

# ROUNDSWELL COMMUNITY PRIMARY ACADEMY



Roundswell  
Community  
Primary  
Academy

Job Application Pack

**Job Position: Teaching Assistant**

To start as soon as possible



Roundswell  
Community  
Primary  
Academy

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## Welcome:

Thank you for your interest in applying for the post of Teaching Assistant for Roundswell Community Primary Academy.

Roundswell Community Primary Academy is a brand new school and we opened our doors in September 2020 to Nursery pupils (3 to 4 years of age) and pupils in the Reception Class. These children have started on a wonderful adventure together as they rise through the school to become Year 6 children.

With an internationally minded curriculum and a vision to deliver outstanding education, the school will introduce children to a world of opportunity. Through engaging pupils in an exciting, internationally-minded curriculum, we will enable children to have a modern outlook on the world, achieve high standards of learning and be secondary-ready.

Roundswell Community Primary Academy is part of a supportive and collaborative Multi-Academy Trust, the Tarka Learning Partnership, currently comprising of 1 secondary school, 7 primary schools, the teacher training organisation known as Devon Primary SCITT and the Devon Teaching School Partnership.

Our team and the number of children on roll is small. This in itself brings challenges and we will all be expected to 'wear many hats' and assume various responsibilities. Therefore, the ability to work as a strong team-player is absolutely essential, as is experience in assisting a teacher with mixed age Nursery / Early Years classes.

Further information regarding Roundswell Community Primary Academy can be found on our website. If you would like to find out more about the role please contact, Emma Stubbs, Business Manager, at [emma.stubbs@roundswell.tarkatrust.org.uk](mailto:emma.stubbs@roundswell.tarkatrust.org.uk).

Should you have the qualities, experience, skills and commitment to make a success of this challenging, yet exciting and no doubt rewarding role, helping to shape the future of a brand new school and the children within, then we would be delighted to hear from you.

## Advert:

Teaching Assistant – Grade C

Permanent, Part Time, 31.25 hours per week, 39 weeks per year. These hours are to be worked Monday to Friday all day.

Closing Date: Monday 24<sup>th</sup> January 2022 at 10am

Shortlisting Date: Monday 24<sup>th</sup> January 2022

Interview Date: Thursday 27<sup>th</sup> January 2022

Start Date: As soon as possible

Do you have the organisational skills to assist with this brand new school's Early Years provision?

We are looking for a **Teaching Assistant** who:

- Is calm, nurturing and open minded and can improve the outcomes for children;
- Can make the curriculum both exciting and enticing whilst personalising it to the individual needs of the child to overcome the barriers to learning;
- Shows commitment, enthusiasm and empathy whilst maintaining consistent behaviour management strategies;
- Has the ability and initiative to work with independence and is flexible to work as part of the school staff team and the wider community of professionals.

If you wish to discuss the post further or meet the Head Teacher, please contact Emma Stubbs, our Business Manager: [emma.stubbs@roundswell.tarkatrust.org.uk](mailto:emma.stubbs@roundswell.tarkatrust.org.uk)

This appointment is subject to safer recruitment procedures, receipt of satisfactory references and an enhanced DBS with Children's barred list clearance.

## Job Description:

**Job Title:** Teaching Assistant

**Salary Range:** Grade C - £18,933 rising to £19,698, pro rata for term time hours

**Hours:** 31.25 hours per week, 8:30am – 3.30pm 39 weeks per year

**Responsible to:** The Head Teacher

### 1 Job Purpose including main duties and responsibilities

- 1.1 To work 1:1, or with a group of children, with some of the children having special educational needs including an EHCP. To focus specifically on the children's needs, identified by the teacher and/or within the MyPlan / EHCP as required.
- 1.2 To assist with planning learning activities on a regular basis and also to deliver pre-determined learning, language, care and support programmes.
- 1.3 To implement literacy and numeracy programmes, enabling access to learning for pupils, either in a teacher's classroom or outside the main teaching area.
- 1.4 To use strategies, in liaison with the teacher, to support pupils in achieving learning goals (including demanding expectations) and to monitor pupils' responses accurately, recording progress.
- 1.5 To promote good behaviour, dealing promptly with incidents in line with established policy, encouraging pupils to take responsibility for their own behaviour. To promote self-esteem and independence.
- 1.6 To monitor children's progress against EYFS learning targets, the EHCP and MyPlan targets, keeping a record, if required, of significant incidents and progress made.
- 1.7 To attend and write a report for an annual review of EHC Plans and MyPlans as necessary.
- 1.8 To administer routine assessments and undertake routine marking of pupils' work as directed by the Teacher or EYFS Lead Practitioner.
- 1.9 To establish constructive relationships with parents/carers and where appropriate participate in feedback sessions with parents alongside the learning support teacher.
- 1.10.1 To report back to the EYFS Leader / EYFS Lead Practitioner as required, including feedback on pupils' achievement and any problems.

