

Teaching Assistant 2A

Huncoat Primary School

Lynwood Road, Huncoat, Accrington, BB5 6LR

Start date: ASAP

July 2024



LET
EDUCATION
TRUST

AMBITIOUS | INCLUSIVE | RESILIENT



Welcome to **LET** Education Trust

Dear Colleague,

Thank you for showing an interest in a post at one of our schools. The LET Education Trust is a cross-phase multi-academy trust based in Lancashire with primary and secondary schools as members.



We believe that every child deserves the best education and we create opportunities and experiences for all of them to reach their potential. Building 'cultural capital' is vital for our pupils and this occurs from reception up to year 11 through trips, activities, projects, events and residentials, both at home and abroad. We are ambitious for our pupils, meaning we are always striving for excellence and supporting career aspirations through a culture of constant improvement.

Each of our schools is different and this is something we value and celebrate. The uniqueness of each school is emphasized and supported by strong central services and a school-centred and approachable central team. Most colleagues work in one school but some work across a range of schools where their skills and abilities are needed.

Collaboration is key for LET schools and at the forefront of this is staff development. Joint INSET days with keynote speakers, middle and senior leader training and subject links occur across and between schools and phases. To ensure consistency of approach and sharing of good practice we also have termly meetings for our Safeguarding Leads and our SENCOs, sharing this information is proving invaluable. School to school liaison around transition is also vitally important in ensuring our pupils arrive at secondary school with the necessary skills and helps ensure a smooth start to year 7.

One of the strengths of the LET Education Trust is school improvement, with a range of high-quality SLEs able to provide support where it is needed, both within and beyond the Trust. We also play a part Initial Teacher Training as part of our remit through Pennine Lancashire SCITT and the newly formed Embrace SCITT. We have successfully trained primary and secondary teachers over the last 10 years with a large number employed locally and within the LET Education Trust.

If you have the highest standards of professional endeavour, integrity and ethics and would like to be part of our MAT, I look forward to receiving your application. You can find out more about our Trust at www.let-edu.org

Best wishes
Steve Campbell
Chief Executive



LET
EDUCATION
TRUST

AMBITIOUS | INCLUSIVE | RESILIENT



Welcome to Huncoat Primary School

Dear Candidate,

Thank you for considering Huncoat as your next place to work. We are a family feel, welcoming school with high expectations and looking for a part time Teaching Assistant (TA) Level 2 to join our team. Are you calm with a friendly demeanour? Do you have experience working with primary aged children? Are you seeking to learn new skills in a supportive and vibrant environment? This could be the perfect opportunity for you!

We are looking for a TA2a to work across all age ranges. The right candidate will have good subject knowledge, good spoken and written English and IT skills. We are looking for someone to support children with self regulation/ attachment/ conflict and resolution/ trauma. We can offer support from our SENCO, our Family Support Worker. We want someone who will fit into our team and enjoy working with our children.

We offer lots of training to keep your skills and knowledge up to date and there are plenty of opportunities to network with other schools across the Trust, particularly the other primary school. You will be fully supported within your role and have the opportunity to work with highly skilled and long standing colleagues.

More information about our school can be found on our website: <https://www.huncoat.lancs.sch.uk/> where you can see our values and also our photographs of events. You can get a flavour of how we keep our children busy, from visits to Accrington Stanley's Football ground, residential trips to Hothersall Lodge to singing around the Huncoat Christmas tree along with supporting them to thrive within our well established curriculum. Our pupils make coming to work every day an absolute joy.

I welcome and encourage you to visit our school before applying, please call the office on 01254 233369 then we can make a mutually convenient arrangement.

I will look forward to receiving your application and good luck!

Thank you,
R Dickinson
Head Teacher



Contract Information

Grade: Grade 4, SCP 4-6 Salary £23,114 to £23,893 (Actual pro-rata salary £7,921 to £8,188)

Hours per week: 15, Term time only
12:30pm - 3:30pm

Contract type: Permanent

Start date: As soon as possible.
Following completion of an Enhanced DBS check (including barred list checks) and other safer recruitment checks.

Interview date: To be confirmed.

HOW TO APPLY

Please note that CVs will not be accepted.

Applications should be submitted using the form available on the LET Education Trust website along with a covering letter. Your application form and covering letter should be emailed to Mrs R Dickinson at head@huncoatprimaryschool.co.uk no later than Friday 6th September, 9am. The interview date is to be confirmed at a later date.



Each school in our Trust has a child safeguarding policy and procedure in place and is committed to safeguarding and promoting the welfare of all its pupils. Each pupil's welfare is of paramount importance to us and you are expected to share this commitment.

All staff will fully comply with the school's policies and procedures, attend appropriate training, inform the designated person of any concerns and record any potential safeguarding incidents appropriately. Any offer of employment will be made conditional upon a satisfactory enhanced DBS check and barred list check.

If you are shortlisted for the position you are applying for, you will be required to complete a self-declaration giving details of any relevant criminal offences and other relevant information relating to our safeguarding duty. If you are shortlisted for the position you are applying for, the recruiting officer will undertake an online search in accordance with the DFE's Keeping Children Safe in Education guidance.

