



Candidate Application Pack  
**Teaching Assistant**



## Welcome!

Thank you for your interest in applying for the post of Teaching Assistant at Landkey Community Primary Academy.

We are delighted you are considering working at our school

Landkey Community Primary Academy is part of a supportive and collaborative Multi-Academy Trust, the Tarka Learning Partnership, currently comprising of 1 secondary school and 7 primary schools

Further information regarding our school can be found on our website. If you would like to find out more about the role please contact Georgie Gratton, Headteacher at [admin@landkey.tarkatrust.org.uk](mailto:admin@landkey.tarkatrust.org.uk).

Should you have the qualities, experience, skills and commitment to make a success of this challenging, yet exciting and no doubt rewarding role in our school and the to support the children within, then we would be delighted to hear from you.



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## Advert

- Role:** Teaching Assistant
- Remuneration:** Grade C, £23,500 - £24,294, pro rata for term time hours (actual salary £16099 - £16643), to start January 2025
- Position:** 1 x Fixed Term Position (1<sup>st</sup> January 2025 – 31<sup>st</sup> August 2025)
- Hours:** 27.5 hours per week; 39 weeks per year (Term Time Only)
- Working Pattern:** Monday to Friday; 8:45 to 15:30 with a 15 min unpaid break and 30 minute unpaid lunch break
- Closing Date:** Friday 22nd November 2024
- Interview Date:** Friday 29<sup>th</sup> November 2024

Are you passionate about making a difference in children's lives? We're on the hunt for a dedicated and enthusiastic Teaching Assistant to join our friendly and experienced team at Landkey! This is your chance to create meaningful learning experiences and support our amazing children as they grow and thrive.

### What We're Looking For:

- Excellent communication skills to connect with children, colleagues, and parents.
- A nurturing, supportive approach to help our children shine.
- A commitment to creating a positive learning environment, with a "can-do" attitude and eagerness to keep growing and learning.
- Adaptability and flexibility to work with various age groups across our school as needed.

Initially, you'll work alongside our existing Year 3 team, but you'll also have opportunities to engage with other year groups as we respond to school-wide needs.

### Requirements:

- Confident, fluent spoken English to fulfill all aspects of the role.
- A commitment to safeguarding and promoting the welfare of our students. This role is subject to safer recruitment checks, satisfactory references, and enhanced DBS with Children's barred list clearance.

If you're passionate about helping children reach their full potential we'd love to hear from you! Call us at 01271 830421 for an informal chat or to arrange a visit to our school.



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## JOB DESCRIPTION:

### Teaching Assistant — Grade: C

<b>Responsible to:</b>	Headteacher, Senior Leaders.
<b>General Information:</b>	<p>To work under the instruction of teaching/senior staff, usually in the classroom with the teacher, to support access to learning for pupils and provide general support to the teacher in the management of pupils and the classroom.</p> <p>Learning support may also take place outside the main teaching area. This job description is not an exhaustive list of duties and may be amended at any time, according to the changing priorities of the school as identified within the schools strategic improvement plan and in consultation with the post holder.</p>
<b>Main Responsibilities:</b>	<p>To work under instruction to support learning by:</p> <ul style="list-style-type: none"><li>• Working with individuals both 1:1 and in small groups as appropriate to support learning and development</li><li>• Using outcomes from learning to plan next steps and learning activities for pupils under the guidance of the teacher</li><li>• Attending to the welfare and personal care of pupils including those with special educational needs</li><li>• Undertaking general clerical/organisational support for the teacher</li></ul>
<b>Professional Duties</b>	
<b>Support the Teacher:</b>	<ul style="list-style-type: none"><li>• Preparing the learning space as directed for learning in lessons and clearing afterwards</li><li>• Assisting with the display of pupils' learning</li><li>• Being aware of pupils progress/achievements/welfare and reporting these to the teacher as agreed</li><li>• Undertaking pupil record keeping as requested</li><li>• Contributing to planning of learning and activities</li><li>• Working with the teacher in managing pupil behaviour and reporting difficulties as appropriate</li><li>• Gathering/reporting information from/to parents/carers as directed</li><li>• Understanding pupils' learning needs</li></ul>



