

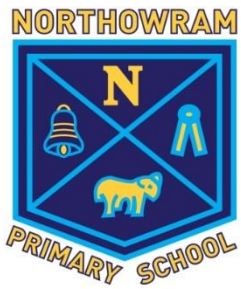
**Teaching Support Assistant**

**Applicant Pack**



# CONTENTS

	<b>PAGE</b>
<b>Welcome letter</b>	<b>3</b>
<b>Advertisement</b>	<b>4</b>
<b>Timeline/How to apply</b>	<b>5</b>
<b>Safer Recruitment</b>	<b>6</b>
<b>Policy Statement on the Recruitment of Ex-Offenders</b>	<b>7</b>
<b>Job Description</b>	<b>9</b>
<b>Person Specification</b>	<b>11</b>



## INSPIRING SUCCESS

## BEYOND EXPECTATION

Headteacher: Mrs Jane Scardifield

---

September 2021

Dear Applicant

Thank you for your enquiry regarding our current vacancy for a Teaching Support Assistant. The following documents are enclosed:

The following documents are enclosed:

- Application Form
  - Please ensure that this is fully completed, paying particular attention to the employment history section. The information given must be in the specified format, i.e. dd/mm/yy
  - When providing details of referees one must be your current or most recent employer. References will not be accepted from relatives or from people writing solely in the capacity of friends.
  - Please note that incomplete application forms will not be accepted.
- Application pack

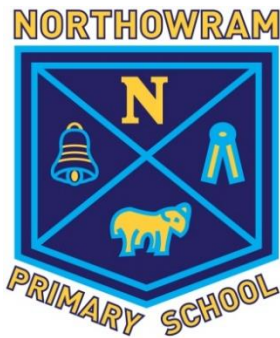
Visits to the school are warmly welcomed, if you would like to visit or require further information about the role please call the school on 01422 202704.

Northowram School is fully committed to safeguarding and promoting the welfare of its children and therefore we will carry out all relevant employment checks and ask that you complete a Disclosure & Barring Service form. We will also complete checks to ensure that you are not prohibited from teaching.

Thank you for your interest in this vacancy and I look forward to receiving your application.

Yours sincerely

Jane Scardifield  
Headteacher



Northowram Primary School  
Baxter Lane  
Northowram  
HX3 7EF  
Tel: 01422 202704

## Teaching Support Assistant

31hrs 15 mins per week, term time only – Fixed Term until August 2021

Mon – Fri 8:45 -3:30

Scale 3 (SCP 5-6) – Actual Salary £13,249 - £13,514

We are seeking to appoint a Teaching Support Assistant as soon as possible to work within Early Years in the first instance. We are looking for an enthusiastic and committed Teaching Support Assistant that will join our dedicated team. The ideal candidate will have experience of working in schools, supporting teachers and have knowledge of working with a variety of pupils including pupils with additional needs which is essential in the role.

The successful candidate will:

- Ability to work in all key stages
- Have excellent approaches to supporting the learning of pupils with additional needs
- Have the ability to support pupils in behaving positively
- Have a passion for educating children and young people
- Possess good inter-personal skills and have the ability to work collaboratively with pupils and teachers
- Demonstrate initiative and flexibility

In return we can offer:

- The opportunity to work in a large school with a dynamic and supportive ethos
- Well behaved, eager and enthusiastic pupils
- A friendly, hardworking and supportive team of staff
- Access to a variety of opportunities for continuous professional development

***Northowram School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake pre-employment checks including references from previous employers, confirmation of right to work in the UK and a DBS check.***

You can apply for this vacancy by downloading the application form and supporting documents from the Calderdale Council website [www.calderdale.gov.uk](http://www.calderdale.gov.uk) or from our website <https://northowram.calderdale.sch.uk/>

Visits to the school are warmly welcomed, if you would like to visit or require further information about the role please call the school on 01422 202704.

Please return your application form via e-mail: [recruitment@northowram.calderdale.sch.uk](mailto:recruitment@northowram.calderdale.sch.uk) or alternatively post to the school no later than **9am on Friday 15<sup>th</sup> October**. Late applications and CV's will not be accepted. Interviews will be held w/c 18<sup>th</sup> October.

## **Timeline**

Completed applications should be returned (via e-mail or hard copy) no later than 9am on Friday 15<sup>th</sup> October

## **Assessment/Interviews**

W/c 18<sup>th</sup> October

## **How to Apply**

Please complete the application form provided. The Personal Statement should be no longer than 2 sides of A4 and should address the selection criteria detailed in the person specification. Please note that any supplementary submissions in excess of these limits will be disregarded.

