



Altarnun Primary School

Part of the Launceston College Multi Academy Trust



Applicant Pack

Teaching Assistant/HLTA

Job Title: Teaching Assistant/HLTA	Start date: Monday 5 th September 2022
School base: Altarnun Primary School	Contract type: 20 hours per week, 9am – 1pm, Monday – Friday, term time only
Closing Date: Wednesday 13 th July 2022, 9am	Salary: Teaching Assistant Grade B, £9.90 per hour, with effect from September 2022 (£19,099 FTE), Actual salary based on 20 hours £8,539.40 HLTA Grade C, up to £10.88 per hour (20,980 FTE), Actual salary based on 20 hours £9,380.42
Interviews on: Monday 18 th July 2022	Contract term: Fixed term from Monday 5 th September 2022 until July 2023

Our Trust

Altarnun Primary is part of the Launceston College Multi Academy Trust (Trust) alongside Atlantic Academy, Bideford College, Egloskerry Primary, Launceston College and Launceston Primary School.

Our vision is to develop adventurous and ambitious students, who have the character, resilience and self-awareness required to be successful, whatever their background or circumstances. We seek to teach and support them to be responsible as well as happy and successful young people by learning the knowledge, skills and values that are essential for society.

We have exceptionally high aspirations for our students and seek to support them no matter what their background or circumstances.

We offer a distinctively broad, personalised, and academically rigorous curriculum across our primary and secondary schools, and aspire to the highest standards of teaching and learning.

As a Trust we share information and best practices to ensure we focus on an excellent and sustainable 0-19 learning journey for children, with a strong focus on our school and Trust community.

The Trust offers expert guidance and advice to students to help them shape and achieve their future goals without limitation. We want to equip every student with the knowledge, skills and values they need to achieve the very best that they can.

We seek applicants who are aligned to our vision and ethos and have the talent and passion to deliver that vision successfully. We support all our schools with our Trust-wide leadership and management, CPD, safeguarding, external networks, teaching and learning, school improvement, financial, administrative, estates and HR expertise.

We are looking for teaching and support staff who can support the delivery of an exceptional education for the young people in our care.



Our School

Altarnun Primary School is a small rural school set on the fringes of Bodmin Moor, just eight miles from the Launceston. In an ever changing world, we ensure that pupils receive the very best education and realise their full potential in a happy and caring environment, enabling them to lead a full, purposeful and happy life.

Our small but mighty school has a dedicated and caring team who create an inclusive environment that is exciting and stimulating. All children are encouraged to develop a love of learning and to achieve the highest standards in all that they do, which fulfills our motto: learning together, achieving forever!



At Altarnun Primary School everyone works hard to ensure that the children are safe, secure and part of a friendly and caring community. We want children to be happy and excited about coming to school to learn and to develop their knowledge, skills and understanding across a wide curriculum. Our children receive an enriching and enjoyable education and everything we do is for them, their education and their welfare.

The outdoor environment afforded to our small number of pupils is phenomenal. Altarnun boasts large open spaces, forest school areas, a woodland walk, a pond, a poly tunnel and growing plots, an adventure playground, tyre play park and a separate playground for the youngest children in the school.

In our family orientated environment personal development is prioritised and our pupils are polite, enthusiastic, well behaved and courteous. We would be delighted to welcome you into our school community and introduce you to our friendly staff and fantastic pupils.

We will offer:

- A well-equipped rural school with great facilities.
- A team of dedicated and committed staff.
- A Trust culture which seeks to be fair, developmental, and supportive of staff and pupils.
- Opportunities to access professional development to ensure success in the role.
- An employee assistance programme.
- A cycle to work scheme.
- A focus on staff wellbeing.
- Generous pension and holidays.
- A large network across the primary and secondary settings.
- Attractive pay and opportunities to develop skills across the Trust.
- Support from cross Trust systems and school improvement leaders.



Job Description

Job title:	Teaching Assistant
Grade:	B1
Responsible to:	Class Teacher & Head of School
Direct supervisory responsibility:	None
Indirect supervisory responsibility:	None
Important Functional Relationships:	Teachers, pupils, support staff, parents/carers

Main purpose of the job

To contribute to the promotion and development of an outstanding education that offers high quality learning experience for Primary age children.

To take a pro-active role in the support of the educational, social, emotional and physical needs of the pupils; to support the curriculum and the school through the provision of assistance to the teacher in the practical organisation of class activities and small group work.

To supervise Wrap Around Care provision before and after school.

