

Teaching Assistant Level 1



SALARY

G3 Points 6 to 9 being £4,811 to £5,078 (FTE £20,812 to £21,968)

START DATE

January 2023

WORKING HOURS

Part-Time, Permanent 10 hours per week (across 2 days, Thursday and Friday), 39 weeks per year (44.6 paid weeks)

LOCATION

Edenham CofE Primary School, School Lane, Edenham, Bourne PE10 0LP

APPLICATION DEADLINE

Monday, 12th December 2022 9am

INTERVIEWS

Thursday, 15th December 2022

The opportunity to transform lives

What if every child was unique with intrinsic value? What if every member of staff was unique with intrinsic value? What if every school was unique with intrinsic value? At LAAT we believe that they are.

We're a Church of England trust - everything we do is because every child has an intrinsic value – which we call being made in the image of God. But you don't have to. You just need to be able to look at our children and young people: however deprived or privileged; however difficult or compliant; whatever their background, ability, culture, or gender, and know that what you do, how you teach them, what you give to them, and how you relate to them can transform their lives. Then, you must have the energy, passion, and drive to give them your best.

We don't ask you to do this alone. We'll provide you with the support of an organisation which believes that you too are unique and valuable – valuable for who you really are.

So, is now the time to consider what you want by looking at what Greater Lincolnshire and Lincoln Anglican Academy Trust can offer you? A chance to grow your career, gain professional support, and the opportunity to transform lives.

Greater Lincolnshire is a fabulous county with beautiful beaches, woods, Wolds, fields, and fens. It offers reasonably priced housing and is home to the Red Arrows. Lincoln is a two-university city with access to new and growing technologies.

Is now the time to find out more about us and to join our community of excellence, exploration, and encouragement? To change lives with us, for the better.

Jackie Waters-Dewhurst
Chief Executive Officer

LAAT is a Multi-Academy Trust formed by the Diocese of Lincoln in 2013. We have grown to serve twenty academies across three local authorities of Lincolnshire, North Lincolnshire, and North-East Lincolnshire.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will require the successful applicant to undertake an enhanced criminal record check via the DBS.



For more information about
LAAT:
www.thelaat.co.uk

Teaching Assistant Level 1

Edenham Church of England Primary Academy has an exciting opportunity to appoint a high-quality and proactive Teaching Assistant to join our team. The position is 2 days per week, Thursday and Friday (5 hours per day) term time plus 5 days (pro rata).

The successful candidate will need to have good communication and interpersonal skills, high expectations and a real commitment to achieving the very highest of standards.

Applications are welcomed from candidates who can demonstrate that they:

- Have previous experience of working with children in an educational environment.
- Have a good understanding of the support needed to meet the differing needs of children.
- Are self-motivated and show initiative.
- Will be able to work as part of a team to achieve the very best for our children.
- Share the Trust and School vision and values.
- Have a caring and positive attitude.

In return we can offer you the opportunity to be part of our happy, successful and ambitious school. We have an excellent staff team, wonderful children and a supportive school community.

Visits to our school are warmly welcomed and encouraged.

Application packs are available via the school website

<https://www.edenham.lincs.sch.uk/news/vacancies.html> or at the Trust website <https://thelaat.co.uk/opportunities/>

Please contact Mr M Pasqualino, Headteacher for an informal discussion on 01778 591207 or by email edenham.enquiries@southlincs-hub.co.uk

Completed application forms should be sent to Natalie Burnside, Finance and Admin Officer at natalie.burnside@southlincs-hub.co.uk

In line with Keeping Children Safe in Education 2022, please be advised that if shortlisted, we will carry out internet searches to support our commitment to safer recruitment. Please note that the purpose of this is to identify any incidents or issues that have happened, and are publicly available online, which the school might want to explore with applicants at interview. Internet searches will be carried out by someone who is not directly involved in the recruitment process and only relevant information will be shared with the interview panel.

BENEFITS

- Local Government Pension Scheme for support staff, Teachers Pension Scheme for Teachers
- 25 days annual leave
- Growth and Development processes in place for all employees to support continuous professional development
- Access to over 70 online E-Learning courses
- 24-hour confidential helpline covering legal, financial, wellbeing, health and nutrition etc.
- Confidential counselling – up to 6 sessions free of charge
- Physiotherapy – up to 4 free sessions free of charge
- Coaching - Personalised stress coaching plans over 6 weeks, one to one with an OH Practitioner
- Virtual GP – Accessible by smart phone or computer, same day appointments available at time to suit



Excellence



Exploration



Encouragement

About Us

Edenham C of E School are part of the Lincoln Anglican Academy Trust (LAAT). LAAT is a multi-academy trust formed by the Diocese of Lincoln. We are a growing and thriving family of schools who are dedicated to providing an excellent education for pupils across Lincolnshire. We place a strong emphasis on continued development. The relationship with the Trust brings great strength to all schools and enhances CPD opportunities for all staff.

At Edenham Church Of England Primary School we value the diverse backgrounds of all pupils and families and undertake a variety of events and lessons to celebrate these. We have found this approach to be enriching for all as it teaches tolerance and respect for the differences in our community and the wider world.

Underpinning all of this are a range of curriculum themes which have strong links to the British Empire. We also use PSHE and SEAL activities to look at democracy, law and order and how we live in an inclusive society. We have school values which include respect, hope and perseverance, to name but a few.

We are a school that prides itself on our Christian values and aims to ensure all of our pupils feel happy, secure and valued, enabling them to make a worthwhile contribution as young people within their community.

