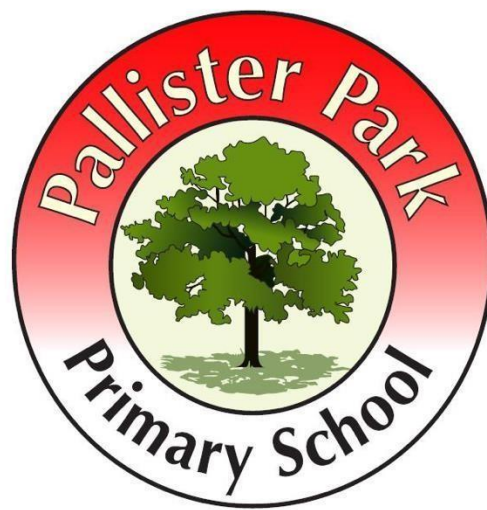


# Recruitment Pack



Teaching Assistant

May 2025



## Welcome from Our Children 1<sup>st</sup> MAT

Dear Applicant,

Thank you for your interest in joining our Trust. We are a single primary school serving over 600 children aged 2-11 years.

At Our Children 1st, we:

- Put children at the heart of everything we do
- Work hard to give every child the very best start
- Offer outstanding teaching, learning, and exceptional care
- Believe in fairness and equality of opportunity
- Ensure every child has the right to an excellent education

Enclosed in this pack you will find;

- Job Advert
- Job Description
- Person Specification
- Safeguarding Information
- How to apply

The job application form is a separate document for you to complete and return to us.

Thank you again for your interest in our post, and good luck with your application.

Kind regards,

Heather Adams

Head Teacher

[www.pallisterparkprimary.co.uk](http://www.pallisterparkprimary.co.uk)

## Job Advert

Full Time/Part-Time Position (Flexible Hours) - Term Time Only

<b>Post</b>	<b>Teaching Assistant</b>
<b>Grade</b>	Level 3
<b>Salary</b>	Pro-rated, 12 equal monthly instalments
<b>Hours</b>	Full Time/Part-Time Term time only
<b>Start Date</b>	ASAP – Sept 2025
<b>Contract Type</b>	Permanent

**Closing date for applications**

**Thursday - 5<sup>th</sup> June 2025**

**Interviews will take place w/c 9<sup>th</sup> June 2025**

## Advert

**Are you passionate about primary education and ready to join our vibrant school community?**

Join us in shaping young minds and creating bright futures at Pallister Park Primary School. We are seeing an enthusiastic Teaching Assistant to join our dedicated team working in either Key Stage 1 or 2.

### **Our School:**

At Pallister Park Primary, we pride ourselves on creating an environment where both children and staff thrive. Our commitment to being 'Ready, Respectful and Safe' underpins everything we do. We offer exciting learning opportunities that extend beyond the classroom, fostering a love for learning in our pupils while supporting our staff to develop and excel.

### **About the Role:**

- Support class teachers in delivering engaging, curriculum-based lessons
- Work with individuals and small groups to provide targeted learning support
- Adapt learning materials and approaches to meet individual needs
- On occasions provide one-to-one support for children with Education Health and Care Plans
- Support with the inclusion and emotional development of all children within the classroom and the wider school
- Foster independence, confidence and self-esteem in young learners
- Opportunity to occasionally support other year groups across our primary setting
- Contribute to a positive, supportive classroom environment
- Participate in playground supervision
- Engage in professional development opportunities

### **What We are Looking For:**

- Experience working with KS1 or KS2, particularly those with SEND
- NVQ 3 for Teaching Assistants, or equivalent qualification
- Understanding of child development and early years curriculum
- Ability to build positive relationships with children, staff and parents
- Flexibility and creativity in adapting approaches to meet individual pupil needs
- Strong communication skills
- Enthusiasm and creativity
- Commitment to inclusion, safeguarding and child welfare

### **What We Offer:**

- Term time working – school holidays off
- Supportive and friendly team environment
- Excellent professional development opportunities
- Engaged and encouraging leadership team
- Chance to be part of a school that goes beyond the classroom
- Exciting learning opportunities and experiences
- Excellent pension scheme (LGPS)
- Work-life balance with family-friendly hours
- Public sector job security

**Safeguarding:**

We are committed to safeguarding and promoting the welfare of children. The successful candidate will be required to undergo an enhanced DBS check.

**How to Apply:**

Please visit [www.pallisterparkprimary.co.uk](http://www.pallisterparkprimary.co.uk) to download an application pack or contact [pkrecruitment@oc1st.co.uk](mailto:pkrecruitment@oc1st.co.uk) for more information.

Pallister Park Primary School is committed to equal opportunities and welcomes applications from all sections of the community.

## Job Description

### TA Level 3 – Job Description

TA 3 - To work under the guidance of teaching/senior staff and within an agreed system of supervision, to implement agreed work programmes with individuals/groups, in or out of the classroom. This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting the teacher in the whole planning cycle and the management/preparation of resources. Staff may also supervise whole classes occasionally (e.g. During short-term absence of teacher) or for regular short periods with teacher's planning provided.