Duties and responsibilities:

1. To assist individuals, groups of children and the whole class in developing knowledge, skills, expectations and attitudes. To take into account the learning support involved to aid the children to learn as effectively as possible.
2. To establish and build supportive relationships with the pupil/s concerned and to encourage acceptance and inclusion of all pupils, including those with special educational needs and those identified as more able. To meet the needs of pupils with emotional and behavioural difficulties.
3. To encourage social integration and individual development of pupils. To develop methods of promoting and reinforcing pupils' self-esteem and resilience through the development of self-help skills.
4. To contribute to the development of the learning environment by assisting in preparing, using and maintaining relevant teaching resources, including wall displays and cleaning up classrooms after activities. To ensure that basic classroom materials are available for use.
5. To assist with the assessment (including any statutory assessments), monitoring and recording of children's progress, health, behaviour and general wellbeing. To feedback any information (including concerns) regarding the development needs of individuals or groups to the Teacher or Head of School as appropriate.

6. To supervise an individual, small group of children or whole class under the overall control of the teacher.
7. To assist in providing a safe and caring environment for children at Wrap Around Care before and after school. To supervise children during activity sessions and breakfast and snack times to ensure their well-being and appropriate behaviour. To ensure that children are dismissed to parents and/or named carers.
8. To attend staff meetings and school-based INSET as required. To actively engage in the school Performance Management process. To meet with outside agencies (Speech and Language, Educational Psychologist etc) and other appropriate staff linked to pupils' needs when required.
9. To administer minor first aid (as trained), assist in the dispensing of medically prescribed controlled drugs (as per the approved procedure) and to assist with the personal hygiene and physical needs of children with regard to health and safety as required.
10. To contribute to the management of pupil behaviour including the implementation of the schools' behaviour management policies. To control the pupil to prevent harm and disruption to the pupil or others, within the limits of the post holders training and school policies and procedures.
11. To remain aware and work within all relevant school working practices, policies and procedures.
12. To be aware of and work in accordance with the school's child protection policies and procedures and to raise any concerns relating to such procedures which may be noted during the course of duty.
13. To be aware of confidential issues linked to home/pupil/teacher/school work and to ensure the confidentiality of such sensitive information. To maintain confidentiality of information acquired in the course of undertaking duties for the department
14. To be aware of and adhere to applicable rules, regulations, legislation and procedures including the Schools Equal Opportunities Policy and Code of Conduct, national legislation (including Health and Safety, Data Protection).
15. To network, communicate, support and work with other Launceston College Multi Academy Trust (MAT) staff; attending meetings and training as required at other sites (reasonable travel distance).
16. The post holder is responsible for his/her own continuous self-development.
17. To assist with lunch and break time supervision of children on a rota basis.
18. To accompany children on educational visits and outings as supervised by the Teacher.

To co-operate with and support your colleagues.

20. To carry out administrative tasks relevant and appropriate to this post.

21. To undertake other reasonable duties as directed by the Head of School.

Person specification:

Job Title: Teaching Assistant (Band 1)

Department: School based

Person specification prepared by: Emma Kerr, Executive Principal.

Date: May 2022

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
<u>Relevant Experience</u>	At least 2 years' previous experience of working with children within a Primary School classroom environment.	More than 2 years' experience working with children in a Primary School setting.	Application form. Interview.
<u>Education & Training</u>	Good levels of literacy and numeracy (GCSE grade A-C/5-9 or equivalent) or able to demonstrate equivalent knowledge, skills and aptitude. Attainment of NVQ Level 2 or equivalent.	First Aid Training Paediatric First Aid Autism training Read Write Inc training Dyscalculia training Thrive training Feeding tube training	Application form. Interview.
<u>Special Knowledge & Skills</u>	Ability to communicate well with children and adults. Organisational skills. Good communication skills.	Knowledge of issues relevant to education and child development. Computer literacy (Google Drive)	Application form. Interview.
<u>Any Additional Factors</u>	Able to prioritise between different demands. Ability to work to deadlines.Pro-active, positive, self-motivated, and able to work in a team. An interest in children and education. Patient and friendly approach.	Able to work without supervision.	Interview.

To apply:

To apply for this job, please complete the application form: (provided in two formats below):
(Please note that for the Word application, you may have to download the file)

[Word Application](#)

[PDF Application](#)

We reserve the right to close this advert and interview and appoint earlier than the advertised closing date should there be a good response to the advert, so early applications are warmly invited.

Safeguarding Statement:

Launceston College Multi Academy Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. All posts are subject to DBS clearance and appropriate pre-employment checks.