

# Abbey Primary School

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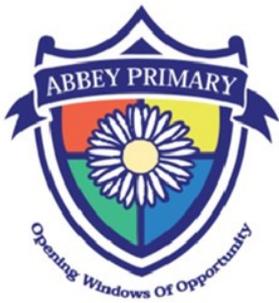


## Application Pack for the position of Teaching Assistant (Pupil linked)

Abbey Primary School

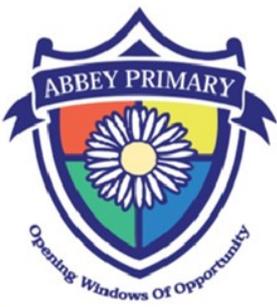
Required: September 2023

<https://www.abbey.sutton.sch.uk/>



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## JOB DESCRIPTION

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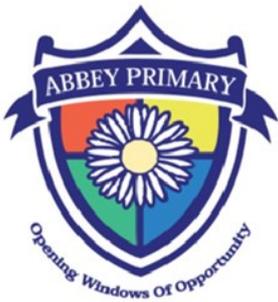
<b>JOB TITLE:</b>	<b>Teaching Assistant (Pupil linked)</b>
<b>RESPONSIBLE TO:</b>	<b>SENCO</b>
<b>SALARY SCALE:</b>	<b>Grade 1c3 (Spine 2 – 6), FT: £23 627—£25 212 pa (£18 573—£19 819 prorata)</b>
<b>HOURS:</b>	<b>Monday – Friday. Term time 39 weeks (includes 5 Inset days)</b>

### Key Responsibilities

To work under the instruction/guidance of teachers & SLT to undertake work/care/support to enable access to learning for pupils and to assist the teacher in classroom management of pupils and the classroom. You may work in or outside the classroom.

### Main responsibilities include

- Support and facilitate learning on a 1-1 and group basis under the direction of class teacher
- Adapt learning materials as directed by class teacher
- Facilitate inclusion of targeted pupils by implementing recommended strategies
- Withdraw targeted pupils from some classes, and work with them on either a one-to-one basis or in a small group to support their learning, and to develop literacy, mathematical and social skills or to maintain emotional regulation
- Plan interventions where appropriate
- Assist with planning learning activities in liaison with the class teacher
- Provide feedback to pupils in relation to progress and achievement under the guidance of the teacher
- Assist with pupil's personal, behavioural and social development and promote positive behaviours policy and encourage pupils to take responsibility for their own behaviour
- Monitor targeted pupils' progress in line with SEN Support Plans and EHCPs
- Contribute to review meetings with parents and professionals as required
- Ensure effective record keeping of pupils' progress
- To work with external professionals to provide therapies as appropriate
- Support targeted pupils in unstructured times
- Use agreed school Positive Handling Approach as required
- To undertake lunchtime duties as required
- Provide clerical/admin support e.g., photocopying, filing, display work etc.
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Accompany pupils on school trips/visits as required
- To undertake any other duties as may be required from time to time by the Senior Leadership Team



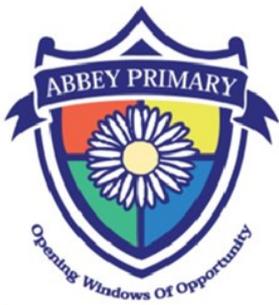
## JOB DESCRIPTION

### Duties for all:

- To uphold the values and behaviours of the Trust.
- To work inclusively, with a diverse range of stakeholders and promote equality of opportunity. To maintain high standards of Health, Safety and Welfare at work and take reasonable care for the health and safety of themselves and others.
- To understand and carry out role in line with agreed standards, expectations & qualifications.
- Contribute to and influence children's learning and personal development.
- Be aware of and comply with policies and procedures relating to child protection, safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to the relevant person.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime.
- 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 the teacher.
- Any other reasonable requests by Classroom Teacher or SLT.

**The Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.**



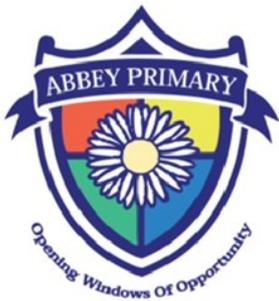


## PERSON SPECIFICATION

### TEACHING ASSISTANT (PUPIL LINKED)

Experience	
Experience of working with children of primary age	Essential
Experience of working with pupils with additional needs (ASD/ADHD)	Desirable
Experience of running interventions	Desirable
Qualifications/training	
Good numeracy and literacy skills	Essential
TA qualification or work experience in a TA post.	Desirable
Appropriate first aid training or a willingness to undertake relevant training.	Essential
Competencies	
Competent with ICT	Essential
Ability to relate well to children and adults	Essential
Enthusiasm to learn	Essential
A patient and resilient approach and someone who can remain calm under pressure	Essential
Ability to work under the direction of a busy teacher and also take initiative	Essential
Strong communication skills	Essential
Knowledge of Little Wandle phonics scheme	Desirable
Ability to work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.	Essential
Ability to comply with policies and procedures relating to child protection, health, safety and security, confidentiality, data protection and equal opportunities.	Essential

The Willow Learning Trust is an equal opportunities employer and welcomes applications from all the sectors of the community. We are committed to protecting our pupils and staff and therefore have a rigorous recruitment process which include assessing candidates suitability to work with children. Candidates will be shortlisted against the above essential criteria assessable from application forms. Issues relating to safeguarding and promoting the welfare of children will be explored during the interview process



## GUIDANCE TO APPLICANTS

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Please read these carefully before making your application.

