



## **Teaching Assistant**

Grade/Salary: **Grade 2 point 3 or 4** (£18,562/£18,933 pro-rotta)

Contract Details: **Permanent- term time only. 32.5hrs per week**

Closing Date: **1<sup>st</sup> November 2021**

## Letter from Head of School

Dear Applicant,

Thank you for your interest in joining Birklands Primary School's dedicated, driven and supportive staff team. The successful candidate will be a valued member of the support team, initially working in Key Stage One, with our Year 1 class. The post is permanent and term-time only.

We are looking for a forward thinking, dynamic, innovator who is excited by the challenge ahead and committed to improving the life chances of the young people we serve.

Birklands Primary School is part of Nova Education Trust. We are incredibly proud to be part of the Trust and are committed to providing high quality education for all our children and their families. Birklands Primary School is situated between Nottingham and Sheffield in the market town of Warsop. It is easily accessed from Mansfield, via the M1, A60 and A614.

The ethos of the school is centred upon the mantra "Work Hard – Be Kind". This mantra epitomises the entire staffs' genuine commitment to coupling high academic expectation and achievement with a whole-team dedication to pupils' spiritual, moral, social and cultural development. We have a set of "Work Hard" values that we teach directly to ensure our pupils consciously become the best learners they can be, alongside our pupil generate outstanding Attitude to Learning charter. Our "Be Kind" values – give pupils 'ways of being' rather than 'rules to follow' when interacting with others. Our pupils have high potential and respond well to the wide variety of learning opportunities presented to them. The role of each class teacher is vital in order to successfully achieve the shared aims of the school community.

The staff team is made up of a dedicated and highly skilled group of school leaders, teachers, teaching assistants, carers, business manager, administrative officer, MDSA and site staff.

The successful candidate will be offered appropriate levels of support through mentoring from a range of experienced school leaders and staff within our highly regarded Multi Academy Trust. Applicants should provide a letter of application outlining:

- What you can bring to our dedicated, driven and determined team
- What makes you unique as a teaching assistant
- Relevant experience
- What you see are the key issues facing education at the moment and how you will support our teachers in addressing these
- How you will support all of our learners in attaining their potential

A completed application form should also be submitted with the letter. Applications for this post must be submitted by 12.00pm on Monday 1<sup>st</sup> November. Interviews will be later that week.

Kind Regards,  
Celia Smith  
(Head of School)



## Application Details

Thank you for your interest in the Teaching Assistant vacancy at Birklands Primary School. Further details of this post, the school and the Trust are included in this pack and details of how to apply can be found below.

## How to Apply

Should you wish to apply for the post, please complete an online application form and include a covering letter addressed to Mrs. Celia Smith, which clearly demonstrates your suitability for this role.

The online application form for this role is located on the current vacancies page of the school website [www.novaeducationtrust.net](http://www.novaeducationtrust.net). Wherever possible, please provide email addresses for your referees.

## Closing Date

Please ensure your application arrives by 12.00pm. on the closing date of Monday 01 November 2021

## Interview:

Interviews for the role will be held week commencing 1<sup>st</sup> November

If you have not heard from us within 2 weeks of the closing date, please assume that unfortunately, on this occasion, your application has not been successful.

## Safeguarding

Birklands Primary School is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment.

**Birklands Primary School** | Appleton Street, Warsop, Mansfield Nottingham NG20 0QF  
Telephone: 01623 842163 | Email: [office@birklandsschool.co.uk](mailto:office@birklandsschool.co.uk) | Website: [www.birklandsschool.co.uk](http://www.birklandsschool.co.uk)  
Executive Head Teacher: **Helen Duffy** BA (Hons), QTS, NPQH | Head of School: **Celia Smith** BEd (Hons)

Birklands Primary School is a member of the Nova Education Trust | Registered in England and Wales – No. 7635510  
Registered Office: C19, The Sir Colin Campbell Building, University of Nottingham Innovation Park, Triumph Road, Nottingham NG7 2TU, ENGLAND



## **Job Description for Grade 2 Teaching Assistant.**

### **Purpose of the role**

Provide teaching support across the school and implement interventions

### **Specific Responsibilities**

Provide teaching support to allocated pupils by delivering learning activities with the class teacher and interventions to maximise attainment through:

