



Crowdys Hill  
School

Lunchtime  
Teaching Assistant

Daily 10.45am-1.45pm

Term Time Only

Actual Salary - £9207 per annum



Thank you for your interest in the vacancy at Crowdys Hill School.

These guidance notes are designed to provide you with information to help you complete your application form correctly and give you information about our and on our recruitment process and associated policies. You should read all the guidance notes prior to completion of the application form. If you would like any further advice regarding the vacancy or the recruitment process please contact Trudy Topp Senior Admin Manager at Crowdys Hill School – 01793 312266 or email [ttopp@crowdyshill.swindon.sch.uk](mailto:ttopp@crowdyshill.swindon.sch.uk)

When completing the application form, please refer to the following information:

**Job Description** – this details the main duties and requirements for the post and provides an understanding of the role

**Person Specification** – this describes the skills, knowledge and experience required for the post

**Advertisement** – this will give you brief details of the job and key dates of the recruitment process

Please ensure you complete all parts of the application form, unless otherwise indicated, preferably electronically. **Curriculum Vitae (CV's) are not accepted.**

The application form will be used to assess your skills, knowledge and suitability for the job against the criteria on the person specification, so please ensure it is accurate and complete.

If you require additional space, separate sheets will be accepted, but please ensure they are attached securely to the back of the application form or as attachments if submitting electronically.

Late applications will not normally be considered.

We reserve the right to contact any of your previous employers/educational establishments to verify the information provided.

### **Personal Details**

Only personal information required for processing your application is requested in the main body of the application form.

### **Disabled Applicants**

As an equal opportunity employer, we welcome applications from disabled people. Disabled applicants meeting all the essential criteria will be shortlisted for interview or test.

If you consider yourself disabled, **please indicate this on the form in the appropriate section** also indicating if you require any adjustments and/or adaptations in order to attend for interview.

### **Equal Opportunities**

To view the Equal Opportunities Policy in full, please visit <https://crowdyshill.swindon.sch.uk/policies.html>

### **SAFEGUARDING**

Safeguarding students at Crowdys Hill is a priority. All appointments to posts are made through stringent adherence to the requirements of 'Keeping Children Safe in Education' (most recent edition). The school

maintains a cohort of staff trained in Safer Recruitment and the trained colleague(s) most appropriate to this post will participate in the selection process.

All staff will be trained annually in Child Protection requirements. Cognisant of Part 1 of 'Keeping Children Safe in Education', (most recent edition), staff are required to refer all Child Protection concerns to the Child Protection trained staff team in their school (recognising that they can refer directly themselves in extraordinary circumstances). Those trained in Child Protection are identified throughout school documentation and on the school's website.

Within their work, employees are required to identify, attempt to prevent or at least minimise the risk of interpersonal abuse or violence; safeguarding children, other vulnerable people and themselves. This includes the timely sharing of information with appropriate colleagues to enable action to be initiated and protection to be afforded to both students and/or colleagues as needed.

All employees are required to be aware of and update colleagues, as appropriate, to comply with current legislation and statutory guidance which will affect their practice in role and must adhere to all policies and protocols of Crowdys Hill School.

We are committed to keeping children and young people safe from harm and abuse and to promoting their welfare, and we expect that everyone who comes to work for us will share the same commitment. Fulfilling this responsibility includes making sure that our recruitment process includes a range of measures to identify those who may be unsuitable to work with children and young people.

In accordance with the provisions of the Data Protection Act 1998, and new GDPR 2018, jobholders should take reasonable care to ensure that personal data is not disclosed outside Council procedures, or use personal data held on others for their own purposes. In accordance with the provisions of the Freedom of Information Act 2000, ensure requests for non-personal information are dealt with in accordance with the Council's written procedures

To comply with the Asylum and Immigration Act 1998 (as amended by S147 of the Nationality and Immigration and Asylum Act 2002) all prospective employees will be required to supply evidence of eligibility to work in the UK.

This organisation is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Background checks and an enhanced DBS will be required.

This post is exempt from the Rehabilitation of Offenders Act 1974. Crowdys Hill School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Background checks and an enhanced DBS will be required. Further information about what the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) means for applicants is provided on the Application Form.

Applicants must be fluent in the English Language (as a requirement of Part 7 of the Immigration Act – for the effective performance of a customer facing role).

In addition, all roles within the school/college are covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 and are subject to an enhanced Disclosure and Barring Service (DBS) (formerly Criminal Records Bureau (CRB)) check. These posts may also be subject to further DBS re-checks at appropriate intervals.

