

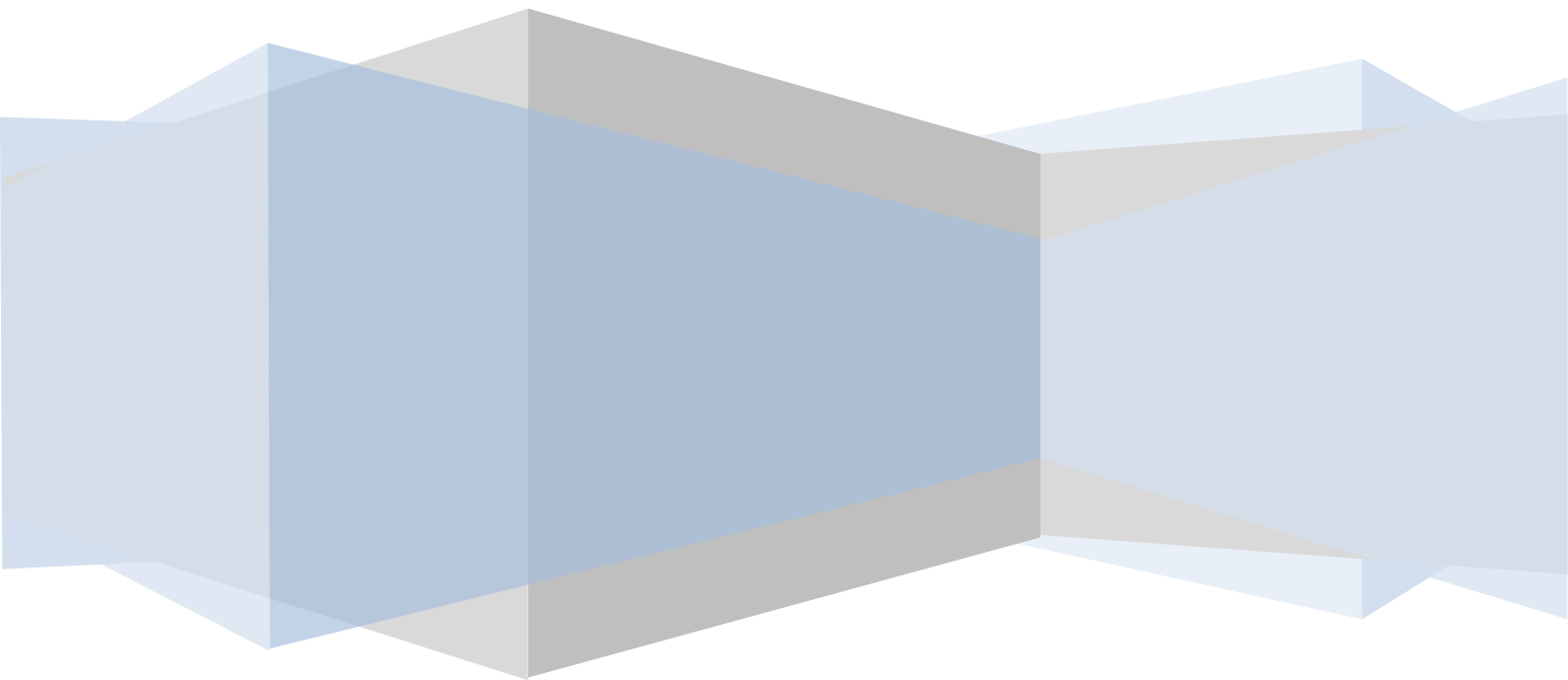
Rye Community Primary School, Part of Aquinas

[www.aquinastrust.org](http://www.aquinastrust.org)

# Application Pack

Teaching Assistant - Level 2

Required: 10th May 2024





# Teaching Assistant – Level 2

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Rye Primary is seeking to appoint an enthusiastic, energetic and adaptable Teaching Assistant Level 2 to join our highly-motivated team. We are driven by a pursuit of high academic standards regardless of background and a desire for all pupils to experience an exceptional education. We want every child to grow and flourish in our care.

Our ideal candidate will:

- Have experience, or interest, in working as a Teaching Assistant Level 2
- Be inclusive in their practice with high expectations of all.
- Can demonstrate active listening skills.
- Consistently and effectively implement agreed behaviour management strategies.
- Provide levels of individual attention, reassurance and help with learning tasks as appropriate to pupils' needs, encouraging the pupil to stay on task.
- Have good communication skills with the ability to work as part of a team, and
- Be a dedicated practitioner with commitment to pupil progress and continual improvement.

