



Orchard Park Community Primary School





TEACHING ASSISTANT POST INFORMATION FOR APPLICANTS

C O N T E N T S

Letter from Headteacher	3
The Appointment Process	5
Person Specification	6
Job Description	8
Equal Opportunities	10

Orchard Park Community Primary School

Dear Applicant, On behalf of the Governing Body for Orchard Park Community Primary School, I would like to thank you for your interest in applying for the post of teaching assistant.

We are looking for an enthusiastic and committed practitioner to join our hardworking and supportive staff team. We are looking for someone who is committed to supporting high quality teaching and learning opportunities across the school, alongside general tasks, to ensure the smooth running of our school.

This position is perfect for someone looking to work in a purposeful environment, where each day involves you making a difference. We need someone who will champion our children and work hard to ensure that pupils make strong progress through an enriched experience. We need someone with the ability to work closely with teachers and other TAs to ensure that children achieve their personal targets.

We are a school where:

- children and staff are happy and safe
- wellbeing pervades all that we do
- pupils are keen to learn and engaged well through remote learning
- staff are highly enthused and have a dogged in their determination to make a difference
- high standards are achieved and progress is strong
- there is a clearly articulated vision characterised by high expectations
- children know what effective learning looks like and aim to be the best they can be
- the curriculum is stimulating and engaging
- learning is meaningful and linked through a cross curricular approach
- teaching is driven through the excellent use of assessment tools
- parents and the community a valuable part of the learning journey
- staff enjoy their work and are highly supportive of each other
- all stakeholders are determined to ensure that the provision is outstanding.

We celebrated a successful OFSTED in March 2022. We were reaffirmed as a good school where children enjoy their learning. The report said “Pupils work hard to meet the high expectations set by the children.” We pride ourselves by the high expectations we hold. This enables pupils to make strong progress and be ready for the next stage of education. The inspector also noted our calm learning environment where the children are well behaved. In terms of SEND and the role of our support staff, the inspector said:

‘Pupils with special educational needs and/or disabilities (SEND) are supported to achieve well. Leaders are proactive and work closely with families and outside agencies to get the most appropriate advice. Pupils with SEND are supported in class using appropriate strategies by skilled adults. This ensures that these pupils can access the planned curriculum as fully as possible’.

Currently, we have 183 children on roll, including our nursery class. Our current staff team comprises of: the Headteacher, two Deputy Headteachers (job share), a non-class based Inclusion and Wellbeing Leader, a part time non class based SENCo, seven class teachers, eight teaching assistants and a nursery nurse.

As stakeholders, we define our purpose through the following mission statement:

A place where children are empowered to reach their full potential, with the highest possible aspirations and a passion for learning. With values and respect, our children are confident to move from our nurturing environment to explore and succeed in the wider world.

The Governing Body and staff are committed to a clear vision of an outstanding school at the heart of its community and are looking for a strong teaching assistant to provide high quality support. This will help ensure our vision becomes a reality.

This booklet gives you further details about our school and information about the appointment process.

If you would like any further information about the post, please do not hesitate to contact the school on 01223 438200. We would love to meet you and so visits are warmly welcomed.

I look forward to receiving your application.

Yours sincerely,



Mr Robert Fisher
Headteacher



STAFF TESTIMONALS

"Orchard Park has completely transformed the way I teach. I have had excellent opportunities to develop as a teacher through continual supportive CPD and challenge. Having excellent ICT resources, teaching at Orchard Park is fun and innovative. The children are keen to learn and a pleasure to teach".

"Working at Orchard Park has provided me with many fantastic opportunities. I was lucky enough to complete my initial teacher training and gain my QTS at the school. The support and guidance I have been given has allowed me to challenge myself and thrive in the teaching environment. The school is the heart of the community, the children are keen to learn and the staff are a great team!"

"I am keen to develop as an excellent class teacher and a school leader. Orchard Park has given me a number of opportunities to develop my leadership skills and I have thrived under my professional leadership coaching. My career is going from strength to strength which will be recognised by the national professional qualification I am undertaking".

"Orchard Park has given me many opportunities to develop my whole school leadership skills. My post has involved working strategically alongside the Headteacher and other stakeholders to lead school development priorities, as well as gaining a range of experience with whole school management."

"The encouragement and support I have received from both the senior leadership team, teaching staff alongside the entire school has been more than I could wish for."



THE POST

TEACHING ASSISTANT

The core aim of this role is to support teaching and learning. The position requires a degree of flexibility to adapt to evolving needs, including working to support children on a 1:1 basis, small group interventions and working across different age ranges.

HOURS: 8.45am to 3.15pm – term time only.