Please note that having a criminal record is not an automatic bar from working with us: whether or not your criminal record has a bearing on the post you have applied for will be carefully considered as part of the recruitment process. This may involve a discussion with yourself about the circumstances and background to your offences.

## **References**

All applicants are expected to provide **a minimum of 2 referees**, as detailed on the application form, these must be professional references with a business email address NB Personal email addresses are not permitted.

If you have just completed full-time education, you will need to provide the name of your Headteacher/Principal or other professional as a reference. If you are self-employed you will need to provide details of individuals/businesses that can provide you with a professional reference with business email addresses.

'Open' references e.g. those addressed "To Whom It May Concern", will not be accepted.

## **Supporting Documents**

All applicants called for interview will be required to provide original evidence for the following:

For interview:

- Eligibility to Work in the UK\*\*
- Proof of current address (less than 3 months old)
- Proof of qualifications, for teaching vacancies you must provide your Teacher Reference Number on the application form.

When employment is offered:

- Identity\*
- DBS (formerly CRB) application form\*
- Qualifications/Training\*\*\* – if applicable
- Confirmation of Registration with the relevant Professional Body – if applicable
- Driving documents – if applicable

We **will not** be able to confirm an offer of employment until we have confirmed the above and received suitable references.

\* Details of what documentary evidence you can provide will be detailed on the invite to interview letter, alternatively please refer to [http://www.direct.gov.uk/en/Employment/Startinganewjob/DG\\_195811](http://www.direct.gov.uk/en/Employment/Startinganewjob/DG_195811)

\*\* In accordance with the Immigration, Asylum, and Nationality Act 2006, all candidates are required to provide proof of the Right to Work in the United Kingdom. For further information please refer to <https://www.gov.uk/browse/visas-immigration/work-visas>

\*\*\* You can check the validity/level of any overseas national's qualifications by contacting the National Recognition Information Centre for the United Kingdom (NARIC) [www.naric.org.uk](http://www.naric.org.uk)

## **Employment History & Gaps in Employment**

To ensure our responsibilities for safeguarding children and young people are met you must ensure your employment history and reasons for any gaps are clearly detailed. This must be a full history going right back to your first employment, giving the month and year of each job. If this is incomplete and you are shortlisted for interview you will be asked to supply this before the interview date.

## **Private Health Care**

After 6 months' employment you will be eligible to join our health care scheme provided by Vitality.

## **Data Protection**

The information you provide on your application form and any subsequent information gathered in respect of your application will be held securely, in confidence and processed in accordance with the Data Protection Act 1998 and the new GDPR Regulations 2018.

The information you provide will be used in the following ways:

- To assess your suitability for the post
- To confirm information you have supplied, with third parties, as considered appropriate
- To promote, monitor, and act to ensure our recruitment policies, procedures and processes comply with legislation, our Employment Equality Policy and associated strategies and plans
- To answer requests for information made under the Freedom of Information Act 2000 or related legislation
- It will only be disclosed where lawful obligation applies

Applications and related information in respect of successful candidates will be held securely on computerised and/or manual filing systems in accordance with the Data Protection Act 1998 and the new GDPR Regulations 2018.

All successful candidates must complete a 5-month probation period.

Full details available upon request.

**CROWDYS HILL SCHOOL**  
**JOB DESCRIPTION**

---

**Lunchtime Teaching Assistant**

---

**Introductory Statement:** Our school meets the needs of a range of young people, from 4 to 19, who all have moderate learning difficulties and additional complex needs. TAs work as part of a wider team to promote the emotional, physical and educational development of our pupils across the school.

**Various salary options available:**

L1 grade £26,522 per annum, actual salary at L1 £9207 per annum based on 15 hours per week/term time only paid over a year.

Duty hours: 10.45am – 1.45pm, term time only working over lunch.

**Accountable to:** Head of Care, Deputy Head, Headteacher

**Accountable for Line Management of:** N/A

**Liaising with:** Teaching staff, TAs, Senior Leadership Team, relevant associate staff.

**“Learning for Life”**

Our emphasis on self-improvement and the continuing desire to do what we do well, is integral to the successful delivery of high-quality teaching and learning that serves to meet the complex needs of all our pupils.

Recruiting high quality, specialist staff is of critical importance as part of our improvement process. Each member of our team has individual and specific responsibilities as well as fulfilling wider duties of care and education for our young people. We are all aware that our shared responsibility is the strength which underpins the successful promotion of Governing Body principles and the school’s aims and objectives.