In return, we offer:

- A happy community committed to the professional development of all colleagues.
- A distinctive local context ensuring we place inclusivity at the heart of all we do.
- A skilled and experienced team of teachers and other professionals
- A motivated leadership team leading rapid improvement to the pupils' life chances.
- A school in which the pupils are enthusiastic, engaging, and thoughtful.
- The support of professionals from within an exciting and outward facing educational trust

**We would be pleased to welcome you for an informal visit to our school prior to application.**

Rye Primary is committed to safeguarding the young people in our care and we expect all our staff to share this commitment. The successful applicant will be required to undergo an enhanced DBS check.

As an employee of the Aquinas Church of England Education Trust, you are required to have regard to the character of the Trust and its foundation and to undertake not to do anything in any way contrary to the interests of the foundation.



September, 2023

Dear applicant,

On behalf of our children, colleagues and trustees, I would like to thank you for your interest in a position at Rye Community Primary School and Nursery. I hope you find the application pack both helpful and informative.

Rye Community Primary School and Nursery are places where learners feel safe, cared for and have space to learn. We pride ourselves on being a closely knit community where children are known as individuals and their talents are nurtured and celebrated.

There is significant transformational change to improve the standard of education and facilities at Rye Community Primary School – ideal for ambitious and talented individuals to truly make a difference and build upon our most recent Ofsted good grading.

We also pride ourselves on meeting the needs of every child – we see it as our role to unlock the diverse abilities and talents found in each pupil regardless of ability, background or need. Through an imaginative and vibrant curriculum, we provide a gateway for learning which from the outset, challenges everyone to 'Dream, Believe, Achieve'. We want to inspire and excite – creating a love of learning which will serve our children well throughout their educational journey.

Since November 2018, Rye Community Primary School and Nursery have been part of Aquinas - an educational trust of eleven schools in the south-east. We believe our children will benefit enormously from our shared ambition to excel. We are proud to be working together with Aquinas to build on our reputation for supporting children in realising their potential and going on to lead fruitful and productive lives.

In your application, please outline why you would like to join us, how you meet the person specification and what might make you our first-choice candidate. We value honesty.

I look forward receiving your completed application.

With thanks,

Kelly Martin  
**Headteacher**



## The Application Process and Timetable

### Closing Date

You are invited to submit an application form outlining your suitability for the role against the person specification and job description.

- Closing date for applications: **26<sup>th</sup> April 2024**

### Short Listing

The candidates selected for interview will be informed after short listing and full details of the interview programme will be provided.

### Interviews

Candidates will be invited for interview.

- Interviews: **3<sup>rd</sup> May 2024**

### Appointment

All candidates will be contacted following interview.

- Appointment to commence: **10<sup>th</sup> May 2024**

### Applying

Please send your letter of application by email to [hrrassistant@ryecollege.co.uk](mailto:hrrassistant@ryecollege.co.uk) for the attention of the Headteacher. Alternatively, submit your application to **HR Assistant, Rye Primary, The Grove, RYE TN31 7NQ.**

Please note a signed copy of your application form will be required prior to interview.

Shortlisted candidates will be asked to bring appropriate identification with them to interview. For the purpose of DBS clearance, only copies of the successful applicant's identification will be retained.

All candidates should provide two references. Permission should be sought prior to including any referee on your application form. Shortlisted candidates may have their references taken-up before any interview – unless explicitly requested in your application.



## Job Description

### Details

<b>Remit:</b>	<b>Teaching Assistant Level 2 (Term time only)</b>
<b>Hours:</b>	<b>30 hours per week, 8:30-15:15</b> <b>39 weeks per year</b>
<b>Full Time Salary:</b>	<b>ESCC Single Status Scales, Grade 3 Point 7 (FTE: £22,737.00 p.a.)</b> <b>Actual Pro Rata: £16,123.02</b>
<b>Accountable to:</b>	<b>Headteacher</b>

### Main purpose of the job:

To work under the professional guidance of senior staff (primary and secondary phase) to implement work programmes for individuals/groups which could include those requiring detailed and specialist knowledge in particular areas.

Provide high quality, inclusive, learning experiences and care for all children and to liaise and interact effectively with the teaching staff, parents and carers in order to enable access to learning, and to support achievement and progress, and promote the welfare of all children.