Please be aware that references will be requested immediately after the shortlisted candidates have been selected to ensure they have been received prior to the interview. Personal email addresses will not be accepted for any referees and the recruiting officer will contact your employer to confirm your reference. If you have any queries or concerns about this please contact Mrs Dickinson.



JOB DESCRIPTION

Job Title	Teaching Assistant Level 2A		
Grade	4	Hours/week	15
Reporting to	Head Teacher		
Location	Huncoat Primary School		

Job Purpose

Under the teacher's clear guidance, in respect of their work with individuals or small groups, to support the education, personal and social development of pupils in the class including those with special needs and/or bilingual needs and to establish positive relationships with pupils and assist them to complete structured learning activities. The role would be to ensure pupils remain on task and to report progress to the teacher. In addition to the following duties, the post holder may be required to undertake any of the duties normally associated with a lower graded teaching assistant post.

Support for Pupils

- Under the clear guidance of the SENDCO/ Family Support Worker to implement structured learning activities and to assist individual/group of pupils to complete tasks.
- To undertake activities to assist in monitoring the personal social and emotional needs of pupils.
- To develop positive relationships with pupils to assist pupil progress and attainment.
- To assist in the devising of pupil's individual targets and their monitoring and review.
- Support pupils as part of a planned inclusion programme
- To assist in the development of varying skills that support pupils' learning.
- To assist in the specific medical/care needs of pupils when specific training has been undertaken.

Support for the Teacher

- To assist in the monitoring/recording of pupil progress and developmental needs.
- To assist in the production of learning resources.
- To undertake routine classroom administrative tasks including the maintenance of records.
- To assist in pupil supervision and assist in the management of pupil behaviour.
- To provide information to the class teacher to assist in the planning of work programmes.
- To liaise with the school's nominated person in respect of pupil absence.
- To assist with the arrangements for out of school learning activities including the administration of work experience.
- Administer routine tests, assist in the invigilation of exams and undertake routine marking of pupil's work.

Support for the School

- To assist in providing an atmosphere in which effective learning can take place.
- To support the promotion of positive relationships with parents, carers and outside agencies.
- To work within school policies and procedures.
- To attend staff training as appropriate.
- To take care for their own and other people's health and safety.
- To be aware of the confidential nature of issues related to home/pupil/teacher/school work.

Support for the Curriculum

- To assist the delivery of educational and developmental work programmes.
- To support the use of ICT in learning activities.

Equal Opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Attendance

Good attendance enhances the service delivered by schools, minimises staffing difficulties and ensures best value to the school. It is essential that applicants for positions in this school can evidence a previous satisfactory attendance record/commitment to sustaining regular attendance at work.



PERSON SPECIFICATION

Training and Qualifications		
	Essential or Desirable	Evidence
Recent participation in a range of relevant in-service training and Teaching Assistant Qualifications NVQ Level 2 or above (or equivalent).	Essential	Application
GCSE English and Maths Grade C+.	Essential	Application
Experience		
Experience of working with primary age children especially EYFS/KS1.	Essential	Application
Experience of working on self-regulation / resilience / empathy / conflict-resolution, attachment.	Desirable	Interview
Commitment to setting high standards and expectations.	Essential	Interview / Letter
Working with children who have a range of needs i.e. Autism/ EHCP/ Cognitive Needs/ Speech/ Visual impairment.	Desirable	Interview / Letter
Professional Knowledge and Understanding		
Excellent own personal Literacy Skills i.e. good grammatical recording/ correct English used / good spoken English.	Essential	Interview / Letter
Good own personal ICT Skills including email/ online intervention tools.	Desirable	Interview / Letter
Other Requirements		
A positive attitude with enthusiasm and drive.	Essential	Interview / Letter
The ability to work as part of a team achieving high standards.	Essential	Interview / Letter
Have high expectations for children's attainment and behaviour in line with our school policy.	Essential	Interview / Letter
Hold a first aid certificate or willing to do so.	Desirable / Essential	Application
Inclusion and Safeguarding		
Demonstrate an ability to personalise learning to support pupils with special needs.	Essential	Interview / Letter
Understand when to draw on the expertise of colleagues or outside agencies.	Essential	Interview / Letter
Be familiar with national and local safeguarding legislation.	Essential	Interview / Letter
Demonstrate commitment to equality and diversity.	Essential	Interview / Letter
Personal Attributes		
Good communication skills.	Essential	Interview / Letter
Personal impact and enthusiasm with a sense of humour.	Essential	Interview / Letter
Commitment and integrity	Essential	Interview / Letter
Willingness to support existing school policies and practices.	Essential	Interview / Letter
Willingness to commit to extra-curricular activities.	Essential	Interview / Letter
Confidential Reference and Reports		
References should provide a strong level of support for the relevant professional and personal knowledge, skills and abilities referred to above.	Essential	
Satisfactory enhanced DBS clearance.	Essential	