Unsworth Primary School

Ofsted Good Provider

# Teaching Assistant Level 2

## Candidate Pack

Part of the Oak Learning Partnership

# Teaching Assistant Level 2

## Welcome from the Headteacher

Dear Candidate,

A very warm welcome to Unsworth Primary School. We hope that this pack provides you with all the information you need. My name is Jo Grundy and I am proud to be Headteacher of this lovely school.

Unsworth Primary School is a warm and caring place that provides children with a happy and stimulating environment in which they can learn, develop and achieve. A committed staff team work hard to encourage the children to enjoy learning, achieve their best, behave well, support each other and grow in confidence to become outstanding citizens.

To continue this outstanding work, we are looking to appoint a highly motivated and enthusiastic Teaching Assistant (Level 2). You will be passionate, committed and a dedicated member of our team. Teaching Assistants work under direct instruction of the class teachers and the SENCo to undertake work, care and support programmes to enable access to learning for all pupils including pupils with a statement of Special Educational Needs or an Education Health Care Plan.

Our school offers a warm and supportive ethos where staff, children and parents work together to ensure all feel happy, safe and cared for. There is a strong belief that each child has their own unique qualities, and they take care to bring out these talents, to nurture them and celebrate them together, valuing the contribution each child makes to the community.

# Teaching Assistant Level 2

## Welcome from the Headteacher

At Unsworth Primary School there are 3 core values that were chosen by all of the community. These values are Respect, Resilience and Kindness, and they are weaved throughout all that we do.

**Mission Statement**: The school community is committed to providing a safe, secure and stimulating learning environment where personal achievement and respect for the individual is valued. Unsworth work together to build an understanding of one another and look to develop the self-esteem of every child.

**School Aims are:**

- To create a happy and caring school for all our children.
- To provide a welcome for parents, Governors, and members of the wider community.
- To celebrate the individual contribution of every child.
- Helping each child to develop confidence in themselves and have respect for others.
- Delivering a broad, balanced and differentiated curriculum that is accessible to all our children.
- To encourage all members of the school community to be fully committed and involved in the life of the school.
- Developing positive learning partnerships between home and school.
- To have high expectations of every child enabling them to reach their full potential.
- Creating a lively and stimulating learning environment.
- Communicating our Mission Statement and Aims to all members of our school community.

Visits to the school prior to application are both welcomed and encouraged. Please contact the school business manager on **0161 766 4876** or email **enquiries@unsworth.oaklp.co.uk** to arrange an appointment.

For additional information, we invite you to explore our school website. Here, you will find further insights into our ethos and values and the vibrant community: **www.unsworth-primary.co.uk**

We look forward to receiving your application.

Jo Grundy
**Executive Head of Primary**

Unsworth
Primary School

**"Pupils are happy and safe at Unsworth Primary School. All pupils, including those with SEND, are supported well by skilled staff."**

**"Pupils know that staff care about them."**

Ofsted Report, March 2023.

**Inclusion** is at the
**heart** of our trust

# Introduction to Our Trust

**Dear Candidate,**

Thank you for your interest in this post at Unsworth Primary School, part of Oak Learning Partnership.

Our trust is cross phase and consists of primary, special, and secondary schools. We have a vision to transform lives through a highly inclusive approach. 'Inclusion is at the heart of our trust'. Which means we are compassionately rigorous and support all of pupils to reach their full potential, we have unconditional positive regard, leave no one behind and everyone is welcome.

Our schools work closely with one another; they collaborate with purpose, support each other and share collective systems across both educational and business provisions. But it's also important to us that each school has their own identity and individuality. We make sure we focus on impact and ensure clarity and consistency from our leaders, always making sure common sense is at the heart of our decision making.

Our people matter; we understand that we can only achieve our vision by recruiting the right people and providing them with the support, training and time they need in order to allow them to flourish and be the best they can be. Whatever role an individual undertakes within our organisation, they are contributing to our collective aim of transforming lives. We invest heavily in our people ensuring they feel valued, and their well-being is always considered. We understand that if staff feel valued and if the impact they are having is recognised, they can perform at their best.

We are laying strong foundations for growing the Trust and have a clear vision, this role is a key part of our growth strategy and could be an excellent opportunity for the right candidate ready for their next step. We are a values driven organisation, are highly ambitious, passionate about doing things with integrity and have a healthy sense of humour.

If you want to make a difference to young people and join a trust at an exciting part of its journey, we would love to hear from you.

For further information about the trust please visit our website:
**www.oaklp.co.uk**

**James Franklin-Smith**
**CEO of Oak Learning Partnership**

Oak Learning Partnership

oaklp.co.uk

"Pupils appreciate the diverse nature of their school community. This helps them to develop positive attitudes towards those who may be different to themselves."
Ofsted Report, March 2023.