To assist in the whole planning cycle and the management/preparation of resources. To provide cover for whole classes under a system of supervision for up to 30% of employed time throughout the school year.

### Key Tasks

To aid pupils to learn and behave as effectively as possible both in group situations and on their own. To assist in promoting the learning and personal development of all pupils, including, but not exclusively, those with special educational needs.

For example:

- To work with the teacher to establish an appropriate learning environment.
- To work with the teacher in lesson planning, evaluating, and adjusting lessons/work plans as appropriate.
- To monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against the Early Learning Goals. Monitor the pupil's response to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes. Give feedback on achievements in order to reinforce and develop self-reliance and self-esteem, including marking children's work.



- To read and understand individual SEN statements, Educational, Health and Care Plans and School Based Plans.
- To establish productive working relationships with pupils, acting as a role model and setting high expectations.
- To promote the inclusion and acceptance of all pupils within the classroom and to support pupils consistently whilst recognising and responding to their individual needs.
- To encourage pupils to interact and work co-operatively with others and engage all pupils in activities.
- To support the pupil(s) in developing social skills both in and out of the classroom.
- To supervise pupils during break and lunchtimes. This will involve canteen duties, playground/break time supervision and supporting activities during playtime.
- To promote independence and employ strategies to recognise and reward achievement and self-reliance.
- To implement agreed learning activities/teaching programmes, adjusting activities according to pupils' responses/needs.
- Work in partnership with the teaching staff to ensure that appropriate differentiated learning activities are planned, delivered, and monitored regularly, in order that children are working towards the expected outcomes as stated in the early years' guidance.
- To support the use of ICT in learning activities and develop pupils' competence and independence in its use and to use specialist (curricular/learning) skills to support pupils.
- Ensure hygiene requirements are met for pupils and the learning environment.
- Under the general guidance of the teacher, work closely with all children on an individual basis and in group situations to support their learning. Contribute to assessment by making observations, recording the progress of individual children, and sharing information concerning individual children and their needs with colleagues, in line with school policy.
- To liaise sensitively and effectively with parents/carers, as agreed with the teacher, within your role/responsibility and participate in feedback sessions/meetings with parents as directed.
- To assist in the induction of new members of staff and to supervise pupils on visits, trips and out of school activities as required.
- To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person.



- To provide general clerical/administrative support e.g. produce worksheets for agreed activities. To prepare work and activities in advance of the lesson (within employed hours) e.g. operating AVA equipment as required i.e. photocopier, laminator, making books, labels, signs and undertaking practical tasks to maintain a good standard of classroom appearance.
- Prepare and maintain, as part of the team, a welcoming environment where all children and parents feel valued and supported.
- To attend and participate in regular meetings and to participate in training and other learning activities offered by the school to further knowledge.
- To promote positive values, attitudes and good pupil behaviour, dealing promptly with conflicts and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- To be willing to support playground/break time supervision e.g. educational games, homework clubs etc. (within employed hours).
- Where appropriate to develop a relationship to foster links between home and school, and to keep the school informed of relevant information.
- When working with a group of pupils, understand and use group dynamics to promote group effectiveness and support group and individual performance.
- To carry out the above duties in accordance with the School's Policies and Guidelines

### **Duties and responsibilities:**

- To establish supportive relationships with identified pupils.
- To promote the acceptance and inclusion of pupils with SEN, encouraging these pupils to interact with each other and others in an appropriate and acceptable manner.
- Determine the intervention strategies to be used to manage the behaviour of pupils with behavioural or emotional difficulties with the SENCO / Assistant SENCO and liaise with the Student Hub on the effectiveness of these interventions.
- Comply with legal and organisational requirements for maintaining the health, safety and security of yourself and others in the learning environment.
- To take part in training activities offered by the school and the county to further knowledge (within employed hours) including ELSA training.
- To accompany teachers and pupils with SEN on educational visits.
- To know and apply school policies on Child Protection, Health and Safety, Behaviour, Teaching and Learning, Equal Opportunities etc.



## Safeguarding

- Our school is committed to the safeguarding and promotion of the welfare of all children and young people in our care. All colleagues have a key role and responsibility in this area.

## Review

This job description will be reviewed at least once per year and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the establishment in relation to the post holder's professional responsibilities, duties, and grading.