Prior to submitting an application, please check that you meet the essential criteria with regard to essential qualifications requested. If you are invited to interview you will be expected to bring your original educational certificates with you.

Please e-mail your completed application (subject heading: "Confidential – Teaching Assistant" to:

[recruitment@northowram.calderdale.sch.uk](mailto:recruitment@northowram.calderdale.sch.uk)

Applications will also be accepted by post.

If applying by post, please mark the envelope "Confidential – Teaching Assistant" and return to:

Northowram Primary School, Baxter Lane, Northowram, Halifax, HX3 7EF

## **Communication**

E-mail is our preferred method of communication. Candidates will receive all communication via their e-mail address and we would advise you to check your e-mails on a regular basis.

## **Acknowledgement of receipt of applications**

We do not acknowledge receipt of paper applications. Applications submitted on line will however, receive an acknowledgement upon request.

## **Shortlisted Candidates**

Shortlisted candidates will be contacted shortly after the closing date. If you do not hear from us within 4-6 weeks, please assume that on this occasion your application has been unsuccessful.

## Safer Recruitment

Safer recruitment practice aims to minimise the risk of appointing an individual who is unsuitable to work in a post where they will be in contact with children or vulnerable adults and could cause them harm. This school is fully committed to the principles of safer recruitment

Our selection processes observe best practice in selecting the appropriate candidate by ensuring equality of opportunity for all applicants whilst excluding any who may be unsuitable to work with our children. All candidates are expected to understand their own duties and responsibilities in regard to child protection and safeguarding with due relevance to the specific post advertised.

The Disclosure and Barring Service (DBS) helps employers to make safer recruitment decisions and to prevent unsuitable people from working with vulnerable groups, including children. It is a criminal offence to offer (or indeed to apply for, or to accept an offer of) employment in certain designated posts (those which involve working with children in what is defined as regulated activity) to a barred individual.

Accordingly, some or all (depending on the precise role) of the following steps will be taken as part of the recruitment processes:

- Confirmation of identity by sight of original official documents (Birth Certificate, Passport etc)
- Confirmation of professional qualifications (those required to fulfil the post) by sight of original documentation.
- Full scrutiny of employment history with clarification to be sought (from candidate or referees as appropriate) in the event of identified gaps or discrepancies.
- Satisfactory references – a minimum of two written references (one of which must be from most recent employer) will be taken up prior to interview.
- The identity of all referees must be open to verification.

In accordance with DBS regulations all candidates for relevant posts are required to provide details of any relevant unspent convictions. Additionally, for those posts involving “regulated activity”, all “spent” convictions must be disclosed under the Rehabilitation of Offenders Act 1974.

- A DBS check will be requested for appointments to all relevant posts.
- For those involved in “regulated activity” this will include an additional check of the Children’s Barred List.

Any conditional offer of employment will be made strictly subject to receipt of all required documentation (as specified) and satisfactory verification of all checks as above.

# Northowram Primary School

## Policy statement on the recruitment of ex-offenders

New legislation now requires all registered bodies and prospective employers to ensure that any applicants, subject to Disclosure and Barring Scheme (DBS) checks, who have a criminal record must not be unfairly discriminated against because of a conviction or other information revealed.

In addition registered bodies and employers who undertake Regulated Activity (Schools) must have a written policy on the recruitment of ex-offenders, a copy of which can be given to DBS applicants at the outset of the recruitment process.

As a Regulated Activity provider (RAP) all paid employees at Northowram Primary School provide regulated activity and are therefore subject to checks with the DBS.

This policy statement should be read alongside our Equal Opportunities policy.

### Policy Statement

As an organisation using the Disclosure and Barring Service (DBS) checking service to assess applicants' suitability for positions of trust, Northowram Primary School complies fully with the Code of Practice. We undertake not to discriminate unfairly against any subject of a DBS check on the basis of a conviction or other information revealed.

Northowram Primary School is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical / mental disability or offending background.

Northowram Primary School actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.

In relation to volunteers and contractors, we only request a DBS check after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned.

For those positions where a DBS check is required, all application forms, job adverts and recruitment briefs will contain a statement that a DBS check will be requested in the event of the individual being offered the position.

We encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent (under separate, confidential cover) to the Head teacher and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

We ensure that all those in our school who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance on the relevant legislation relating to the employment of ex-

offenders, e.g. the Rehabilitation of Offenders Act 1974 and know how to access advice and support e.g. from our HR service, registered body, the DBS, etc.

