunities for all children to explore and deepen their understanding of what they are studying. We want children to leave us with the skills and knowledge they need to be successful in every aspect of their lives. We want every child to develop the self-belief that they can be successful and achieve great things!

We know that we can only achieve the best for a child through close co-operation between home and school. Staff at KPNS go the extra mile to nurture positive relationships with parents and carers. Parents are always welcome in school and we always try to make ourselves available to discuss any aspect of a child's development.

We would be delighted to show you around our wonderful school, so you can experience the positive atmosphere and meet our amazing children and see the wonderful work that they do.

Kind regards,

Peter Cresswell (Executive Headteacher)



The Position

The Governors of Keyworth Primary and Nursery School are looking to appoint a highly committed and passionate colleague to join our team. The successful candidate will demonstrate a commitment to team working and playing a full role in the wider life of the school. **The position is for a Grade 2 TA to work predominantly in our EYFS unit;** we are ideally looking for a someone with good EYFS and SEND experience.

At Keyworth Primary we pride ourselves on our positive ethos and enjoy fantastic backing from our school community. We can offer the successful candidate high levels of support and the opportunity to work within a skilled, motivated and friendly staff team. Further development opportunities and support are available through the other schools in our Trust, [Equals Trust](#). We also work in close collaboration with Crossdale Primary School.

Staff well-being is of paramount importance to us and we always remember that all team members are human beings first with their own families and situations outside of work.

We strongly encourage applicants to come for a visit. Visits can be arranged by email schooloffice@keyworth.notts.sch.uk or phone 01159748005.





Teaching Assistant

Full-Time (32.5 hours), Permanent Contract (Term Time Only)

Grade 2 points 2-4 Equated pay £14474-£15058

(NB We would consider applications from staff wishing to work part-time. Please call to discuss this if interested)

How to Apply

Should you wish to apply for the post, please complete and return an application form along with a covering letter via email to – recruitment@equalstrust.org

Applications can also be submitted by post, for the attention of the HR Department, to the following address:

Equals Trust - HR Department
Keyworth Primary and Nursery School
Keyworth
NG12 5FB

Application forms can be [downloaded here](#). Wherever possible, please complete these forms digitally and please provide email addresses for your referees.

Covering Letter

Your covering letter should be no more than 750 words and should clearly state why you are the right person to join our team – this candidate pack will give you a strong idea of the type of TA our children need. A visit to the school would give you further information to support your application.

Closing Date/Interviews

Please ensure your application arrives no later than **1pm on Friday 10th June**. Interviews will take place on **Thursday 23rd June**. This position is available from 31st August 2022.

If you have not heard from us within 1 week of the closing date, please assume that unfortunately, on this occasion, your application has not been successful. If you are unsuccessful, please let us know if you would like some feedback.

Referees will not be contacted without the express permission of candidates and only if you are shortlisted for an interview.

Please be aware that by contacting Equals Trust about this role, or applying, your data will be held in accordance with our Privacy Policy.

Safeguarding Commitment

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practises reflect this commitment.

This position is subject to an enhanced Disclosure and Barring Service check, and satisfactory references. Equals Trust welcomes applications from all, irrespective of gender, marital status, disability, race, age or sexual orientation for posts across the multi academy trust.



Values

At a recent INSET day, staff worked together to agree a set values. The brief asked them to consider what happens when the team is working together brilliantly and in the 'flow'. This what they came up with:

- We have a shared passion for our school and the pupils, families and community we serve.
- We have good communication between staff and the wider school community.
- We each have a voice and listen to, and respect, each other's opinions
- We are sensitive to each other's wellbeing and work life/ balance and support each other through the ups and downs of everyday life.
- We collaborate and share our knowledge; appreciating each other's responsibilities.
- We give time to each other and have fun together!
- We all have clarity around expectations and work together to achieve our goals.
- We all celebrate one another's successes!





Job Description

TEACHING ASSISTANT - PRIMARY (Grade 2 scp 2 – 4) (Final Version to be confirmed following interview)

Job Purpose: To work under the direct instruction of teaching/senior staff, to support access to learning for pupils and provide general support to the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area, alongside a teacher/senior member of staff.