### **THE APPLICATION FORM**

Please complete in **black** pen or type. Additional sheets may be used.

The application form will play a key part in whether you are called for an interview, so it is important that you take your time and complete it as fully and accurately as possible.

When selecting candidates for interview we have to base our decisions on the information you give us. The Person Specification is enclosed with this application form. This is a list of the skills, knowledge, qualifications, experience, aptitudes and abilities that are required to perform the job. When we read your application form we will be looking for evidence of examples which demonstrate how you meet the criteria in the person specification. You must include sufficient evidence and examples to show that you meet the requirements.

### **PERSONAL DETAILS**

For monitoring purposes we would ask that you provide the information requested on the Equal Opportunities Monitoring Form at the back of the application form. This form is removed before shortlisting and will be destroyed after monitoring.

### **CAREER HISTORY**

This is the record of your work history. It may include periods of unpaid or voluntary work as well as paid employment e.g. you may include time spent as a carer for one of your family or a voluntary helper in a school. Please account for any gaps in your employment history.

If the title of the position does not make it clear what work you did e.g. twilight crew, canvasser, please briefly describe the main duties.

You may continue on another sheet if you need extra space.

### **EDUCATION, QUALIFICATIONS, TRAINING**

The Person Specification may ask for specific qualifications or training. You should list the relevant qualifications or courses undertaken. Where you have additional qualifications or training, mention these if they relate to your knowledge or skills. Proof of qualifications will be required at interview.

### **STATEMENT OF SUITABILITY**



This section is your opportunity to show us that you meet the Person Specification. Take each criterion of the Person Specification and tell us the details of your knowledge and experiences. Give specific examples of things you have done which demonstrate your ability.

When reading your application, we cannot assume that because you have experience you also have the ability to carry out a task and vice versa. You may have experience of managing staff, but we need to know how you motivated your staff. We don't expect you to have formal experience, but if you can show that you have the ability to do the component tasks, that will be equally acceptable e.g. to organise a meeting you need to be able to: liaise with others, book accommodation, organise refreshments, and compile agendas.

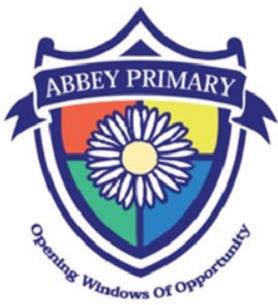
You may already have prepared a CV and want to send that instead of answering the Statement of Suitability. You may send it, but you must also complete the Statement of Suitability. CVs often list the jobs you have had and their responsibilities, but they often do not properly describe your skills and abilities. It is unlikely that we will be able to find enough evidence in a CV alone.

You may use examples and evidence from outside paid employment. You may use examples from voluntary work or your hobbies or interests.

## REFEREES

If you are offered the job, the offer will be made subject to receipt of satisfactory references, pre-employment medical clearance, an enhanced DBS disclosure and, for teaching staff, a check on your teaching qualification status. If your referees do not confirm what you have told us, we may want to discuss this with you. We will ask you to complete an online Medical Questionnaire which will be sent to our Occupational Health Department. It is their job to make sure that you are fit to do the job we have offered you. In some instances, you may be asked to go for a medical examination. You will also be asked to supply evidence of any qualifications that are required.

All employees are required to have DBS clearance. Unless you have a clearance issued within three months of being



## INTERVIEWS

Willow Learning Trust has a policy of using a wide range of selection methods to assess whether people meet the criteria. All teaching staff will be asked to take a lesson but you may also be asked to take an ability test, do a presentation or other work related exercise. You will be advised of any method being used for the post when called for interview. At the interview, you will be asked questions related to your Personal Statement as well as issues relating to safeguarding and promoting the welfare of children. Any issues of concern arising from a reference will also be explored during the interview process.

## COMPLAINTS

The school is keen to ensure equality of opportunity in its recruitment and selection process. If you think that you have been discriminated against during the selection process on the grounds of your race, age, gender, marital status, caring responsibilities, gender re-assignment, sexual orientation, social class, religion, belief or disability you may make a complaint and we will investigate. If you feel you have been unfairly treated you must contact the CEO, in writing, within 3 working days of being rejected after an interview. You should explain the reason for your complaint to the Headteacher, or his/her representative. The CEO, or his/her representative, may want to talk to you before confirming the outcome of the investigation.

For more details, please visit Willow Learning Trust Website:

<https://thewillowlearningtrust-sutton.frogos.net/app/os#!welcome/home>

## DATES FOR YOUR DIARY

The Closing date for applications **10 am, Monday 12th June 2023**

We reserve the right to interview and appoint before the closing date should a suitable candidate apply.

**START DATE:**

**SEPTEMBER 2023**