Our school, and the needs of the pupils on our roll, demands flexible, solution focussed and positive responses from all staff, who are expected to exercise individual initiative within a team framework. We are, therefore, seeking to employ an outstanding professional to work as part of a team to help supervise our pupils during our busy lunchtimes.

### **Job Purpose:**

To assist in the supervision of pupils during the lunch break, as required to ensure the safety, general welfare and behavior management of pupils during this period.

### **Key Accountabilities:**

1. Be responsible for the supervision of all pupil behavior during the lunch break, in the playground, or other areas of the school as required by the Headteacher. To share in school ethos of promoting a positive approach to behavior management.
2. Be responsible for the pupil's care as necessary, depending on Key Stage eg taking them to the toilet, providing comfort, dealing with accidents, being alert to signs that a pupil is unwell or distressed.
3. Be responsible for the supervision of pupil hygiene and health and safety e.g. hand washing.
4. To foster pupil's self-esteem and independence, however assisting pupils where necessary, for example
  - to carry trays etc to the table, and to return empty dishes etc to the service counter.
  - to open packed lunches, cut up food and guidance on proper use of cutlery, assist in clearance of any spillage etc if required.
  - To assist as required in clearing tables, wiping them down and resetting according to meals.
5. Assisting in the setting up and removing furniture for lunch time in any area of the school as required.
6. Give minor first aid to pupils, requesting assistance when needed with injuries or illness.
7. Liaising with the head teacher on welfare matters and injuries that cause concern. To report all accidents, ensuring that the procedure for recording accidents in the accident book is followed.

## PERSON SPECIFICATION: LUNCHTIME TEACHING ASSISTANT

In order to effectively undertake the role of a Lunchtime Teaching Assistant, the following attributes have been identified as important for the post holder to have.

Qualifications	Essential	Desirable	A	I	R
Good general level of education to include Maths and English – GCSE Grade C (or new grading 9-1 - minimum grade 4) <b>or</b> Further relevant experience in the absence of formal qualifications		✓	✓	✓	
Evidence of continuing professional development		✓	✓	✓	
Further relevant qualifications (e.g. First Aid/Coaching etc)		✓	✓	✓	
Experience	Essential	Desirable	A	I	R
Have some experience of children with special educational needs		✓	✓	✓	
Evidence of ability to develop positive and effective relationships with pupils, staff and parents/carers	✓		✓	✓	✓
Skills	Essential	Desirable	A	I	R
Demonstrate a good level of written English language via your application form	✓		✓		
Fully completed all sections of the application form including details of all referees including email addresses and full employment history	✓		✓		
Have good communication skills	✓			✓	✓
Be patient and have good listening skills	✓			✓	✓
Be able to form and maintain appropriate relationships and personal boundaries with pupils	✓			✓	✓
Effective team work within the organisation including being supportive of colleagues	✓			✓	✓
Have good organisational skills	✓				✓
Be reliable and adaptable	✓			✓	✓
Be able to carry out manual handling of pupils with disabilities; assist in supporting medical needs; assist in supporting personal care (training will be provided)		✓	✓	✓	
Attributes	Essential	Desirable	A	I	R
High level of integrity, honesty and fairness with sensitivity to the needs of the children with disabilities	✓			✓	✓
Demonstrate high levels of energy and good humour with full dedication and commitment to Crowdys Hill School	✓			✓	✓
Ability to communicate orally and in writing	✓		✓	✓	✓
Be able to work flexibly under direction	✓		✓	✓	✓
Self-motivated and able to work with initiative	✓		✓	✓	✓
Demonstrate effective time management skills	✓		✓	✓	✓

Readiness to reflect on, evaluate and improve practice	✓			✓	✓
Ability to relate well to young people and adults from a range of backgrounds	✓			✓	✓
Be trustworthy and discreet, maintaining confidentiality	✓			✓	✓
<b>Others</b>	<b>Essential</b>	<b>Desirable</b>	<b>A</b>	<b>I</b>	<b>R</b>
Be committed to own professional development showing willingness to undertake relevant training	✓		✓	✓	✓
Be able to fulfil the statutory requirements of a satisfactory Enhanced Disclosure and Barring Service disclosure and Independent Safeguarding Authority Registration	✓			✓	
Be willing to make a positive contribution to the wider life and ethos of the school	✓			✓	✓
Be able to work on their own initiative, ensuring the safety of all at all times	✓		✓		

These attributes will be identified by means of the Application, Interview and References as appropriate.