- 1.11 To attend relevant meetings as required and support the work of other professionals
- 1.12 To assist with the supervision of pupils outside lesson times as required.
- 1.13 To accompany teaching staff and pupils on visits, trips and out of school activities as requested.
- 1.14 To contribute to the overall ethos and aims of the school and promote inclusion and acceptance of all pupils. To attend to the welfare and personal care of pupils, including those with special educational needs.
- 1.15 To be aware of and comply with policies or procedures relating to Child Protection, Health and Safety, confidentiality, data protection and reporting all concerns to a relevant person.
- 1.16 To carry out whole school tasks, that support the organisation of the school, as directed by the Head Teacher or EYFS Leader. To assist in the preparation of materials e.g. duplicating/photocopying, making visual aids and in the efficiency of teaching areas in the school, e.g. display work, maintain a supportive learning environment.
- 1.17.1 To participate in the support staff appraisal process and attend relevant training courses.
- 1.18 To administer and assist in the administration of medicinal drugs to children following school procedures.

*This job description will be reviewed annually to reflect the plans, growth and development of the School.*

## Person Specification:

	Essential	Desirable
<b>Qualifications and Experience</b>		
<b>EDUCATION</b>	<ul style="list-style-type: none"> <li>English and Maths GCSE's Grade 4 / Grade C or above</li> <li>Relevant Level 2 qualification or above</li> <li>Willingness to participate in other/and or further development and training opportunities</li> </ul>	<ul style="list-style-type: none"> <li>Recent training relevant to the role</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>Worked or volunteered in an EYFS setting</li> <li>Experience of observing and supporting the learning of children in the EYFS</li> </ul>	
<b>Professional Knowledge</b>		
<b>EYFS</b>	<ul style="list-style-type: none"> <li>Understand how children develop and learn</li> <li>Have a clear understanding of the importance of safeguarding and keeping children safe</li> <li>Have confidence and strategies to promote positive behavior for learning</li> <li>Have an understanding of Special Educational Needs and Disabilities</li> <li>Knowledge of the requirements of the EYFS curriculum</li> </ul>	
<b>Professional Skills and Attributes</b>		
	<ul style="list-style-type: none"> <li>Ability to work flexibly as part of a team appreciating and supporting the role of others in the team</li> <li>Be able to promote the ethos and vision of the school</li> <li>Have commitment to professional growth and development</li> <li>Be able to use initiative</li> <li>Build and maintain positive</li> </ul>	

	<p>and nurturing relationships with children</p> <ul style="list-style-type: none"> <li>• Use IT confidently and be able to support its use in the classroom</li> <li>• Able to communicate confidently and effectively with both adults and children</li> <li>• Have a commitment to inclusion and equal opportunities</li> <li>• Have a commitment to and experience of safeguarding children</li> </ul>	
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Roundswell Community Primary Academy and the Tarka Learning Partnership are committed to safeguarding and promoting the welfare of all our pupils and expect all employees and volunteers to share this commitment. All posts are subject to an enhanced DBS check.



## Application, Interview & Selection

For an informal discussion about the post or for more information regarding Roundswell Community Primary Academy, please contact Kate Fairbrother, Head Teacher at [kate.fairbrother@roundswellprimary.devon.sch.uk](mailto:kate.fairbrother@roundswellprimary.devon.sch.uk)

You will be selected for interview entirely on the contents of your application, CV's **will not** be considered. Please read the Job Description and Person Specification carefully before you complete your form. Please ensure that your supporting statement provides concise and specific examples to demonstrate your achievements and skills addressing the specific criteria. For those candidates who are invited to interview this information will be explored further.

**Please ensure all supporting information is included in the Statement of Application section of the application form, additional documents will not be accepted.**

You are invited to complete the Equality and Diversity Monitoring Form at the end of the application form. The information on the form will be treated as confidential and used for statistical purposes. The form will not be treated as part of your application. Finally, please include your work, mobile and home telephone contact numbers and an e-mail address.

Please return application forms electronically to [emma.stubbs@roundswell.tarkatrust.org.uk](mailto:emma.stubbs@roundswell.tarkatrust.org.uk)

The closing date for this application is Monday 24<sup>th</sup> January 2022

## Recruitment Process:

Short-listed candidates will be invited to attend a selection process which will be held on Thursday 27<sup>th</sup> January 2022. Times to be confirmed.

All candidates must bring with them or email before the day the following documents

- Documentary evidence of the right to work in the UK
- Documentary evidence of identity that will satisfy DBS requirements such as current driving licence including a photograph and/or passport and/or full birth certificate
- Documentary proof of current name & address (i.e utility bill, financial statement etc)
- Where appropriate any documentation evidencing a change of name
- Documents confirming educational or professional qualifications that are necessary or relevant for the post

Please note that, if successful, originals of the above will be asked for.

We will seek references on shortlisted candidates and may approach previous employers for information to verify particular experience or qualification **before interview**. Any relevant issues arising from references will be taken up at interview.

In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours
- Attitudes to use of authority and maintaining discipline

Offers of employment are made subject to receipt of satisfactory references, medical fit for work clearance and receipt of enhanced DBS check.