



**Severn Bridges**  
Multi-Academy Trust

# **Greenfields Primary School**

## **Teaching Assistant**

### **Recruitment Pack**



# Severn Bridges Multi-Academy Trust Greenfields Primary School Teaching Assistant Recruitment Pack



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# Greenfields Primary School

## Teaching Assistant Recruitment Pack

### About our School

#### **Headteacher's Welcome**

I would like to welcome you to Greenfields Primary School.

I am very proud to be the headteacher of this dynamic school where we have high expectations of our children and are totally committed to them reaching these in a happy, safe environment.

Our school motto is 'Kind hearts, inquisitive minds' meaning we encourage our children to be kind, responsible citizens with a lifelong love of learning.

We are part of the Severn Bridges Multi Academy Trust and our collective aim is to help our children to be 'Prepared for Life'. We work hard to ensure that the curriculum is exciting and engaging where the children can utilise all their strengths to inquire about the world. This is a place where everyone learns, where everyone is challenged and everyone is inspired.

To find out about the most recent events in our school, please explore our website and check out our social media. We have a fantastic team of dedicated staff who look forward to meeting all of you and getting to know you.

Lisa Prior (Headteacher)

At Greenfields, we aim to understand precisely our children's individual needs and work together to ensure they are met with a range of holistic opportunities that develop the child through every aspect of their learning.

#### **Aims of the school:**

- Children are happy, safe and feel valued at school.
- The school will seek to raise every child's self esteem.
- Every child will have the opportunity to access a broad curriculum.
- Children are encouraged to be independent thinkers and self motivated learners.
- We will seek to challenge children's thinking and to foster enquiring minds.
- We will stimulate and facilitate creativity and appreciation of human aspirations and achievements.
- To develop physical skills, healthy mental attitudes and understand the importance of pursuing healthy and safe lifestyles.
- To work and play collaboratively in support of each other.



# Greenfields Primary School

## Teaching Assistant Recruitment Pack



### Welcome to our MAT

Welcome to the Severn Bridges Multi-Academy Trust.

The Trust began in March 2017 with the ambition to provide the highest possible academic opportunities for children, coupled with developing the all-round skills and talents of our pupils.

The Trust is located in the historic, mediaeval town of Shrewsbury and is formed of five large primary schools: Greenfields, Mount Pleasant and Radbrook Primary schools, and Sundorne Infant School and Nursery and Harlescott Junior School.

Severn Bridges Multi-Academy Trust provides a secure and welcoming environment for our children and staff.

We value each child as a unique individual and seek to nurture and support them to become positive, well balanced people equipped for their next steps in life. Our curriculum is balanced and inclusive, helping every child to achieve the highest academic standards possible, while developing their individual skills, talents and attributes.

We are fully committed to quickly identifying children's barriers to learning and offering first rate support to children with additional needs. We value and celebrate diversity and offer equitable opportunities for all, ensuring children are happy and well motivated.

As a close knit family of schools we work in partnership towards our shared vision; learning from each other and sharing good practice, while celebrating each school's uniqueness and contribution to its own community.

**Andrew Morris**

**CEO Severn Bridges MAT**



**Severn Bridges**  
Multi-Academy Trust



**Greenfields**  
Primary School



**Mount Pleasant**  
Primary School & Nursery



**Radbrook**  
Primary School



**Sundorne**  
Infant School & Nursery



**Harlescott**  
Junior School

# Greenfields Primary School

## Teaching Assistant Recruitment Pack

### About the Role

The Severn Bridges Multi-Academy Trust and Governors of Greenfields Primary School wish to appoint a dedicated and suitably experienced Teaching Assistant to join our enthusiastic and supportive staff team.

The role will be exciting and enable you to support both in the classroom and with nurture activities.

The successful candidate will have some understanding of the primary school curriculum and be able to demonstrate a range of skills in managing pupil's emotions in a proactive, positive and supportive way, enabling them to get the very best out of their learning.

You will be working in Key Stage two one to one and with groups within the classroom.

We are looking for candidates to be part of our forward thinking and creative team and welcome your new ideas and enthusiasm.

We can offer you a positive and thriving school environment, a great team of staff and a commitment to continuing professional development.



# Greenfields Primary School

## Teaching Assistant Recruitment Pack

**School:** Greenfields Primary School

**The Post:** Teaching Assistant

**Contract Type:** Permanent, Term time only

**Hours:** 20 hours Mon – Friday – Mornings only

**Required from:** ASAP

**Closing Date:** Wednesday 11<sup>th</sup> Feb @9.00

**Interviews:** Friday 27<sup>th</sup> Feb



### Grade and Salary

**Grade** – 5 scp 5-6

**Salary** – £ 11,562 – £ 11,745

**Hours** – 20 hours a wk Monday to Friday – mornings only

### Equal Opportunities

Severn Bridges Multi-Academy Trust is an Equal Opportunities Employer. Applications are welcome from suitably qualified candidates regardless of race, colour, nationality, ethnic or national origin, age, marital status, sex, sexual orientation or disability.

### Safeguarding

The post is subject to Enhanced DBS with children's barred list check alongside other pre-employment checks in accordance with KCSIE. Please see Severn Bridges MAT's safeguarding statement at: [www.severnbridgesmat.co.uk/our-policies/](http://www.severnbridgesmat.co.uk/our-policies/)

### How to apply

All applications should be made online through MYNEWTERM. Please refer to the vacancy page on the school website [www.greenfields.shropshire.sch.uk](http://www.greenfields.shropshire.sch.uk) and click onto the MYNEWTERM vacancy where you will be able to apply directly. Sorry but CVs will not be accepted.

