
Lord Street Primary School

'Be the best you can be'



Teaching Assistant 2b Temporary to Cover Maternity Leave Application Pack



PENNINE TRUST
iNNOVATE • iNCLUDE • iNSPIRE



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Introduction to Lord Street

Our school has proudly served the families of Colne for nearly 120 years since it opened as a 'board school' at the end of Queen Victoria's reign. We have grown significantly since then and now have about four hundred children taught in two classes in each age group.

The school motto is to, 'be the best you can be' and that is the feel you get from our children and staff when you visit. Our ethos is strong, and we place great emphasis on the care and guidance our children receive to enable them to be good learners. The school is a happy, caring and vibrant place.

We offer a broad and balanced curriculum based on the national curriculum but designed to help our children become well rounded, confident and resilient students who love learning. We teach all the areas of the curriculum you would expect in addition to Forest School, regular trips and opportunities to join in activities like sailing, judo and our drama club.

We are an outward looking school and we are proud to be part of the Pennine Trust with our three partner schools; Blacko and Laneshaw Bridge Primary Schools and Park High School.

Pennine Trust

The PENNiNE Trust is a young, vibrant, cross phase multi academy trust which was jointly established by three primary schools and one secondary school. Our family of schools have an unswerving determination to provide every child in our care with a high quality education, offering the best possible start in life. Innovation, inclusion and inspiration are at the heart of our ethos.

We will **innovate** to ensure provision matches the needs of our pupils, providing a knowledge-rich curriculum and enriching experiences which stimulate our pupils and raise aspirations.

We are fully **inclusive**, developing school cultures where no child is ever left behind and where pupils, staff, families and those in the wider community are valued and supported.

We seek to **inspire** all members of our community to realise their full potential and achieve the highest standards, tackling any potential obstacles to progress with tenacity and an indomitable attitude.

Trust leaders adopt an evidence-informed approach to developing all aspects of school provision and are committed to high quality professional development of staff, so that we have an exceptional curriculum and pedagogy in all our schools. We are confident that our shared ethos and collective sense of purpose will lead to exemplary collaboration and sustained improvement.

Safeguarding Statement

At Lord Street Primary School, the welfare of our children is paramount. This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All staff should understand their responsibility to safeguarding and promoting the welfare of children and young people. Staff are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions. Staff should work and be seen to work, in an open and transparent way.

Attitudes towards promoting and safeguarding the welfare of children and young people will be scrutinised during the selection process for the post that they have applied for. If you are appointed to this post, the information in relation to safeguarding and protecting children and young people will be provided at induction. This practical guidance for safe working practice will provide information about which behaviours constitute safe practice and which behaviours should be avoided.

All post holders are subject to a satisfactory Enhanced DBS and Barred List check. Our policy and practice are in line with the Department for Education's 'Keeping Children Safe in Education' Guidance 2021.

Welcome Letter

Dear Applicant

I am delighted you have expressed an interest in the post of temporary Teaching Assistant 2b at Lord Street Primary School and I hope that after considering all the information provided you will decide to make an application.

Lord Street is one of the founding members of the Pennine Trust. It is situated in the heart of Colne and has a strong sense of community. The school's family ethos provides a nurturing environment, enabling children of all abilities to flourish. Pupils are proud of their school, enjoy their experiences and have a positive attitude to learning. Staff are dedicated, positive and there is a strong sense of purpose and a commitment to the children, including a desire for continual improvement of provision.

We are seeking to appoint an enthusiastic Teaching Assistant to work alongside our class teachers. This post is suited to a candidate who loves working with and supporting young people; has excellent communication skills; works well as part of a team and has high expectations of pupil achievement and behaviour. It is essential that the person for this role has the ability to work on their own initiative, is self motivated with excellent interpersonal skills with the ability to work effectively with staff at all levels.

I hope you are excited by the prospect of this role, working alongside committed colleagues across a Multi-Academy Trust who are committed to providing every child with a high quality education.

I look forward to receiving your application.