At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

We undertake to discuss any matter revealed in a DBS check with the person seeking the position before withdrawing a conditional offer of employment. This discussion and any subsequent risk assessment may be undertaken by senior leaders in school or by our HR service.



## **Job Description**

**POST TITLE:** Teaching Support Assistant

**GRADE:** Scale 3

### **PRIME OBJECTIVES OF THE POST**

To implement academic and social work programmes for identified individuals and groups both within the classroom and out of the classroom. To review progress and report back to staff involved.

To facilitate learning by planning, differentiating, implementing, delivering and evaluating identified programmes of work and support, in order to develop skills and ensure progression leading to attainment of potential.

### **RESPONSIBLE TO**

Class Teachers

Deputy Headteacher

### **MAIN DUTIES AND RESPONSIBILITIES**

1. To liaise closely with the SENCO, Headteacher and Deputy Headteacher to provide additional support to identified children or groups of children.
2. To plan, with the class teacher, intervention programmes.
3. To deliver planned intervention programmes to groups or individual children.
4. To work across the whole primary phase as directed.
5. To provide support for individual students or groups inside and outside the classroom to enable them to fully participate in activities.
6. To work with a wide range of abilities of children from those on the SEN register to Gifted and Talented children.
7. To encourage and motivate children to succeed, establishing productive working relationships with pupils, acting as a role model and setting high expectations.
8. To promote independence and employ strategies to recognise and reward achievement and self-reliance.
9. To encourage good standards of behaviour from pupils.
10. To follow the school's marking and feedback policy as required
11. To record pupils' achievements when required.
12. To maintain confidentiality.
13. To work with other professionals, such as speech and language therapists and occupational therapists, as necessary.
14. To support pupils with emotional or behavioural problems and help develop their social skills.

15. To participate in performance appraisal within school.
16. Attend team and staff meetings when necessary.
17. To promote positive values, attitudes and good pupil behaviour, dealing promptly with conflicts and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
18. To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
19. To participate in training and other learning activities offered by the school to further knowledge.

This is not a complete statement of all duties and responsibilities of this post. The post holder may be required to carry out any other duties as directed; the responsibility level of any other duties should not exceed those outlined above.

## Person Specification Teaching Support Assistant

### Note to Applicants:

The criteria highlighted as essential are the key requirements. You should pay particular attention to these areas and provide evidence of meeting them. Failure to do so may mean that you will not be invited for interview.

Achievement of criteria – key to identification

A = Application I = Interview E = Exercise R = Reference

<b>Knowledge &amp; Skills (including any relevant of required qualifications)</b>	<b>Essential</b>	<b>Desirable</b>	<b>How identified</b>
Grade C or above in GCSE Maths or equivalent qualification	✓		A
Grade C or above in GCSE English or equivalent qualification	✓		A
Excellent oral and written communication skills	✓		A/I/E
Proficient in the use of ICT (Microsoft Word, E-mail and Internet) to manage record keeping and production of resources	✓		A/E
Knowledge of behaviour management approaches	✓		A/I/R
Up to date knowledge of safeguarding responsibilities and practices	✓		A/I
First Aid training		✓	A
Other relevant childcare qualification		✓	A
Knowledge and commitment to equality of opportunity		✓	A/I
<b>Personal Development and Additional Learning</b>	<b>Essential</b>	<b>Desirable</b>	<b>How identified</b>
Evidence of professional development linked to Special Educational Needs (SEN) and behaviour management	✓		A
Evidence of other recent and relevant professional development		✓	A
<b>Experience</b>	<b>Essential</b>	<b>Desirable</b>	<b>How identified</b>
Experience and equipped in approaches to support learning with dyslexia	✓		
Experience of working with primary age children	✓		A/I/R
Successful experience of working with SEN pupils	✓		A/I/R
Successful experience of working with pupils with behavioural difficulties	✓		A/I/R
Experience of planning, delivering and evaluating interventions		✓	A/I/R
<b>Initiative</b>	<b>Essential</b>	<b>Desirable</b>	<b>How identified</b>
Ability to carefully supervise and direct groups of children within a quiet learning environment	✓		A/I/R
Ability to work independently	✓		A/I/R
Ability to manage a busy and varied timetable	✓		A/I/R
Respect for confidentiality	✓		A/I/R
<b>Circumstances</b>	<b>Essential</b>	<b>Desirable</b>	<b>How identified</b>
Willingness to attend regular training courses	✓		A
Willingness to attend meetings after school and on INSET days		✓	A