



Low Moor C. of E. Primary School

Aiming for Excellence

RECRUITMENT PACK S.E.N. SUPPORT ASSISTANT

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Closing date: Thursday 1st February at noon

Low Moor C. of E. Primary School



Aiming for Excellence

Dear Candidate,

Thank you for your interest in the vacancy at Low Moor C. of E. Primary School. I am delighted that you are considering joining our fantastic team of dedicated staff and hard-working pupils.

Low Moor Church of England Voluntary Controlled Primary School is part of the Diocese of Leeds family of schools. We are a two form entry, co-educational school for children aged 4 to 11 years.

Our school is a place in which everyone holds the highest expectations and ambition for themselves and for each other, a community in which adults and children work together, 'Aiming for Excellence' in all that we do.

The curriculum at Low Moor is exciting and engaging, with a vast array of opportunities for cross-curricular links and outdoor educational experiences. Our highly skilled team of teaching and support staff ensure that every child is well-supported and enabled to achieve their full potential. A range of high quality visits and visitors further enhance our children's learning.

Skills for learning permeate our work in school and through our 'Low Moor Learning Values', children are encouraged to develop characteristics that will ensure they are successful and competent, life-long learners.

In addition to providing an excellent education, our school is distinguished by its commitment to Christian worship and values, which includes respect for people of all faiths. These values are built into our ethos and this enables our children to develop and grow into confident and socially responsible young people.

We have very close links with both Holy Trinity and Aldersgate Methodist Churches and representatives from both these establishments lead worship in our school on a weekly basis. Our children attend Christian events throughout the course of the year.

Our governors, staff and pupils are extremely proud of the awards and accreditations we have achieved, which include, Investors in Pupils, Healthy Schools, Drug Charter and Basic Skills Awards and a judgement of 'outstanding' from both Ofsted (January 2012) and SIAMS (February 2017).

If you have any questions or would like to know more about our school, please contact the school office and we will arrange for the relevant person to answer any queries you may have.

Visits to our school are encouraged and you are warmly invited to contact the school office to make arrangements.

Yours sincerely,

Yvonne Broadbent
Headteacher

Park House Road, Low Moor, Bradford, BD12 0NN
Tel: 01274 600797, Fax: 01274 414066

Email: office@lowmoor.ngfl.ac.uk Website: www.lowmoor.bradford.sch.uk
Headteacher: Mrs Y.C. Broadbent



Low Moor C. of E. Primary School
Park House Road, Low Moor, Bradford, BD12 0NN

S.E.N. Support Assistant Band 5 SCP 13-17

27 ½ hours per week term time only

Low Moor C. of E. Primary School is an exciting, vibrant two form entry primary school, situated on the outskirts of Bradford. Located on the border of Calderdale, Kirklees and Leeds, our school is highly regarded within the community it serves.

Required for January 2018, an enthusiastic, committed S.E.N. support assistant to join our friendly, supportive school team. Experience of working in a school environment is desirable.

We are looking for a support assistant who:

- Can use their initiative and has high expectations;
- Has good literacy and numeracy skills;
- Has good interpersonal skills;
- Is committed to working effectively as part of a team.

We offer:

- A well-resourced, positive working environment;
- Well behaved children who are keen to learn;
- A dedicated, supportive and friendly school community and staff with the highest expectations and aspirations for children;
- A commitment to your continuing professional development;
- A forward thinking school with high standards.

A visit to the school, by appointment, is strongly recommended. Available viewing dates are **Monday 22nd January at 4.00pm** and **Wednesday 24th January at 9.30am**

Application forms and further details are available from the school website www.lowmoor.bradford.sch.uk or by contacting the school office manager, Mrs Lisa Bryan on (01274) 600797 or email: office@lowmoor.ngfl.ac.uk

Closing date: **Thursday 1st February at 12 noon**. Interviews will be held on Tuesday 6th February.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share in this commitment. All posts are subject to an enhanced DBS check and satisfactory references.

JOB DESCRIPTION - Teaching Assistant / SEN Support Assistant

The following information is provided to help those people considering joining Low Moor C. of E. Primary School to understand and appreciate the work content of their post and the role they are to play in the organisation. However, the following points should be noted:

- Whilst every endeavour has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings, therefore, may have been used below, in case all the usual associated routines are naturally included in the job description.
- TAs should not refuse to undertake work, which is not specified on this form, but they should record any additional duties they are required to perform and these will be taken into account when the post is reviewed.

1. PRIME OBJECTIVES OF THE POST:

- 1.1. To implement agreed work programmes with individuals/groups, in or out of the classroom.

2. SUPERVISION AND GUIDANCE:

- 2.1. To work under the guidance of teaching/senior staff and within an agreed system of supervision.

3. RANGE OF DECISION MAKING:

- 3.1. To make decisions using initiative where appropriate within established working practices.
- 3.2. The postholder will be expected to use good common sense and initiative in all matters relating to:
 - the conduct and behaviour of individuals, groups of pupils and whole classes
 - the correct use and care of materials by individual and small groups of pupils
 - the safety, mobility (if required) and hygiene and wellbeing of the pupils.

4. RESPONSIBILITY FOR ASSETS, MATERIALS ETC:

- 4.1. To maintain the confidential nature of information relating to the schools its pupils, parents and carers.
- 4.2. To be responsible for the care of all equipment and materials, within the
- 4.3. classroom/designated area of the school in conjunction with other members of staff.
- 4.4. The provision, use and storage of equipment and materials prepared by the postholder

- 4.5. and used by the children with whom the postholder is working.

5. CONTACTS:

Internal at all levels, Parents / Carers, Governors, Community Groups, Health, Social Services, Police, Local Education Authority, Education Bradford, Contractors, External Agencies.