SALARY: SCP 5 - £25583 FTE

START DATE: ASAP

CLOSING DATE: Friday 6th February

INTERVIEWS: Week Beginning 9th February

Visits to the school are encouraged.



Orchard Park Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The appointment is subject to the receipt of satisfactory references and an enhanced DBS check.

TEACHING ASSISTANT – PERSON SPECIFICATION

Essential

- A commitment to the safeguarding of all pupils including the Prevent agenda.
- Experience of working with children with special needs in an educational setting.
- Has high expectations of self and others.
- Wants to work with children and have a positive impact on their learning.
- Is reliable, hardworking and prepared to go the 'extra mile' for our children.

- Ability to work as part of a team as well as being able to work independently.
- A commitment to improving practice through self-review and on-going professional development. Excellent interpersonal skills and the ability to communicate effectively, both orally and in writing.
- An ability to form positive relationships with all members of the school community.
- An understanding and commitment to school policies.
- An ability to promote, support and facilitate inclusion
- Maintain a stimulating and safe learning environment
- Use effective behaviour management strategies in line with school policy
- Ability to work under pressure and remain positive, enthusiastic and resilient.
- Adaptability to changing circumstances and new ideas.
- Flexibility
- Excellent organisational skills.

Desirable but not essential

- Experience of running interventions for literacy and/numeracy
- Experience of supporting a pupil with an Educational Health Care Plan
- Experience of working in EYFS, KS1 and KS2
- Knowledge of the primary curriculum.
- An understanding of issues affecting educational attainment.
- An understanding of a range of strategies to support pupil inclusion in the mainstream school.
- Ability to create a personalised work space to meet the needs of the named child.
- Able to contribute to effective assessment and planning
- Ability to adopt and modify plans to meet individual needs.
- Understands the value of play and opportunities for learning across a lunch time

ORCHARD PARK COMMUNITY PRIMARY SCHOOL

JOB DESCRIPTION

TEACHING ASSISTANT

Job Purpose

To support the class teacher and the school to facilitate the active participation of a named child who has special educational needs in the academic and social activities of the school.

To support the child so that the child is able to fully access the curriculum.

To contribute to raising standards of achievement for all pupils.

Support for the Child

In conjunction with the classroom teacher, adapt lessons to meet the needs of individual children and small groups.

Take responsibility for delivering learning activities with the named child and within small groups that include the named child

Establish and maintain supportive relationships with individual pupils, small groups and parents/carers to ensure they understand and can achieve the tasks.

Provide learning support to children with significant care needs, or where English is not their first language.

Encourage and promote inclusion in the classroom, ensuring the named child alongside others feels involved with tasks and activities.

Support for the Curriculum

Support the school curriculum, including literacy and numeracy activities.

Make effective use of ICT where it might be used to enrich pupil learning.

Provide targeted support to enhance learning and improve attainment.

- Assist in maintaining individual pupil records and contribute to reports on pupil progress and development as directed.
- Monitor and track progress and provide feedback to assist in developing targets for the named child
- Contribute to the planning and evaluation of work programmes for the named child
- Organise the learning environment and develop classroom resources to promote access and inclusion for the named child
- Contribute to the management of pupil behaviour, including anticipating and taking action to prevent potential problems arising.

Support for the School

- Develop and maintain effective working relationships with other staff and parents or carers.
- Contribute to the maintenance of a safe and healthy environment.
- Attend and actively participate in staff meetings as appropriate.
- Participate and support the professional development of other teaching assistants as required.
- Assist in facilitating school events, e.g. school plays, events.

<p>The school is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. The successful applicant will require an advanced CRB check.</p>
--

THE ORCHARD PARK DEVELOPMENT

Orchard Park is a major housing development on the northern fringe of Cambridge and is well positioned for easy access to the city centre as well as the A14 and the A10 leading to Newmarket, Huntingdon or Ely. Gallagher Estates lead the development consortium with a design brief to make the best use of available land in order to create a viable and sustainable community integrated into the local area.

The development consists of a broad range of housing types comprising of homes ranging from 1, 2, 3 and 4 bedrooms. Approximately 30% of the development is given to affordable housing, including key worker housing. The site is still being developed, with planning permission being submitted for unused land. There is a cohousing community upon the Orchard Park site. These 42 houses sit amongst a range of shared facilities to enable the residents to come together for regular shared community events.

Orchard Park is well served by existing and new public transport links, including buses and the Cambridgeshire Guided Busway, which will run along Kings' Hedges Road and borders the development. The street network is designed to promote a 20 mph speed limit, giving priority to promoting cycling, walking and public transport with an east-west pedestrian and cycling route through the site.