<b>Support the Pupils:</b>	<ul style="list-style-type: none"> <li>• Supervising and providing support for pupils, including those with special needs, ensuring their safety and access to learning</li> <li>• Attending to the pupils personal needs, and implementing related personal programmes, including social, health, physical, hygiene, first aid and welfare matters</li> <li>• Establishing good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs</li> <li>• Promoting the inclusion and acceptance of all pupils</li> <li>• Encouraging pupils to interact with others and to engage in activities led by the teacher</li> <li>• Encouraging pupils to act independently and responsibly as appropriate</li> </ul>
<b>Support Learning:</b>	<ul style="list-style-type: none"> <li>• Supporting pupils to understand instructions and learning tasks</li> <li>• Supporting pupils to develop skills and understanding in all areas of the curriculum</li> <li>• Supporting pupils towards becoming independent learners</li> <li>• Supporting pupils using IT as directed</li> <li>• Preparing and maintaining equipment/resources as directed by the teacher and assisting pupils in their use</li> </ul>
<b>Support the School:</b>	<ul style="list-style-type: none"> <li>• Understanding and complying with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, and reporting all concerns to an appropriate person</li> <li>• Being aware of and supporting difference and ensuring all pupils have equal access to opportunities to learn and develop</li> <li>• Contributing to the overall ethos and aims of the school by demonstrating the school values and upholding the school rules</li> <li>• Appreciating and supporting the role of other professionals, attending relevant meetings as required</li> <li>• Participating in training and other learning activities and performance development as required</li> <li>• Assisting with the supervision of pupils out of lesson times</li> <li>• Accompanying teaching staff and pupils on visits, trips and out of school activities as required</li> </ul>



## PERSON SPECIFICATION:

### Teaching Assistant – Grade: C

**Note:** Candidates should ensure that they meet the essential criteria for qualifications and experience and provide supporting evidence.

Professional Qualifications and Training	Essential	Desirable
English and Maths GCSEs Grade 4 or above (Old grade C)		
Teaching Assistant/Teaching qualification level 3 or above or equivalent		
Training or experience relevant to the role		
Willingness to participate in other/and or further development and training opportunities		
Experience		
Worked in a primary school environment or alongside children/young adults		
Effectively supporting the needs of children with a range of needs		
Working with external agencies and professionals		
Working with and supporting families through the Early Help system		
Knowledge and understanding		
Strong understanding of how children develop and learn		
Have a clear understanding of the importance of safeguarding and keeping children safe		
Secure understanding of Special Educational Needs and Disabilities and current legislation		
Awareness of the requirements of the National Curriculum		
Skills, abilities and professional attributes		
Ability to work flexibly as part of a team appreciating & supporting the role of others in the team.		
Ability to lead and manage others		
Have confidence & strategies to respond and support the needs of children with complex SEND		
Be able to promote the ethos and vision of the school		
Have commitment to professional growth and development		
Be able to use initiative and work independently		





Development and implementation of SEND plans and reports when required		
Build and maintain positive and nurturing relationships with children		
Use IT confidently		
Confidence to effectively communicate both through written and verbal communication to children and adults		
Confident to work with families and hold challenging conversations		
Have a strong commitment to Inclusion and equal opportunities and advocate for children		



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## Application, Interview & Selection

You will be selected for interview entirely on the contents of your application form, **CV's will not be considered**. Please read the Job Description and Person Specification carefully before you complete your form. Please ensure that your supporting statement provides concise and specific examples to demonstrate your achievements and skills addressing the specific criteria. If you are shortlisted for interview the selection process will comprise: a short skills test in maths and English; an opportunity to demonstrate how you would support learning with a small group of children, and a formal interview.

**Please ensure all supporting information is included in the Statement of Application section of the application form, additional documents will not be accepted.**

You are invited to complete the Equality and Diversity Monitoring Form at the end of the application form. The information on the form will be treated as confidential and used for statistical purposes. The form will not be treated as part of your application. Finally, please include your work, mobile and home telephone contact numbers and an e-mail address.

Please return applications forms electronically to

[admin@landkey.tarkatrust.org.uk](mailto:admin@landkey.tarkatrust.org.uk)

The closing date for this application is Friday 22nd November 2024

**Landkey Community Primary Academy and the Tarka Learning Partnership are committed to safeguarding and promoting the welfare of all our pupils and expect all employees and volunteers to share this commitment. All posts are subject to an enhanced DBS check.**



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## Recruitment Process

Short-listed candidates will be invited to attend a selection process which will be held on Friday 29<sup>th</sup> November, times will be confirmed but candidates should allow the whole morning.

All candidates must bring the following documents with them:

- Documentary evidence of the right to work in the UK
- Documentary evidence of identity that will satisfy DBS requirements such as current driving licence including a photograph and/or passport and/or full birth certificate
- Documentary proof of current name & address (i.e. utility bill, financial statement etc.)
- Where appropriate any documentation evidencing a change of name
- Documents confirming educational or professional qualifications that are necessary or relevant for the post

Please note that originals of the above are necessary. Photocopies are not sufficient.

You will be asked to sign your application form on the day of interview.

We will seek references on shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications **before interview**. Any relevant issues arising from references will be taken up at interview.

In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours
- Attitudes to use of authority and maintaining discipline

Offers of employment are made subject to receipt of satisfactory references, medical fit for work clearance and receipt of enhanced DBS check.



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