## Person Specification

### Teaching Assistant 2

[a] KEY SKILLS & ABILITIES	Essential or Desirable
Ability to independently create and adapt materials to use in small groupwork and monitor /provide outcomes focused on behaviour and resilience.	E
Ability to use language and other communication skills that pupils can understand and relate to.	E
Able to converse at ease with all stakeholders and provide advice in accurate spoken English	E
Ability to establish positive relationships with pupils and empathise with their needs	E
Ability to demonstrate active listening skills	E
Ability to implement agreed behaviour management strategies consistently and effectively.	E
Ability to provide levels of individual attention, reassurance and help with learning tasks as appropriate to pupils' needs, encouraging the student to stay on task.	E
Ability to monitor the pupils' response to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes.	E
Ability to carry out and report on systematic observations of pupils' knowledge, understanding and skills.	E
Ability to assist in the recording of lessons and assessment as required by the	E
Ability to offer constructive feedback to pupils to reinforce self-esteem	E
Ability to work effectively and supportively as a member of the school team	E
Ability to work within and apply all school policies e.g. behaviour management, child protection, Health & Safety, Equal Opportunities etc.	E

[b] EDUCATION & QUALIFICATIONS	Essential or Desirable
A good standard of education particularly in English and Mathematics	E
NVQ Level 2 for Teaching Assistants or equivalent	D

[c] KNOWLEDGE	Essential or Desirable
Knowledge of the legal and organisational requirements for maintaining the health, safety and security of yourself and others in the learning environment	E
Knowledge of SEN Code of Practice and SEND Matrix.	E
Knowledge of strategies to recognise and reward efforts and achievements towards self-reliance that are appropriate to the age and development stage of the pupils	E



Where appropriate, to know and apply positive handling techniques	D
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[d] EXPERIENCE	Essential or Desirable
Experience of supporting children in small groups and lessons	D
Experience of working with pupils with challenging behaviour	D
Experience of supporting children in a classroom environment, including those with special educational needs	E
Experience of using Information Technology to support pupils in the classroom	E

[e] PERSONAL ATTRIBUTES	Essential or Desirable
Willingness to participate in further training and developmental opportunities offered by the school and county, to further knowledge.	E
Willingness to maintain confidentiality on all school matters.	E

## Health & Safety Functions

This section is to make you aware of any health AND safety related functions you may be expected to either perform or to which may be exposed in relation to the post you are applying for. This information will help you if successful in your application identify any health-related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

Using display screen equipment	<b>X</b>
Working with children/vulnerable adults	<b>X</b>
Moving & handling operations	
Occupational Driving	
Lone Working	
Working at height	
Shift / night work	
Working with hazardous substances	
Using power tools	
Exposure to noise and /or vibration	
Food handling	<b>X</b>
Exposure to blood /body fluids. First Aid training	<b>X</b>



# Benefits of Working with Aquinas

## Treating you as a professional...

**Aquinas is committed to national and local agreements affecting employment** as contained in the Burgundy Book (Conditions of Service) for teachers and Green Book (National Joint Council) for associate colleagues unless superseded by statute or revised editions, or by local provisions. This includes salary scales; period of notice and end of contract; maternity, paternity and adoption leave; leave of absence; and annual leave.



## Keeping you fit and healthy...



**Working with us gives you discounted membership with Freedom Leisure Centres.** Freedom Leisure offers something for everyone, whatever you enjoy doing or your level of fitness. Whether you love the gym, group exercise classes, swimming or playing sports, their memberships have you covered!

## Helping you stay relaxed...

**Working with us gives you discounted access to a range of leisure activities.** CSSC is an exclusive membership for public sector employees. For less than a fiver a month, families and individuals can save much more on a range of pursuits including...



- Free entry to 280 English Heritage sites for you and your family;
- Cinema tickets from £5 including all top chains;
- Reduced price days out, trips and theme parks;
- Subsidised sports training and entry into select events;
- Special offers on new and used vehicles;
- Discounts in high street shops, on holidays, eating out and more.

## Looking after your well-being...

**We believe well-supported, valued colleagues with a clear and shared purpose are best placed to provide for the emotional well-being of children in their care.** Provided by Health Assured, our 'Employee Assistance Programme' is intended to help colleagues deal with personal problems that might adversely impact work performance, health and well-being. Typically support may include assessment, counselling and referral for individuals or their family.



## Supporting you with childcare...

**Rye Community Primary School, Starfish Pre-school provides affordable high quality childcare for the under-fives** – accessible to all. Aquinas employees benefit from a 10% discount on full-time and part-time child care at our term-time pre-school between 8am and 5pm. Starfish Pre-school: "Where the journey begins..."