The development is arranged around a number of key open spaces, including a 'Circus', a 'Square' and the 'Park', with the last being where the school is built. There is a variety of on-site sports and recreational facilities, including a multi-functional hall and all-weather sports pitch on the land to the rear of the school site. Other community benefits include a new community centre and play areas set within easy reach of all houses.

There are many benefits in relation to working within the Orchard Park development. The commute into and out of school is stress free, due to a number of major routes that run past the school. The development is in easy reach of the city centre via the guided bus route. This also provides easy transportation to St Ives and many surrounding villages. Onsite parking is also available for all staff. Upon the development itself, there are a number of shops that offer lunch options. The local hotels are also available for coffee and refreshments.

Cambridgeshire County Council

Policy Statements on Equal Opportunities

The Council has issued five policy statements that must be observed at all times and are designed to promote equal opportunities in employment and to encourage applications from minority groups within the community.

At the moment, it is not unlawful to discriminate against candidates or employees on grounds of their age or sexual orientation. However, the Council has gone beyond its statutory obligations and has adopted its own policy to promote

equality of opportunity on these grounds. To contravene the Council's equal opportunities policies by acting in a discriminatory way is a disciplinary offence that may lead to disciplinary action.

Statement of Policy to Promote Sex Equality in Employment

This Council undertakes not to discriminate unlawfully, either directly or indirectly, against a job applicant or one of its own employees, on grounds of sex or marital status. All HR policies and procedures are administered so as not to discriminate between employees on the grounds of sex or marital status.

The only exceptions allowed by law are where sex is a genuine occupational qualification that determines selection for a particular job and where sex has to be taken account of as part of a programme of recruitment and training.

The Council requires all contractors to comply with the employment provisions of the Sex Discrimination Act 1975 and Equal Pay Act 1970.

The Council will monitor and review the effectiveness of this policy periodically. It is the duty of all those responsible for implementing the policy to give it full effect, in particular taking account of the Code of Practice issued by the Equal Opportunities Commission.

Statement of Policy to Promote Racial Equality of Opportunity in Employment

This Council's policy is to ensure that no job applicant or employee receives less favourable treatment by reason of race, nationality, colour or ethnic or national origin; and is not put at a disadvantage by the setting of qualifying conditions or requirements which have the effect of discrimination on racial or ethnic grounds.

All HR policies and procedures are administered so as not to discriminate between employees on grounds of racial or ethnic origin.

The main HR policies and procedures affected relate to recruitment, selection, payment, conditions of employment, training assessment, transfer, promotion, discipline, dismissal, and health, safety and welfare. The only exceptions allowed by law are where ethnic origin is a genuine occupational qualification that determines selection for a particular job and where ethnic origin has to be taken account of as part of a programme of recruitment and training.

The Council requires all contractors to comply with the employment provision of the Race Relations Act 1976.

The Council will monitor and review the effectiveness of this policy periodically. It is the duty of all those responsible for implementing the policy to give it full effect, in particular by taking account of the Code of Practice issued by the Commission for Racial Equality.

Statement of Policy to Promote Equality of Employment for Disabled Persons

The Council's policy recognises that while some disabled people are capable of performing the same job as able-bodied people, others may be limited, to a lesser or greater degree, by their disability in the work that they can perform, but this limitation may be considerably counterbalanced by the skills and effort that they can contribute. Therefore, in fulfilment of this recognition:

- in all arrangements for recruitment to vacancies, disabled people will be given full and fair consideration; (if appropriate the services of the local Disability Employment Adviser will be used);
- if necessary and practicable, reasonable adjustments will be made to job requirements to enable suitable disabled persons* to be employed, or a newly disabled employee to continue in employment;
- disabled employees will be given equal opportunity for training relevant to their current job, or for promotion, and will be given special training, if required, in order to have an equal chance of promotion.

The Council is a Disability Symbol User (AKA Green Tick) and as such undertakes to:

- guarantee an interview to all applicants with a disability who meet the minimum criteria;
- consult disabled employees regularly;
- retain employees, where appropriate, if they become disabled;
- improve knowledge/develop awareness of disability; and
- check progress and plan ahead.

Statement of Policy to Promote Equality of Employment on Grounds of Age

This Council has affirmed the policy not to discriminate on grounds of age in job recruitment and selection.

The Council has also recommended to the Government to amend the employment legislation to make it illegal to practise age discrimination in job recruitment and selection.

Statement of Policy to Promote Equality of Employment on Grounds of Sexual Orientation

This Council undertakes not to discriminate unlawfully, either directly or indirectly, against a job applicant or one of its own employees, on the grounds of sexual orientation.