



Application Pack

Teaching Partner (part time)

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About us

At Wilbury Junior we provide a stimulating and caring environment, where everyone associated with the school is devoted to providing the very best opportunities for the children. The school has recently been graded as 'Good', with 'Outstanding personal development' by Ofsted. We have 360 places for pupils aged between seven and eleven years. Our school motto, underpins all aspects of school life:

Together Believe Achieve Shine

We work **together** in an inclusive and organised environment.

We **believe** in working in a respectful, tolerant and sustainable way.

We **achieve** by showing resilience in our approach to work and wellbeing.

We have the courage and confidence to **shine** as an individual and as a school community.

At Wilbury Junior, we can offer you:

- a friendly, welcoming and hardworking team.
- happy, enthusiastic children who want to learn.
- a positive learning environment.
- opportunities for career development within the school and the Trust
- a well resourced school.

For more information about the school, please visit our [website](#).

Wilbury Junior is part of the **Agora Learning Partnership Trust** (formerly the Herts for Learning Multi Academy Trust), which is an inclusive, collaborative and forward-looking Trust where we all work together, learn together and succeed together in order to give all of the children in our academies the best possible education and learning opportunities. The Agora Learning Partnership was founded in 2019 and now consists of 10 primary schools that benefit greatly from working collaboratively, providing help and support to one another. The relationship between the schools and the Central Team and Trustees is also deemed to be a strength of the organisation and the support offered by the Central Team is very much personalised to the individual needs of our schools. This enhances the provision at our schools, whilst enabling them to maintain their individual identities and the autonomy to deliver a curriculum that reflects their school communities and the needs of the children and young people that they serve. We believe this is the only way to achieve the very best educational standards within our schools and across our Trust – high standards that we continually strive for. For more information about the Trust, please visit their [website](#).

About the role and you

Wilbury Junior is looking to appoint a Teaching Assistant (who we like to refer to as a Teaching Partner) to work alongside qualified Teachers to provide support in the classroom for children, working 6 hours per day 5 days per week (30 hours per week) during term time only.

You will need to be able to work flexibly and use a variety of adapted strategies to meet the individual needs of the children. You will also have the ability to work with sensitive and confidential issues and information, as well as have excellent communication and organisational skills.



This is a highly rewarding role within a friendly, supportive and hardworking team, which is committed to the children.

Person Specification: Teaching Partner

ATTRIBUTES	ESSENTIAL	PREFERRED	SOURCE
Education / Qualifications	GCSE English (Level 4/Grade C or above) GCSE Mathematics (Level 4/Grade C or above)		Application form Certificates
Experience		Experience of working with children (paid, or volunteer work) Experience of working within the school environment.	Application form
Skills / Knowledge / Aptitude	Good communication and interpersonal skills. Good organisational and time management skills. Ability to work collaboratively with teachers and others. Ability to take responsibility and work with autonomy within set boundaries. Ability to use ICT.	Understanding of methods of teaching and learning. Knowledge of and ability to contribute to the planning and development of educational activities. Ability to use ICT to develop learning activities.	Application form Interview
Motivation	Willingness to undertake appropriate professional development. Commitment to equality and principles.		Application form Interview
Other	Ability to appropriately attend to pupils' personal needs (including social, health, hygiene, First Aid and welfare matters). Must be fluent in English, in accordance with the Immigration Act 2016.	Willingness to undertake First Aid training.	Application form Interview



Job Description: Teaching Assistant (H2)

Employment details

Job title:	Teaching Partner
Reports to:	Headteacher
Hours of work:	Part time
Level:	H2

Main 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 Responsibilities

1. Work with individuals or small groups of pupils in the classroom under the direct supervision of teaching staff and provide feedback to the teacher.
2. Support pupils to understand instructions support independent learning and inclusion of all pupils.
3. Support the teacher in behaviour management and keeping pupils on task.
4. Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate.
5. 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:

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

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

Job Context

- The job is one of a set of teaching assistant jobs whose evaluated pay grade is determined by the level of responsibilities.
- Work will follow the learning patterns appropriate to the school day and year group under the direction, guidance and direct supervision of the classroom teacher.
- Carries out allocated tasks under the supervision of a teacher, problems generally referred.

Knowledge, Skills & Abilities

- Working at or towards national occupational standards (NOS) in Supporting Teaching and Learning (core and relevant optional units as required) reflected in the level 2 NVQ and Level 2 certificate in supporting teaching and learning on the Qualification and Credit Framework or equivalent experience
- Carries out allocated tasks under the supervision of a teacher, problems generally referred.
- Communicates with pupils to support learning and development and encourage acceptable behaviour. Exchanges information with staff, parents/ carers.



- Knowledge and compliance with policies and procedures relevant to child protection and health and safety.
- Setting up and use of educational equipment and/or keyboard skills.

Supervision

- The jobholder will usually be managed by a member of the school's senior management team or by a more senior teaching assistant.
- Day to day direction/ supervision will usually come from the class teacher or individual covering the class in the absence of the class teacher.
- The post holder will follow detailed instructions and/or is closely supervised with little scope for discretion; problems are generally referred.
- Responsible for the supervision of practical learning activities of individuals or small groups of pupils under the direction of the teacher or other professional.
- The post holder will have no supervision responsibilities of other staff.
- The post holder may demonstrate own duties to new or less experienced staff.

