



Teaching Assistant
Information and Application Pack
2024-2025



LONDON BOROUGH OF
HARROW

Pinner Park Primary School

Teaching Assistant *Letter from the Headteacher*

Dear Applicant,

Thank you for your interest in becoming a Teaching Assistant at Pinner Park Primary School. This is an exciting opportunity for someone with the right training, experience and skills to be a part of our school team.

Our aim is to provide a school which provides an outstanding education at the heart of the local community – safe together, happy together, learning together.

Our school is based in the London Borough of Harrow, to the North West of Pinner. The school is inclusive to all and provide a high quality, broad and balanced curriculum, which is appropriate for children of all abilities, irrespective of their ethnicity, social background or faith. Our admission policy reflects this by prioritising local children.

Our school is housed in large, connected buildings. There are two large halls, where children eat lunch, and a number of play areas for the children. In addition to our classrooms, we have a range of specialist facilities such as libraries, computer rooms and specialist areas for music and art.

We are recruiting teaching assistants to join our support team. Our teaching assistants support individual pupils with special educational needs (providing one-to-one support) and also work alongside our qualified teachers with groups of children as part of our support team.

We have a range of children who need one-to-one support, including children with diagnoses of Attention Deficit Disorder, Autistic Spectrum Disorder, Physical Disabilities, Down Syndrome and Social, Emotional, Behaviour and Mental Health difficulties.

The balance between one-to-one support and other support work will be decided based on the skills and experience of our support team at any time. Some TAs will work entirely in a one-to-one capacity whilst others will also provide targeted support within and outside the classroom. Teaching Assistants can be allocated to work with children and teachers from Nursery through to Year 6. Most of our teaching assistants work 27½ hours each week (excluding lunch break).

All our teaching assistants work alongside our qualified teachers to support learning – whether supporting individual children, providing administrative and welfare support, teaching small groups, supervising children at play or lunchtimes and much more! All our teaching assistants supervise children during playtimes, and many also supervise at lunchtimes.

As the Teaching Assistant role involves support for specific children, the role will be reviewed each year in line with the review of children's education, health and care plan.

If you have any further questions, or if you would like to discuss the role further, please do not hesitate to contact us. Please use this email address: office@pinnerpark.harrow.sch.uk I am sure that on reviewing the information provided you will agree that this is a very exciting role and we look forward to receiving your application.

Yours faithfully,

Nick Waldron

Headteacher

Pinner Park Primary School

Teaching Assistant *Recruitment Advertisement*

Please send in your application, via TES.com, at any time and we will get in touch with you. We will review applications on a weekly basis. We will remove the advert and inform all candidates once we have appointed.

Start date:	As soon as possible
Working hours*:	Part Time (27.5 hours, Monday to Friday, Term-Time only plus 5 training days)
Salary Range:	G2 (£25,266 pro rata – see note below)
Contract Type:	Fixed term for one year, reviewed annually

This is an exciting opportunity for teaching assistants with the right training, experience and skills to be a part of our school team.

About us

Our school is based in the London Borough of Harrow, to the North West of Pinner. The school is inclusive to all and provide a high quality, broad and balanced curriculum, which is appropriate for children of all abilities, irrespective of their ethnicity, social background or faith.

For more information about the school, please visit our school website: <http://pinnerpark.harrow.sch.uk>

About the role

We are recruiting Teaching Assistants to support children with specific needs on a one-to-one basis, and to support children's learning in class.

All our teaching assistants work alongside our qualified teachers to support learning – whether supporting individual children, providing administrative and welfare support, teaching small groups, supervising children at play or lunchtimes and much more!

Safeguarding and Child Protection

We are committed to safeguarding and promoting the welfare of children and expect all staff to share this commitment.

This role includes working with children on a day-to-day basis. It is an offence to apply for the role if an applicant is barred from engaging in regulated activity relevant to children.

All posts are subject to an enhanced DBS check and satisfactory references. As part of our diligent approach to safer recruitment, we will carry out an online search on all shortlisted candidates.

This role is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020 (with the exception of certain spent convictions and cautions which are 'protected').

Our child protection policy can be read here: <https://pinnerpark.harrow.sch.uk/policies.html>

Other Information

We expect all applicants to apply through the TES.com jobs portal.

A note about pay

Teaching Assistants work part time, and term-time only. The pay grade listed above is the full time equivalent pay. The actual pay will be a proportion of this based on the number of hours worked (compared to 'full time' of 36 hours) and the number of weeks worked (compared to 52 weeks).

Pinner Park Primary School

Teaching Assistant *Job Description*

Job Title:	Teaching Assistant
Grade:	G2
Reports to:	Headteacher and Assistant Headteacher (inclusion)
Hours:	27.5 hours per week – term time only

Pinner Park Primary School is a Rights Respecting School. We seek to place the UN Convention on the Rights of the Child (UNCRC) at the heart of our ethos and curriculum. A Rights Respecting School not only teaches about children's rights; it also models rights and respect in all its relationships, whether between children or between children and adults.