6. RANGE OF DUTIES:

- 6.1. Support for pupils
- 6.2. Use curricular/learning skills/training/experience to support pupils
- 6.3. Establish productive working relationships with pupils, acting as a role model and setting high expectations
- 6.4. Promote the inclusion and acceptance of all pupils within the classroom
- 6.5. Encourage pupils to interact and work co-operatively with others and engage all pupils in activities
- 6.6. Promote independence and employ strategies to recognise and reward achievement of self-reliance
- 6.7. Provide feedback to pupils in relation to progress and achievement
- 6.8. Support pupils consistently whilst recognising and responding to their individual needs.
- 6.9. Support with continence needs.

7. SUPPORT FOR TEACHERS

- 7.1. Work with the teacher to establish an appropriate learning environment
- 7.2. Provide objective and accurate feedback and reports as required, to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence
- 7.3. Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested
- 7.4. 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
- 7.5. Liaise sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings with parents with, or as directed
- 7.6. Provide general clerical/admin. support e.g. administer coursework, produce worksheets for agreed activities etc.
- 7.7. Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives

8. SUPPORT FOR CURRICULUM

- 8.1. Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs
- 8.2. Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- 8.3. Undertake programmes linked to local and national learning strategies e.g. literacy, numeracy, early years recording achievement and progress and feeding back to the teacher.
- 8.4. Prepare, maintain and use equipment/ resources required to meet the lesson plans/relevant learning activity and assist pupils in their use.

9. SUPPORT FOR THE SCHOOL

- 9.1. 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.
- 9.2. Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- 9.3. Contribute to the overall ethos/work/aims of the school
- 9.4. Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils
- 9.5. Attend and participate in regular meetings
- 9.6. Participate in training and other learning activities as required
- 9.7. Supervise pupils on visits, trips and out of school activities as required
- 9.8. To support, uphold and contribute to the development of the Council's Equal Rights policies and practices in respect of both employment issues and the delivery of services to the community.
- 9.9. Recognise own strengths and areas of expertise and use these to advise and support others

PERSONNEL SPECIFICATION: Teaching Assistant / SEN Support Assistant - (Band 5 – Scale 13-17)

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
1. EXPERIENCE	<ul style="list-style-type: none"> • Experience of working with pupils of relevant age, assisting in their development. • Experience of working with pupils with additional educational needs, more-able, special educational needs. • Experience of working in the relevant discipline. • Experience of working as part of a team. 	<ul style="list-style-type: none"> • Experience of delivering specific intervention programmes. 	Application form & Selection process
2. QUALIFICATIONS	<ul style="list-style-type: none"> • GCSE English and mathematics at grade A*-C or equivalent • NVQ 2/3 for Teaching Assistants or equivalent qualification or experience • NVQ 2/3 in relevant discipline or equivalent qualification or experience. 	<ul style="list-style-type: none"> • Qualifications relating to post eg health, children, practical skills, first aid. 	Application form & Selection process. Certificates.
3. TRAINING	<ul style="list-style-type: none"> • Willingness to participate in development and training opportunities. • Training or willingness to undertake training in the relevant learning strategies e.g. literacy and/or in particular curriculum or learning area e.g. bi-lingual, sign language, dyslexia, ICT, maths, English, CACHE etc. • Evidence of previous personal development. 	<ul style="list-style-type: none"> • Health and Safety training as appropriate. • Awareness of safeguarding procedures • Awareness of 'Prevent' Duty. 	Application form & Selection process
4. SPECIAL KNOWLEDGE	<ul style="list-style-type: none"> • An understanding of the needs of a multicultural society. • An understanding of the issues relating to pupils who have additional learning needs, more-able and special educational needs. • Understanding of principles of child development and learning processes as appropriate. 	<ul style="list-style-type: none"> • Knowledge of school procedures. • Effective use of I.C.T packages. 	Application form & Selection process

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
	<ul style="list-style-type: none"> • Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation • Working knowledge of national/foundation stage curriculum and other relevant learning programmes/strategies. • Knowledge of Health and Safety requirements • Knowledge of Behaviour Management. 		
5. EQUALITY	<ul style="list-style-type: none"> • Candidates should indicate an acceptance of and commitment to the principles underlying the School's Equal Rights policies and practices. 		Selection process
6. DISPOSITION - ADJUSTMENT/ ATTITUDE	<ul style="list-style-type: none"> • Ability to relate well to pupils and adults. • Ability to work constructively as part of a team. • Ability to remain calm under pressure. • Good co-operative, interpersonal and listening skills. • A commitment to working with children of the relevant age. • Ability to understand classroom roles and responsibilities and your own position within these. • Flexibility and willingness to accept change. • Willingness to share knowledge, expertise and experience. • Ability to prioritise conflicting demands and pressures. • Ability to self-evaluate learning needs and actively seek learning opportunities. • Ability to work proactively and independently. • Approachable, courteous and able to present a positive image of the school to callers and visitors. • Maintain confidentiality in matters relating to the school, its pupils, parents and carers. 		Selection process

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
7. PRACTICAL & INTELLECTUAL SKILLS	<ul style="list-style-type: none"> • Strong numeracy/literacy skills. • Ability to use other relevant equipment / technology. • Ability to use ICT effectively in relation to the post. • Good organisational skills. • Ability to use relevant equipment / resources. 		Application form & Selection process
8. CIRCUMSTANCES - PERSONAL	<ul style="list-style-type: none"> • Will not require holiday leave during term time. • Must be legally entitled to work in the UK (Asylum and Immigration Act 1996). • No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable clients/finance (DBS check required). • If driving is a feature of this post – must be licensed and appropriately insured (e.g. business use) 		Selection process. Sight of appropriate documentation as specified in interview letter