Yours sincerely

Mrs H Walsh
Headteacher

Advert

Job Role: Teaching Assistant
Hours: 26.25 hours per week
Contract: Temporary to Cover Maternity Leave / Term Time Only
Grade 5: (SCP 6 - 11)
Salary Range: £19,698 - £21,748 (pro-rata £16,580 - £18,305)

Start Date: 6th September 2021 (If possible, there will be some induction days before the start date)

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This post offers an exciting opportunity for an ambitious and enthusiastic professional to join our school.

We are a school committed to:

- Providing all pupils with a creative and stimulating learning experience.
- Providing a challenging curriculum and supporting children to exceed their expectations.
- Developing the whole child in a caring and happy environment.

We will provide:

- An ambitious, happy and vibrant place to work with a family of supportive colleagues who are committed to promoting a warm and friendly atmosphere.
- A strong team of staff who work together with a common goal.
- A supportive Central Trust Team who believe that through strong collaboration, all children within our trust will have better outcomes.
- Excellent professional development opportunities.

We are seeking to appoint a candidate who:

- Loves working with and supporting young people.
- Has a commitment to providing children with high quality education.
- Is able to form positive relationships at all levels with colleagues, pupils and parents.

Closing date for applications is **noon on Thursday 26th August 2021.**

Further details and application packs are available from www.penninetrust.org or www.lordstreet.lancs.sch.uk or for more information contact Miss K Dobney on 01282508624 or at applications@penninetrust.org

CVs will not be accepted. It is standard practice in the education sector to seek references for shortlisted candidates prior to interview.

Electronic applications are preferred or you may send a completed application form and letter to:
The Pennine Trust, Suite 5, Bridgewater House, Surrey Road, Barrowford, Nelson, BB9 7TZ.

Lord Street is committed to safeguarding children and young people. All post holders are subject to a satisfactory enhanced Criminal Records Bureau disclosure. Our policy and practice is in line with the Department for Education's 'Keeping Children Safe in Education' Guidance.

Teaching Assistant 2b

Job Description

Job Title: Teaching Assistant Level 2b
Grade: Grade 5 (SCP 6 – 11)
Accountable to: Headteacher / Deputy Headteacher

Job Purpose

Under the general supervision and direction of the teacher, to plan and implement learning activities for individuals and groups. To monitor pupil progress and provide feedback to the class teacher and establish supportive and constructive relationships with pupils' parents and carers. To provide short term cover for classes to which the Teaching Assistant is normally assigned, when the class teacher is unexpectedly unavailable.

In addition to the following duties, the postholder may be required to undertake any of the duties normally associated with a lower graded Teaching Assistant post

Support for Pupils

- Under the general supervision and direction of the teacher to implement structured learning activities for individuals and groups of pupils.
- To undertake activities in order to monitor the personal social and emotional needs of pupils.
- To develop positive relationships with pupils to promote pupil progress and attainment.
- To assist in the devising of pupil's individual targets and their monitoring and review.
- Support pupils as part of a planned inclusion programme
- To implement specific programmes with individual pupils or groups appropriate to the developmental needs of individual children throughout different curriculum areas.
- To assist in the development of varying skills that support pupils' learning.
- To assist in the specific medical/care needs of pupils when specific training has been undertaken.

Support for the Teacher

- To monitor and record pupil progress and developmental needs.
- To produce relevant classroom resources.
- To undertake classroom administrative tasks including the maintenance of records.
- To assist in pupil supervision and assist in the management of pupil behaviour.
- To provide short term cover for classes to which the Teaching Assistant is normally assigned, when the class teacher is unexpectedly unavailable.
- To provide information to the class teacher to assist in the planning of work programmes.
- To liaise with the school's nominated person in respect of pupil absence.
- To assist with the arrangements for out of school learning activities including the administration of work experience.
- To provide clerical and administrative support including the collection and recording of money.
- Administer routine tests, assist in the invigilation of exams and undertake routine marking of pupils' work

Support for the Curriculum

- To assist the delivery of educational and developmental work programmes.
- To support the use of ICT in learning activities

Support for the School

- To assist in providing an atmosphere in which effective learning can take place.
- To support the promotion of positive relationships with parents, carers and outside agencies.
- To work within school policies and procedures.
- To attend staff training as appropriate.
- To take care for their own and other people's health and safety.
- To be aware of the confidential nature of issues related to home/pupil/teacher/school work.

