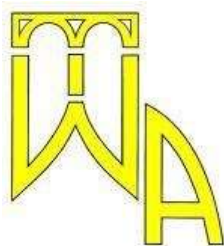




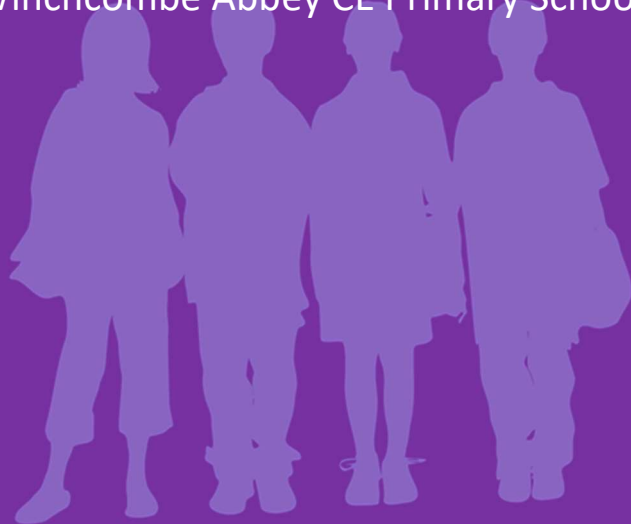
THE DIOCESE
OF GLOUCESTER
ACADEMIES TRUST
unlocking potential



Teaching Assistant (17.5 hours per week)
(optional role of 5 hours as MDSA in
addition)

Recruitment Pack

Winchcombe Abbey CE Primary School



Information for Teaching Assistant (SEND) Position

17.5 hours per week, grade 3-5 (dependent on experience)

Winchcombe Abbey CE Primary is 1.5 form entry School Our website will give you more information about our school and a flavour of what we are like. You can access it by logging on to: www.winchcombe-pri.gloucs.sch.uk

We are seeking an enthusiastic team player to become immersed in our whole school community. We have a strong reputation for our inclusive approach to learning and form lasting relationships with our families and wider community. We are proud of our ambitious curriculum, which has been designed to respond to the interests and needs of our children.

- Could you uphold our Christian Vision and values?
- Are you or do you have the drive to become an Outstanding Teaching Assistant?
- Do you have high expectations of the children in your care?
- Do you have the skills to work as part of a highly motivated team?

We can offer:

- A happy and successful Christian school focused on outstanding achievements for all pupils
- Motivated pupils with outstanding standards of behaviour
- Excellent opportunities for CPD
- Excellent and innovative teaching approaches
- A supportive and challenging multi academy trust
- A highly motivated, successful and caring staff team

This post is a fixed term contract linked to EHCP funding for a specific child. Therefore, if the child's level of support changes or the child leaves the school, the contract will be amended accordingly.

The Teaching Assistant hours will be Monday-Friday 8:35am – 11:50am and 1- 1.30 The post is term time only. There would be the option to add in 5 hours in a Midday supervisor role. – please specify on application if this would be of interest

If this sounds exciting, why not call and find out more about our school. Please book a telephone appointment through the school office. To apply please complete an application form available from the vacancy section of our website and submit by email to the office. admin@win.dgat.org.uk (CVs will not be accepted)

The closing date for applications is: Monday 15th July at 9.00 am
Interview: Wednesday 17th July 2024 (tbc)
Start date: Wednesday 4th September 2024

Winchcombe Abbey CE Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to do the same. Applicants will be subject to recruitment and selection procedures designed to ensure the safeguarding of its learners and staff. The procedures include questioning at interview stage, verification of appropriate qualifications, acquiring references, and necessary checks at each stage of the recruitment process. An enhanced DBS check is required for the successful candidate. [A copy of our Safeguarding and Child Protection Policy can be viewed by clicking here.](#)

Teaching Assistant Person Specification

	Essential	Desirable	Evidence (assessed at)
Qualifications and experience	<ul style="list-style-type: none"> • Previous experience working with children. • Education to secondary school level at least. • Knowledge and understanding of child development and children's and families' needs. • Understanding of special educational needs and disabilities 	<ul style="list-style-type: none"> • Previous experience working in a school setting. • Relevant qualification with regard to working with children, such as NVQ 	<p>A = Assessed at application I = Assessed at interview D = Assessed through supporting documents</p>
Organisation	<ul style="list-style-type: none"> • Ability to plan and organise. • Ability to recognise and identify problems. • Ability to record and pass on information accurately. 	<ul style="list-style-type: none"> • Ability to multitask and prioritise many roles/responsibilities. • Understanding of the importance of parental involvement. 	<p>A = Assessed at application I = Assessed at interview R = Assessed through references</p>
Disposition and attitudes	<ul style="list-style-type: none"> • Ability to build relationships and to work as part of a team. • A friendly, helpful, caring and flexible approach. • Open-mindedness and patience. • A commitment to equal opportunities. • Ability to maintain confidentiality in all school matters. • A professional attitude 	<ul style="list-style-type: none"> • High levels of self-confidence. • Ability to relate well to other professionals. 	<p>I = Assessed at interview R = Assessed through references</p>
Physical attributes and other circumstances	<ul style="list-style-type: none"> • Ability to physically fulfil the responsibilities of the post. • Willingness and ability to attend appropriate meetings and training. • Good personal presentation. • Excellent punctuality. • Good interpersonal skills especially when working with children, colleagues and parents/carers • Can establish good relationships with children and develop firm boundaries, whilst respecting their social and emotional needs • Supportive and keen to work as a part of a team • Will support and enhance the Christian vision and values of our school. 		<p>I = Assessed at interview R = Assessed through references</p>
Additional Requirements	<ul style="list-style-type: none"> • A DBS will be required prior to appointment • Good health and attendance record • Excellent and unequivocal references 	<ul style="list-style-type: none"> • Current driving licence and personal transport 	<p>R = Assessed through references D = Assessed through supporting documents</p>

Job Description - Teaching assistant SEND

Role

To be responsible for providing support across the curriculum for pupils with SEND, under the direction of the class teacher and /or SENDCO

Duties and responsibilities

Comply with the policies and procedures relating to safeguarding, child protection, health, safety and security, SEN/inclusion and data protection, reporting all concerns to the designated safeguarding lead

Contribute to the overall ethos, aims and work of the school

Set a good example in terms of dress, punctuality and attendance

Attend team meetings

Attend and participate in meetings and service training activities as required

Provide support for SEND pupils inside and outside of the classroom to enable them to access learning

To support the teacher in adapting resources to make them accessible for identified SEND pupils

To undertake routine feedback in line with school policy

To contribute to annual reviews for pupils who are subject to an EHCP as necessary and help monitor their progress

To be fully engaged with EHCPS for individual SEND pupils within the class.

To deliver specific targeted intervention programmes to meet the needs of SEND pupils as directed by the class teacher

To work collaboratively with other professionals, such as educational psychologists, ATS and other TAs as part of a professional team as necessary

To accompany teaching staff and SEND pupils on visits, and out of school activities as required within contracted hours and to take responsibility for pupils under the supervision of the teacher

To assist with carrying out risk assessments for activities undertaken by SEND pupils; ensuring their safety and wellbeing

Administrative duties

Prepare and present displays of pupils' work

Support class teachers in photocopying and other tasks to support teaching

Prepare and maintain resources for pupils with SEND, for example, visual timetables

Maintain a communication system, as required, with the parents/cares of SEND pupils, under the direction of the class teacher

Other duties

To administer basic first aid as required

Qualifications

NVQ or equivalent and/or proven experience of working with SEND children.