Problems, Demands & Decisions

- Follows detailed instructions and/ or is closely supervised with little scope for discretion; problems are generally referred.
- Working with individuals or small groups of pupils requiring mental and sensory concentration; work is regularly interrupted although this does not normally require switching from one activity to another.
- Occasionally exposed to emotionally demanding behaviours and situations as a result of attending to pupils' personal needs and assisting with behaviour management

Dimensions

- May handle small amounts of cash e.g., for school visits.
- May be issued with a laptop where appropriate, other equipment in use will likely be for short term use to aid teaching and learning.
- Responsible for the careful and safe use equipment, such as play and standard ICT equipment.
- Will record basic pupil data.

Physical Effort

- Combination of standing, sitting or walking.
- Requirement for standing for long periods and/ or working in awkward positions e.g., sitting on low chairs.
- The job may involve lifting children, for example after falls or accidents.

Working Environment

- Some exposure to unpleasant conditions, including noise; outdoor working; verbal abuse.
- Some occasional support required to support pupils with toileting issues where nappies are being used.
- The job may include clearing up blood or other bodily fluids of children after accident or sudden illness.

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document must not be altered once it has been signed but it will be reviewed annually as part of the appraisal process or as appropriate.



Job Description: Teaching Assistant (H3)

Employment details

Job title:	Teaching Assistant
Reports to:	Headteacher
Hours of work:	Part time
Level:	H3

Main Purpose

To work with teachers to support teaching and learning by working with individuals or small groups of pupils under the direction of teaching staff and may be responsible for some learning activities within the overall teaching plan.

Key Responsibilities

1. Implement planned learning activities/ teaching programmes as agreed with the teacher, adjusting activities according to pupils' responses as appropriate.
2. Participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress and behaviour.
3. Support the teacher in monitoring, assessing and recording pupil progress/ activities.
4. Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher.
5. Support learning by arranging/ providing resources for lessons/ activities under the direction of the teacher.
6. Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate.
7. Share information about pupils with other staff, parents/ carers, internal and external agencies, as appropriate.
8. Understand and support independent learning and inclusion of all pupils as required.

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

1. Work with individual pupils with special educational needs.
2. Work with pupils for whom English is not their first language.
3. Assist in the development of individual development plans for pupils (such as Individual educational plans).
4. Support the work of volunteers and other teaching assistants in the classroom.
5. Support the use of ICT in the curriculum.
6. Invigilate exams and tests.
7. Assist in escorting and supervising pupils on educational visits and out of school activities.
8. Select, prepare and clear away classroom materials and learning areas ensuring they are available for use, including developing and presenting displays.
9. Support pupils in developing and implementing their own personal and social development.
10. Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence.
11. Monitor and manage stock and supplies for the classroom.

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

Job Context

- The job is one of a set of teaching assistant jobs whose evaluated pay grade is determined by the level of responsibilities.



- The jobholder is one of a team of teachers and assistants who support the learning of pupils. Flexibility by all staff is important in order to meet the varied needs of pupils.
- Work will follow the learning patterns appropriate to the school day and year group under the direction, guidance and direct supervision of the classroom teacher.
- Responsible for the supervision of practical learning activities of individuals or small groups of pupils under the direction of the teacher or other professional. Under guidance from the teacher provides feedback to pupils on attainment and progress.

Knowledge, Skills & Abilities

- Requires knowledge and procedures for supporting and leading learning activities.
- Requires knowledge and skills equivalent to NVQ level 2 in Supporting Teaching and Learning or have equivalent experience; may be working towards NVQ level 3 and/ or national occupational standards.
- Resolves problems in relation to providing learning activities. May contribute to planning of activities for the session, day or week.
- Communicates with pupils to promote learning, including assessing the impact of the communication on recipients and adjusting approach as necessary. Exchanges information with staff, parents/ carers.
- Knowledge and compliance with policies and procedures relevant to child protection and health and safety.
- Setting up and use of educational equipment and/ or keyboard skills

Supervision

- The jobholder will usually be managed by a member of the school's senior management team or by a more senior teaching assistant but may work with several teachers.
- Day to day direction/ supervision will usually come from the class teacher or individual covering the class in the absence of the class teacher to whom he/ she is assigned.
- The post holder will follow detailed instructions and/or is closely supervised with little scope for discretion; problems are generally referred.
- The post holder will have no supervision responsibilities of other staff.
- The post holder may demonstrate own duties to new or less experienced staff.

Problems, Demands & Decisions

- Follows detailed instructions and/ or is closely supervised with little scope for discretion; problems are generally referred.
- Working with individuals or groups of pupils requiring mental and sensory concentration; work is regularly interrupted as part of the normal working pattern.
- Occasionally exposed to emotionally demanding behaviours and situations as a result of attending to pupils' personal needs and assisting with behaviour management.
- May have demands arising from ongoing involvement with pupils with special educational needs

Dimensions

- May handle small amounts of cash e.g., for school visits.
- May be issued with a laptop where appropriate, other equipment in use will likely be for short term use to aid teaching and learning.
- Responsible for the careful and safe use equipment, such as play and standard ICT equipment.
- Will record basic pupil data.

Physical Effort

- Combination of standing, sitting or walking.
- Requirement for standing for long periods and/ or working in awkward positions e.g., sitting on low chairs.
- The job may involve lifting children, for example after falls or accidents.



Working Environment

- Some exposure to unpleasant conditions, including noise; outdoor working; verbal abuse.
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