- working under the guidance of teaching staff to implement agreed work, programmes of learning with individuals/groups, in or out of the classroom. This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting the teacher in the whole planning cycle and the management/preparation of resources
- identifying clear learning objectives and determining how they will be supported and assessed
- assisting in the setting of tasks which challenge pupils and ensure high levels of interest
- setting and maintaining appropriate and demanding expectations
- having an awareness of end of year attainment targets and expectations, building on prior attainment
- provide clear structures for lesson support: maintaining pace, motivation and challenge
- making effective use of formative assessment and providing feedback to pupils in relation to progress and achievement under guidance of the teacher
- ensuring effective support and best use of all the school day, including unstructured times
- monitor and intervene during learning time to ensure amazing learning and discipline is the norm
- during interventions use a variety of supporting methods to: match approach delivery to content, structure information, present key knowledge/ ideas and using appropriate vocabulary consistently
- use effective questioning and listen carefully to pupils, give attention to errors and misconceptions
- ensure effective support so that pupils acquire and consolidate knowledge, skills and understanding appropriate to the subject taught
- preparing, maintaining and using equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use
- establish a supportive relationship with the teaching staff, children and parents
- undertaking activities with either individuals or groups of children to support their physical, emotional and educational development
- assisting with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes
- evaluate their own support methodology critically to improve effectiveness
- promote good behaviour, dealing promptly with conflict and incidents in line with school's policy and encourage pupils to take responsibility for their own behaviour
- assist with the supervision of pupils out of lesson times, such as at lunchtime and break times
- accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher
- assist in the administration and supervise of end of assessments

### **Other professional requirements for all teaching assistants – to:**

- have a working knowledge of teaching assistants' professional duties and legal liabilities

- carry out safeguarding responsibilities at all times
- operate at all times within the stated policies and practices of the school
- establish effective working relationships with all staff within the school
- be a positive role model to all pupils and parents through their presentation, personal and professional conduct and the way they conduct themselves in and out of school
- be aware of confidential issues linked to home/pupil/teacher/school work and to keep confidences as appropriate
- endeavour to give every child the opportunity to reach their potential and meet high expectations
- contribute to displays in class rooms, corridors and the wider community, that maintain a high standard of presentation
- contribute to the life of the school through effective participation in meetings, events and management systems necessary to coordinate the management of the school and take the school forward in its journey to be amazing
- take responsibility for their own professional development and duties in relation to school policies and practices
- liaise effectively with all stakeholders
- take on any additional responsibilities which might from time to time be determined



# **BIRKLANDS** PRIMARY SCHOOL

## **Person Specification: Teaching Assistant**

<b>Factor</b>	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• 5 GCSEs or equivalent (including Maths and English A-C)</li> <li>• Recognised level 3 teaching assistant qualification</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working with and/or caring for children</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of leading a phonics group in EYFS</li> </ul>
<b>Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>• Ability to work effectively within a team environment, understanding roles and responsibilities</li> <li>• Ability to build effective working relationships with all pupils and colleagues</li> <li>• Ability to promote a positive ethos and role model positive attributes</li> <li>• Good personal numeracy and literacy skills</li> <li>• Awareness and basic understanding of school curriculum</li> <li>• Basic awareness of inclusion especially within a school setting</li> <li>• Ability to use basic ICT</li> </ul>	
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• High expectations of all pupils; respect for their social, cultural, linguistic, religious and ethnic backgrounds; and commitment to raising their educational achievements</li> <li>• Ability to build and maintain successful relationships with pupils, treat them consistently, with respect and consideration, and demonstrate concern for their development as learners</li> <li>• Demonstrate and promote the positive value, attitudes and behaviour they expect from pupils with whom they work</li> <li>• Able to improve their own practice through observations, evaluation and discussion with colleagues</li> <li>• Ability to work collaboratively with colleagues, and carry out role effectively, knowing when to seek help and advice</li> <li>• Ability to liaise sensitively and effectively with parents and carers, recognising role in pupils' learning</li> <li>• Willingness to participate in relevant training and development opportunities</li> </ul>	

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Executive Head Teacher: **Helen Duffy** BA (Hons), QTS, NPQH | Head of School: **Celia Smith** BED (Hons)

## **Overview of the Trust**

Nova Education Trust is a dynamic and growing Multi Academy Trust based in the East Midlands. Our Trust Group is committed to providing high quality education to all our students, regardless of their backgrounds. Our track record demonstrates our ability to deliver our core goal: achievement for every child. Our portfolio of schools covers both secondary and primary phases, working in a range of contexts.

Our values are central to the positive ethos that we develop throughout our group of schools. This approach is focused on securing success for all our learners and providing them with the very best life opportunities.

We believe nothing is more important than making a difference to children.

## **Safeguarding and Child Protection**

The Trust and all its schools are committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. All new staff within the Trust will be subject to an enhanced DBS check.

Each school in the Trust has a designated senior member of the leadership team who is responsible for referring and monitoring any suspected case of abuse. All members of staff will receive training in line with our child protection policy.