# Teaching Assistant Level 2

## Job Description

**Normal place of work:** Unsworth Primary School, although you may be asked to contribute towards trust wide projects.

**Responsible to:** Headteacher and SENCo

## PURPOSE OF THE POST

- To work under the instruction and guidance of class teachers and the SENCo to undertake work, care and support programmes to enable access to learning for all pupils which include pupils with a statement of Special Educational Needs or an Education Health and Care Plan.

## DUTIES AND RESPONSIBILITIES

**Support for the Pupil:**

- Supervise and provide specific support for all pupils, ensuring their safety and access to learning activities.
- Assist with the development and implementation of Learning Plans and Personal Care programmes.
- Establish constructive relationships with pupils and interact with them according to individual needs.
- Promote inclusion and acceptance of all pupils.
- Encourage pupils to interact with others and engage in activities led by the teacher.
- Promote self-esteem and independence.
- Provide feedback to pupils in relation to progress and achievement under the guidance and direction of the teacher.

**Support for the Teacher:**

- Provide clerical/administration support (e.g., photocopying, collecting money etc).
- Assist with the display of children's work.

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans.
- In liaison with the teacher, use strategies to support pupils to achieve learning goals.
- Assist the teacher with the preparation of teaching and learning materials and subject matter.
- Monitor pupil responses to learning activities and accurately record pupil achievement/progress as directed.
- Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems etc.
- Undertake routine marking of pupils' work.
- Promote good pupil behaviour, dealing promptly with conflict and incidents and encouraging pupils to take responsibility for their own behaviour in line with established school policy.
- Establish constructive relationships with parents/carers.

## Support for the Curriculum:

- Undertake structured and agreed learning activities/learning programmes, taking into consideration pupil learning styles. Adjust activities according to pupil responses/needs.
- Undertake programmes linked to local and national learning strategies e.g., literacy, numeracy, recording achievements and progress and feeding back to the teacher.
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use.

## Support for the School:

- Be aware of and comply with school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection. Report all concerns to the appropriate person (as named in the policy concerned).
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the school ethos, aims and development.
- 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.
- 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 a teacher.

# Teaching Assistant Level 2
# Person Specification

| CRITERIA | **Experience, Qualifications and Training:** On their application form, candidates will demonstrate that they have the following training, qualifications and school experience: |
|---|---|

| ESSENTIAL | DESIRABLE |
|---|---|
| • NVQ 3 in Teaching Assistance or equivalent qualification.<br>• At least two years' experience of working with children within EYFS/KS1 and/or KS2 in a school or Early Years setting.<br>• Experience of working with pupils with Special Educational Needs.<br>• Experience of using ICT to support learning and understanding of other basic technology (computers, iPads, photocopier etc.). | • Training in relevant learning strategies in particular literacy, numeracy, SEN/D and safeguarding. NB Safeguarding training is a requirement for all school staff every 3 years.<br>• Experience of resources preparation to support learning programmes. |

| CRITERIA | **Ability, Skills and Knowledge:** In their statement of suitability and during the selection process, candidates will demonstrate that they have the following ability, skills and knowledge: |
|---|---|

| ESSENTIAL |
|---|
| • Ability to work effectively within a team environment, understanding classroom roles and responsibilities.<br>• Ability to build effective working relationships with all pupils and colleagues and to be flexible.<br>• Ability to work with children at all levels regardless of specific individual need.<br>• Good personal numeracy and literacy skills.<br>• General understanding of national/EYFS curriculum and other basic learning programmes/strategies.<br>• Basic understanding of child development and learning.<br>• Understanding of relevant policies/codes of practice and awareness of relevant legislation.<br>• General awareness of inclusion especially within a school setting. |

| CRITERIA | **Personal style and behaviour:** In their statement of suitability and during the selection process, candidates will explain how they have they demonstrate their personal style and behaviour: |
|---|---|

| ESSENTIAL |
|---|
| • High expectations of all pupils; respect for their social, cultural, linguistic, religious and ethnic backgrounds; and commitment to raising their educational achievements.<br>• Ability to build and maintain successful relationships with pupils, treat them consistently, with respect and consideration, and demonstrate concern for their development as learners.<br>• Demonstrate and promote the positive value, attitudes and behaviour they expect from the pupils with whom they work.<br>• Able to improve their own practice through observations, evaluation and discussion with colleagues.<br>• Ability to work collaboratively with colleagues, and carry out role effectively, knowing when to seek help and advice.<br>• Ability to liaise sensitively and effectively with parents and carers, recognising role in pupils' learning. Willingness to participate in relevant training and development opportunities including Professional Activity Days at the school. |

Unsworth
Primary School

**"Leaders provide all pupils, including those with SEND, with an ambitious and well thought out curriculum. Leaders have continued to improve and refine the curriculum that pupils experience. Pupils develop a rich body of knowledge as a result.**

Ofsted Report,
March 2023.

**Unsworth Primary School**
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Unsworth
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Lancashire
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0161 766 4876

enquiries@unsworth.oaklp.co.uk

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