Key Responsibilities

- Attending to the pupils' personal needs and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters, including the use of specialist equipment where necessary.
- Providing support for students with emotional, social and behavioural problems.
- Providing practical assistance in relation to other identified physical needs.
- Supervising and supporting pupils ensuring their safety and access to learning and play.
- Working to establish a supportive relationship with the children and parents/carers and families concerned.
- Promoting the inclusion and acceptance of all pupils.
- Encouraging pupils to interact with others and engage in activities led by the teacher.
- Encouraging pupils to act independently as appropriate.
- Preparing classroom as directed for lessons and clear afterwards and assist with the display of pupils' work.
- Being aware of pupil barriers to learning/progress/achievements and report to the teacher as agreed.
- Supporting the teacher in managing pupil behaviour, reporting difficulties as appropriate.
- Gathering/reporting information from/to parents/carers as directed.
- Working with and acting upon guidance provided by teachers and other professionals/outside agencies.
- Providing support for such tasks as clerical, administrative, photocopying, display, collection and recording of money.
- Supporting pupils in their learning in all areas of the curriculum.
- Supporting pupils in respect of local and national learning strategies e.g. literacy, numeracy, as directed by the teacher.
- Supporting pupils and teacher during PE and other practical activities.
- Preparing and maintaining equipment/resources as directed by the teacher and assist pupils in their use.
- Assisting with the supervision of pupils at break times.
- Accompanying teaching staff and pupils on visits, trips and out of school activities as required.

General Responsibilities

- Be aware of and comply with school policy and procedures particularly in respect of Child Protection and Health and Safety.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Ensure the safe organisation of learning activities and the physical teaching space and resources for which they have responsibility.
- Appreciate and support the role of other professionals.
- Attend relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Be aware of confidential issues linked to home/pupil/teacher/school work and to keep confidences as appropriate.
- Any other curriculum duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms, following consultation with the Recognised Trade Unions.



Person Specification

Teaching Assistant: Person Specification 2022			
	Essential	Desirable	Evidenced by
Qualifications	<ul style="list-style-type: none"> -Appropriate Teaching Assistant / Teaching qualification -Strong academic record including Maths and English GCSE grade C (or equivalent) or better. (Please include this information in your application form). 	<ul style="list-style-type: none"> -Training relevant to education, e.g. literacy, ICT, maths, phonics. -Training relevant to providing an education to pupils with SEND, e.g. autism, dyslexia, ADHD. -Good further education qualifications -First Aid qualification -Qualification in Makaton / BSL -Recent safeguarding CPD 	Application and CPD record
Knowledge and experience	<ul style="list-style-type: none"> -Experience of working with children within Key Stage 1 and 2 -Understanding of child development and learning -Understanding of safeguarding and child protection -Experience of supporting children to learn to read -Experience preparing and delivering lessons for individual pupils, groups and whole classes -Experience of supporting children with range of special educational needs -Experience of providing whole class cover and willingness to do so at short notice when necessary --Experience of teaching phonics 	<ul style="list-style-type: none"> -Experience of Read, Write inc. phonics -Knowledge and understanding of EYFS -Experience of working with children within EYFS, Key Stage 1 and 2 	Application form, references & interview
Personal	<ul style="list-style-type: none"> -A team player who can work closely with all colleagues, parents and carers -Professional, flexible and adaptive -Nurturing, committed to inclusion -Strong organisational skills -Motivated and able to work under own initiative -Personable and friendly -Good communication skills -Proficient literacy, numeracy and IT skills -Commitment to their own professional development -Enjoy working with children -Have ability to adapt to a variety of situations -Ability to self-evaluate learning needs and actively seek learning opportunities 	<ul style="list-style-type: none"> -A willingness to play a role in the wider life of the school (residentials, PTA events, extra-curricular clubs, etc) - Experience of communicating effectively with parents & carers 	Interview, references and application









EQUALS TRUST

Equals Trust is a Multi-Academy Trust which is comprised of twelve primary schools. The Trust was founded in September 2016 with the aim of allowing member schools to **maintain their ethos and unique identities** within a tight local network, with strong **mutual accountability, shared support services** and a strong **collaborative approach** to staff development and school improvement. Equals Trust was established by headteachers who still work with the Trust. For more information please visit our web site:

www.equalstrust.org

Equals Trust passionately believes that collaborative working raises educational standards and improves life chances for students within the Trust partnership.

The twelve schools are:

 ABBNEY ROAD PRIMARY SCHOOL	 BROOKSIDE PRIMARY SCHOOL	 BURTON JOYCE PRIMARY SCHOOL	 CROPWELL BISHOP PRIMARY SCHOOL
 CROSSDALE PRIMARY SCHOOL	 FLINTHAM PRIMARY SCHOOL	 HEYMANN PRIMARY & NURSERY SCHOOL	 KEYWORTH PRIMARY & NURSERY SCHOOL
 RICHARD BONINGTON PRIMARY & NURSERY SCHOOL	 ROBERT MILES JUNIOR SCHOOL	 TOLLERTON PRIMARY SCHOOL	 WILLOW FARM PRIMARY SCHOOL