General

- At all times to carry out the duties in accordance with school-based policies and Health and Safety procedures, including risk assessment;
- To fully participate in the School's appraisal scheme where appropriate;
- The duties may be varied by the Headteacher to meet changed circumstances in a manner compatible with the post held.

In addition, other duties at the same responsibility level may be interchanged with/added to this list at any time.

PERSON SPECIFICATION/SELECTION CRITERIA

Job title: Teaching Assistant Level 2b	Grade: Grade 5
Specification related to role Essential (E) /Desirable (D) – or experience and enthusiasm / willingness to develop in the areas not meeting the criteria (eg. Apprentices). Such standards will be assessed in the application form and letter of application / references and / or at interview.	
Qualifications	
GCSE Grade C or equivalent in English & Maths	E
NVQ level 2 or equivalent qualification	E
NVQ level 3 or equivalent qualification	D
Teaching Assistant Level 2 Qualification	D
Experience	
Experience of working with or caring for children of relevant age	D
Experience of working in a relevant classroom/service environment	D
Experience of Administrative work	D
Experience of supporting pupils with challenging behaviour and / or SEND	D
Knowledge & Understanding	
Ability to work as part of a team	E
Good communication skills	E
Flexible attitude to work	E
Strong Numeracy & Literacy skills	E
Appropriate level of understanding and competence equivalent to job role	E
Ability to relate well to children	E
Ability and understanding of how to supervise and assist pupils	E
Time management skills	E
Ability to manage own workload and prioritise effectively	E
Organisational skills	D
Knowledge and understanding of classroom roles and responsibilities	E
Knowledge of the concept of confidentiality	E
First Aid Certificate	D
Administrative skills	D/E
Knowledge of Early Years Foundation Stage	D
Ability to make effective use of ICT	D
Good interpersonal skills	E
Commitment to undertaking relevant training and development	E
Personal Qualities	
Dedicated to promoting the ethos and values of the Trust and School	E
Be a positive role model at all times	E

Ability and willingness to work effectively as part of a team, learning with and from colleagues	E
To be calm and enthusiastic	E
Commitment to safeguarding and protecting the welfare of children and young people	E

In addition, it is expected that employees will have a:

1. Commitment to equality and diversity
2. Commitment to health and safety
3. Commitment to good attendance at work

It is essential that to have positive references, including current employer.

Note: We will contact your current employer at interview stage unless you give reason not to. We will always consider your references before confirming a job offer in writing.

Staff Attendance Policy Statement

This Trust is committed to achieving and maintaining a high level of attendance from all employees through the application of good management practice. All employees must recognise the importance of good attendance and ensure that any sickness absence is kept to a minimum.

Whilst supporting employees during periods of sickness, the School Management Team monitors levels of sickness absence in school regularly and takes action in accordance with the Guidelines of the Trust to deal with unacceptable levels and frequency of sickness.

Good attendance enhances the service delivered by schools, minimises staffing difficulties and ensures the best value to the school. All employees in this school must understand the importance of good attendance to the operation, performance and image of the school and must show a commitment to achieving and maintaining a high level of attendance.

How to Apply

To apply, please complete and return the application form, together with a letter of application of not more than two sides of A4 in font size 11, noting the closing date of **noon on Thursday 26th August 2021**

In your letter of application please include:

- How your skills and experiences have prepared you for this post. Please pay particular attention to the job description and person specification whilst writing your letter with a focus on your suitability for the post gained from past experiences.
- What you personally would bring to Lord Street Primary School.

Please note we accept electronic applications via applications@penninetrust.org Please be aware we cannot accept responsibility for missent or late applications. If you are called for an interview, you will be asked to sign a paper copy of your application to ensure the declaration requirements are complete.

Further details and application packs are available from www.penninetrust.org or www.lordstreet.lancs.sch.uk or for more information contact Miss K Dobney on 01282508624 or at applications@penninetrust.org

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Headteacher: Mrs H Walsh
Lord Street Primary School
Lord Street, Colne,
Lancashire, BB8 9AR