Our school provides a gateway for children to discover, explore and learn in a caring environment. Childhood is a magical, wonderful time and our pupils follow a varied and active curriculum designed to give them the opportunity to build confidence and learn everything they will need for their future.

Job Description

Teaching Assistant 1

Grade: LAAT Grade 3

Responsible to: Headteacher

Core Purpose

To work with teachers to support teaching and learning providing general and specific assistance to pupils and staff under the direction, guidance and direct supervision of the classroom teacher

Key Tasks and Responsibilities

Work with individuals or small groups of pupils in the classroom under the direct supervision of teaching staff and provide feedback to the teacher.

Support pupils to understand instructions and support independent learning and inclusion of all pupils.

Support the teacher in behaviour management and keeping pupils on task.

Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate.

Prepare and clear up learning environment and resources, including photocopying, filing and the display and presentation of pupils' work and contribute to maintaining a safe environment.

Teaching Assistants in this role may also undertake some, or all of the following:

- Record basic pupil data.
- Support children's learning through play.
- Assist with break-time supervision including facilitating games and activities.
- Assist with escorting pupils on educational visits.
- Support pupils in using basic ICT.
- Invigilate exams and tests.
- Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence.

Other

The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.

The postholder is required to carry out the duties in accordance with LAAT Equal Opportunities policies.

The postholder is required to carry out the duties in accordance with the LAAT Health and Safety policies and procedures.

All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Academies' Safeguarding Policy. In addition, employees working with children have a responsibility to safeguard and promote the welfare of during the course of their work.



Person Specification

*“The smallest of all seeds, when it has grown, is the greatest of shrubs and becomes a tree, so that the birds of the air come and make nests in its branches.”
Matthew 13:32*

Selection decisions will be based on the criteria outlined below. At each stage of the process an assessment will be made by the appointment panel to determine the extent to which the criteria have been met. When completing your application paperwork, you should ensure that you address each of the selection criteria and provide supporting evidence of how you meet the criteria through reference to your work or relevant experience.

Training/Qualifications/Experience

Essential

Desirable

Experience of working with children in an educational environment		*
Experience of working with or caring for children	*	
5 GCSE's with a minimum grade C or above in English and Mathematics or equivalent qualifications	*	
NVQ Level 2 or Equivalent or working towards	*	

Professional knowledge and understanding

Knowledge of Safeguarding Procedures	*	
Good listening, oral and literacy skills	*	
Understanding and knowledge of the support required to meet the differing needs of children	*	
Basic knowledge of first aid		*
Ability to use appropriate judgement to seek and clarify detail where appropriate and escalate issues when necessary	*	
Awareness of the sensitivities of information and ability to apply confidentiality and discretion	*	

Safeguarding Children

Current Safeguarding Training		*
Enhanced DBS Clearance (Trust will obtain)	*	
Awareness of the importance of safeguarding and promoting the welfare of children	*	
A commitment to maintaining up to date knowledge of child protection legislation and guidance	*	

Personal and Professional Skills and Attributes

Empathy with the mission and vision of the Church of England and the Diocese of Lincoln	*	
Positive attitude towards personal development and training	*	
A commitment to developing children as independent learners	*	
Demonstrate effective teamwork skills	*	

Approach to work – Candidates should:

Have flexibility to changing demands as needed	*	
Prioritise as required to meet the demands of the role	*	
Have attention to detail	*	

Behaviour Competencies - Candidates should:

Be respectful and able to with tact and diplomacy	*	
Be empathetic and demonstrate an awareness of the differing needs of colleagues and pupils	*	

Other - Candidates should:

Be a positive role model	*	
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Our Commitment to you

We believe that all our schools are fantastic places to work. Our commitment to you is important - throughout the recruitment process and beyond. Our culture is one of development, equality, and consistency. We aim to demonstrate this through:

- **Transparency** – we will treat you with respect, honesty, and fairness.
- **Protecting your privacy** – we will ensure your information is secure and handled sensitively and in line with our Privacy Policy for prospective staff.
- **Showcasing talent** – we'll provide a good opportunity for you to share your skills, experience, and potential.
- **Feedback** – we will provide constructive feedback professionally.
- **Listening** – we welcome feedback.

We hope to ensure that you have a positive experience throughout the recruitment process by:

Please see the link to our privacy notice for prospective candidates:
[Opportunities - LAAT \(thelaat.co.uk\)](https://thelaat.co.uk/Opportunities)

The Trust promotes diversity. Applications are welcome from all, irrespective of gender, sexuality, race, religion, marital status, age, or disability.

- Providing you with clear, accurate and timely information.
- Giving you the opportunity to ask questions – and providing you with answers.
- Following a fair assessment process.



Our Schools

- 1 Browns C of E Primary School
- 2 Canon Peter Hall Ce Primary School
- 3 Coningsby St Michael's Church of England Pri...
- 4 East Ravendale C Of E Primary School
- 5 Edenham ce primary school
- 6 Friskney All Saints C O E Primary School
- 7 Harrowby Church of England infant School
- 8 The Magdalen Church of England / Methodist ...
- 9 Morton Church of England (Controlled) Primar...
- 10 Ruskington Chestnut Street C E Primary School
- 11 Spalding Parish Church of England Day School
- 12 St Peter's C of E Primary School
- 13 Holy Trinity CofE Primary School
- 14 The National Church of England Junior School
- 15 Ulceby St Nicholas C Of E Primary School
- 16 Weston St Mary's C Of E (VC) Primary School
- 17 Whaplode C Of E Primary School
- 18 William Lovell Church of England Academy
- 19 Wrawby C Of E Primary School
- 20 Branston Church of England Infant School