#### *SUPPORT FOR PUPILS*

- Use specialist (curricular/learning) skills/training/experience to support pupils
- Assist with the development and implementation of IEPs
- Establish productive working relationships with pupils, acting as a role model and setting high expectations
- Promote the inclusion and acceptance of all pupils within the classroom
- Support pupils consistently whilst recognising and responding to their individual needs
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities
- Promote independence and employ strategies to recognise and reward achievement of self-reliance
- Provide feedback to pupils in relation to progress and achievement

#### *SUPPORT FOR THE TEACHER*

- Work with the teacher to establish an appropriate learning environment
- Work with the teacher in lesson planning, evaluating, and adjusting lessons/work plans as appropriate
- Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives
- 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
- Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested
- Undertake marking of pupils' work and accurately record achievement/progress
- 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
- 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
- Administer and assess routine tests and invigilate exams/tests

- Provide general clerical/admin. support e.g. administer coursework, produce worksheets for agreed activities etc.

#### *SUPPORT FOR THE CURRICULUM*

- Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs
- Implement local and national learning strategies e.g. literacy, numeracy, early years and make effective use of opportunities provided by other learning activities to support the development of relevant skills
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- Help pupils to access learning activities through specialist support
- Determine the need for, prepare and maintain general and specialist equipment and resources

#### *SUPPORT FOR THE SCHOOL*

- 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
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils
- Attend and participate in regular meetings
- Participate in training and other learning activities as required
- Recognise own strengths and areas of expertise and use these to advise and support others
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
- Undertake planned supervision of pupils' out of school hours learning activities
- Supervise pupils on visits, trips and out of school activities as required

*The job holder may be required to undertake additional duties as could be required in exceptional or emergency situations.*

## Teaching Assistant Job Specification

<b>TA3 - Experience</b>	<ul style="list-style-type: none"> <li>• Experience working with children of relevant age</li> </ul>
<b>Qualifications/Training</b>	<ul style="list-style-type: none"> <li>• Very good numeracy/literacy skills</li> <li>• NVQ 3 for Teaching Assistants or equivalent qualification or experience</li> <li>• Training in the relevant strategies e.g. literacy and/or specific curriculum or specific learning area E.g. bi-lingual, sign language, dyslexia, ICT, maths, English, CACHE etc.</li> <li>• Appropriate first aid training</li> </ul>
<b>Knowledge/Skills</b>	<ul style="list-style-type: none"> <li>• Can use ICT effectively to support learning</li> <li>• Use of other equipment technology – video, photocopier</li> <li>• Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation</li> <li>• Working knowledge of national/foundation stage curriculum and other relevant learning programmes/strategies</li> <li>• Understanding of principles of child development and learning processes</li> <li>• Ability to self-evaluate learning needs and actively seek learning opportunities</li> <li>• Ability to relate well to children and adults</li> <li>• Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these</li> </ul>

### CRIMINAL RECORDS DECLARATIONS FORM

If you are unsure about how to answer the questions on this form, please **contact Nacro's Criminal Record Support Service on 0300 123 1999 or [helpline@nacro.org.uk](mailto:helpline@nacro.org.uk)**. All enquiries to this service are confidential. You will not be asked for any personal details, unless you want information or advice sent to you.

**Surname:**

**First name:**

**Do you have any unspent convictions or conditional cautions?**

**Yes                      No**

Do you have any spent adult cautions (simple or conditional) or convictions that are not 'protected' as by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended)?

**Yes                      No**

Do you have any unspent adult cautions (simple or conditional) or convictions that are not 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended)?

**Yes                      No**

If you have answered yes to either question, you now have two options for disclosing your criminal record.

**Option 1:** You can disclose your criminal record on a separate sheet if you mark a cross on the line below and attach the details in an envelope stapled to this form. The envelope should be marked CONFIDENTIAL and state your name and details of the post.

I have attached details of my conviction separately\_\_\_\_\_ (please mark with an X if appropriate.) **Option 2:** Please provide details in the space below.

### DECLARATION

I declare that the information provided on this form is correct. I understand that the declaration of a criminal record will not necessarily prevent me from being offered this role at Our Children 1<sup>st</sup> Academy Trust.

Print Name:

Date:

Please return this form to: Mrs Nicola Russell

### USERNAME REQUEST FORM

#### Online Background / Socials Checks

In accordance with Keeping Children Safe in Education 2023 guidance, we will conduct online background checks on all shortlisted candidates.

Please provide usernames or links to all your social media and professional profiles, such as:

Facebook

Twitter

LinkedIn

Personal Website or Blog

This information will allow us to complete necessary suitability safeguarding checks. Your details will be handled sensitively and deleted after the recruitment process ends, in compliance with GDPR (General Data Protection Regulations).

If you have any concerns about providing profile information, please contact us to discuss alternatives. We aim to carry out thorough candidate assessments while respecting privacy. Our top priority is keeping children safe.

WEBSITE	USERNAME
<i>Example: Facebook.com</i>	<i>Your username can be found by clicking the 3 dots next to edit profile and scrolling down to username link</i>
<i>Example: Instagram</i>	<i>John_smith1981</i>