We have identified the following articles from the UNCRC as being of particular relevance to the role of the teaching assistant:

- Article 3: The best interests of the child must be a top priority in all actions concerning children
- Article 12: Every child has the right to say what they think in all matters affecting them, and to have their views taken seriously
- Article 28: Every child has the right to an education, which should be free. Discipline in schools must respect children's human dignity
- Article 29: Education must develop every child's personality, talents and abilities to the full. It must encourage the child's respect for human rights, as well as respect for their parents, their own and other cultures, and the environment

Job Purpose

- To work under the guidance of the class teacher to support teaching and learning in the classroom, and specifically for a named child / named children, or groups of children
- To provide general support to the class teacher in the management and organisation of the pupils and the classroom, and specifically for a named child / named children, or groups of children
- To assist the teacher in creating and maintaining a purposeful, orderly and supportive learning environment
- To promote the inclusion of all pupils ensuring they have equal access to opportunities to learn and develop (including working 1:1 to support pupils with special educational needs)
- To be responsible for promoting and safeguarding the welfare of children and young people within the school

General Duties

1. Classroom Preparation

Under the direction of the class teacher:

- 1.1 To prepare classroom and associated areas for use, includes preparing materials, and setting out equipment, apparatus. Clean and put away materials, equipment, apparatus after use. Tidy classroom and associated areas.
- 1.2 To make up and maintain work/topic cards/sheets/books and other teaching aids. Prepare work and notices for display purposes. Assist with/arrange displays and interest tables.

2. Planning and Organisation

- 2.1 To discuss, and follow, the teacher's programme/plan for the lesson/day/week/term.
- 2.2 To assist with the general management and organisation of children and resources/equipment which relate to the support of children.
- 2.3 To assist with the planning, organising and supervising of educational visits and outings.

3. Working with Children

- 3.1 To work with and support individuals or groups of children on specific activities set by the teacher, such as reading, writing, practical, creative, physical, recreational activities and environmental studies.
- 3.2 To assist with the supervision of children:
 - Within classroom settings
 - During school assembly
 - At play/meal times
 - On outings and educational visits
 - Using the cloakroom/toilets/washrooms
 - Changing before and after recreational activities
 - Who are not participating in an activity.
- 3.3 To assist children:
 - With the attainment of personal hygiene skills (including supporting toileting where necessary)
 - With the removal and replacement of clothing/footwear
 - Who require cleaning and/or changing following sickness etc.
- 3.4 To assist at meal times, as necessary.
- 3.5 To constructively help children to participate in activities by adapting and/or interpreting lessons and instructions accordingly.
- 3.6 Guide and assist the development of children's social behaviour, attitudes and skills as appropriate.

- 3.7 To assist, as directed, with the implementation of specific learning, behavioural modification, therapy programmes.
4. Assessment of Children
- 4.1 The general observation and assessment of children, giving feedback to appropriate staff - as relevant.
5. Care and Welfare
- 5.1 To administer support care/first aid, report injuries to appropriate authorities within the School. Issue prescribed medication (following prior agreement with parents and the School's policy). Deal with minor medical needs, such as checking use of phonic ear, hearing aid, etc. Assist at School medicals.
- 5.2 To care appropriately for children taken ill whilst at School and to inform/contact parents, once the Headteacher has been notified.
- 5.3 To ensure Health and Safety regulations are complied with at all times.
6. Housekeeping
- 6.1 To maintain lost property/second-hand clothing system.
- 6.2 To clean, maintain and undertake minor repairs of equipment.
7. Liaison with Other Staff, Parents, Multi-professional Services
- 7.1 To liaise with other members of staff, multi-professional services and parents.
8. Other Associated Activities
- To attend relevant courses and training days to develop experience and broaden awareness, expertise and skills.
 - To undertake specific administrative tasks at the direction of the Headteacher.
9. To ensure that confidentiality is maintained at all times.
10. To promote the positive image of the School within the local community.
11. To participate in the School's appraisal process.

In addition to the duties and tasks listed in the job description, the postholder will be expected to carry out duties as requested by the Head Teacher, which are reasonable, and without changing the general character of the role or level of responsibility entailed.

Job description ends/

Pinner Park Primary School

Teaching Assistant *Person Specification*

Attributes	Essential	Desirable
Education and Qualifications	A good level of secondary education including Maths and English GCSE or equivalent	Relevant Level 3 qualification or better
Professional Development and Training		<p>Evidence of participation in school or setting based training and development</p> <p>Training relating to Special Educational Needs (or specific needs such as Down's Syndrome, Dyslexia or Autistic Spectrum Disorder)</p> <p>Current First Aid Certificate</p> <p>Positive handling / physical intervention training</p>
School Experience	Experience of working in a school as a member of staff or volunteer	Experience as a Teaching Assistant in a school setting
Experience working with children	Experience of working alongside individual or groups of children	<p>Experience of working with children with Special Educational Needs</p> <p>Experience of working with children with specific needs, such as Autistic Spectrum Disorder or Down Syndrome)</p>
Knowledge & expertise	<ul style="list-style-type: none"> • Good communication skills with adults and children (including good reading, writing, speaking and listening skills in English) • Good organisational skills • Ability to work constructively as part of a team • Ability to work under pressure • An understanding of the needs of young children, including those with special educational needs 	

Attributes	Essential	Desirable
	<ul style="list-style-type: none"> • Understanding of the roles played by various adults in a child's education • Knowledge of behaviour management strategies • Understanding of the importance of equal opportunities and safeguarding 	
Skills, qualities and Attitudes	<ul style="list-style-type: none"> • Enthusiasm for working with children • Commitment to safeguarding and promoting the welfare of children • Bags of enthusiasm and patience, with a kind, caring attitude • Friendly and professional manner • Ability to relate well to wide range of adults and children • Ability to work collaboratively and without supervision • Willingness to contribute positively to, and promote, the school's ethos and values 	

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Note to applicants

The Job Description and Person Specification highlights the knowledge, experience, skills, abilities, qualifications and training required to perform the duties of the post for which you are applying.

In your application you will need to explain how your knowledge, experience, skills, abilities gained in paid or unpaid work, study or training, meets each of the criteria, including your awareness, understanding and commitment to equality and diversity. If you fail to do so, you will not be shortlisted.