### Visits

Visits to our school are strongly encouraged. We would love you to visit on Wednesday 4<sup>th</sup> February at 2pm. Please contact us on 01743 236397 or email us on [office@greenfieldssbmat.com](mailto:office@greenfieldssbmat.com) to book a visit.

# Greenfields Primary School

## Teaching Assistant Job Description

### **Purpose of Post**

Work under the guidance of the teaching staff and nominated Teaching Assistants and within an agreed system of supervision, to implement agreed work / care / support programmes with individuals or groups, in or out of the classroom. This could include those requiring detailed and specialist knowledge in particular areas, and those who need particular help to overcome barriers to learning. Assistance will be provided to teachers over the whole planning cycle, and with the management and preparation of equipment and resources. In addition, the professional work of teachers will be complemented by taking responsibility for specific learning activities under an agreed system of supervision. Staff may also occasionally supervise whole classes during the short-term absence of teachers, the primary focus being to maintain good order and keep pupils on task by responding to questions and assisting pupils to undertake set activities.

### **Principal Duties and Responsibilities**

#### **Support for Pupils**

- Attend to pupils' personal needs, and assist with the development and implementation of Individual Education/Behaviour/Support/Mentoring Plans and Personal Care Programmes/strategies.
- Supervise and support pupils, including those with special needs and those excluded from, or otherwise not working to, a normal timetable, ensuring their safety and access to learning.
- Establish constructive relationships with pupils and interact with them according to individual needs.
- Promote the inclusion and acceptance of all pupils.
- Encourage pupils to interact and work co-operatively with others, and engage in learning activities.
- Set challenging and demanding expectations and promote self-esteem and independence.
- Provide feedback to pupils in relation to progress, achievement, behaviour, attendance etc.
- Use specialist skills/training/experience to support pupils.
- Provide pastoral support to pupils, and assist in their social, health, and hygiene development.
- Develop 1:1 mentoring arrangements with pupils, and provide support for distressed pupils.

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## Teaching Assistant Job Description

- Promote the speedy/effective transfer of pupils across phases/integration of those who have been absent.
- Provide information and advice to enable pupils to make choices about their own learning/behaviour/attendance.

### **Support for the Teacher**

- Work with the teacher in lesson planning, evaluating, and adjusting lessons / work plans as appropriate.
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals.
- Prepare the classroom as directed for lessons and clear afterwards. Assist with the display of pupil's work.
- Ensure the timely and accurate design, preparation, and use of specialist equipment/resources/materials.
- Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre – determined learning objectives.
- Provide the teacher with objective and accurate feedback and reports as required, on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.
- Be responsible for keeping and updating records as agreed with other staff, contributing to reviews of systems/records as requested.
- Administer and assess routine tests, invigilate exams, undertake routine marking of pupils' work, and accurately record achievement/progress.
- Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- Establish constructive relationships with parents/carers as agreed with the teacher, exchanging information, facilitating their support for their child's attendance, access and learning, and supporting home to school and community links.
- Provide general clerical/admin. support eg. dealing with correspondence, analysing data on attendance/exclusions etc. administering coursework, producing worksheets for agreed activities, photocopying, typing, filing etc.
- Assist in the development, implementation, and monitoring of systems related to attendance and integration.
- Liaise with feeder schools and other relevant bodies to gather pupil information.
- Contribute to the development and implementation of appropriate behaviour management strategies

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## Teaching Assistant Job Description

### **Support for the Curriculum**

- Support pupils in understanding instructions.
- Implement structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses.
- Implement local and national learning strategies eg. Literacy, numeracy, early years etc. as directed by the teachers.
- Support pupils in using ICT, and develop pupils' competence and independence in its use.
- Determine the need for, prepare and maintain equipment/resources as directed by the teacher, and assist pupils in their use.
- Monitor and manage stock within an agreed budget, cataloguing resources and undertaking audits as required.
- Be aware of and appreciate a range of activities, courses, organisations, and individuals to provide support for pupils to broaden and enrich their learning.

### **Other Responsibilities**

- Be aware of and comply with all school policies and procedures
- Be aware of and support difference and ensure equal opportunities for all
- 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.

### **Safeguarding**

- Be aware of and comply with data protection and safeguarding responsibilities as outlined in the Trust's Staff Code of Conduct and related policies and procedures.

### **Other Duties**

- Any other duties that the Headteacher, EHT/ CEO/ Governing Body/ Trustees feel is commensurate with the post. Whilst every effort is made to explain the main duties and responsibilities of the post each individual task undertaken may not be identified.

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## Teaching Assistant Person Specification



Severn Bridges MAT

### Person Specification – Teaching Assistant Level 2



Criteria	Essential	Desirable
<b>Qualifications</b>	5 GCSE's or equivalent, including Maths and English  Level 2 Certificate in supporting Teaching and Learning or to have completed training of a similar standard	First Aid qualification  Makaton
<b>Work or relevant experience</b>	At least 2 years relevant experience working in an educational setting  Ability to plan and organise effectively  Ability to work with small groups or an individual pupil.	Some knowledge of classroom administration support
<b>Knowledge and understanding</b>	A good knowledge of school based education including child development	National learning strategies including Literacy and Numeracy  Non-school based support agencies

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## Teaching Assistant Person Specification – continued

<b>Skills and Abilities (relevant to post)</b>	Good communication skills and ability to relate well to children, staff and parents  Evidence of working well as part of a team  Good ICT skills or the willingness to update skills and undertake further training	Specialist skills, training or experience eg. <del>Art,Music,ICT, etc</del>
<b>Personal Qualities</b>	Ability to bring to the role, initiative, enthusiasm and commitment  Flexibility and reliability  Willingness to develop skills with further training	
<b>Special Conditions</b>	Willingness to undertake an enhanced Disclosure and Barring Service (DBS) check	