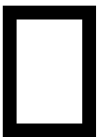




# Teaching Assistant 2024 Information and Application Pack





## Whaddon Church of England Primary School

---

### Teaching Assistants 2024 *Letter from the Headteacher*

Thank you for your interest in the Teaching Assistant role at Whaddon Church of England Primary School.

This is an opportunity for someone with the right ethos for education, pastoral care, and professional skills to be an integral part of our small school team.

Our aim is to be a school which provides an outstanding and meaningful education, a setting that is involved in our local community, a place where we can live our Christian values; which are the foundation for all of our decisions and all that we do for our community- enabling all associated with our school to flourish.

Our school is based in the heart of Whaddon Village, on the border of Milton Keynes. Our school is very small and we strive to maximise on the carefully crafted relationships with our children and provide a relevant, inspirational and high quality, curriculum, which is appropriate for all our learners, enhances life-skills and a passion for learning for life! We pride ourselves on our inclusive ethos and welcome everyone; irrespective of their ability, ethnicity, social background or faith.

The school opened as a first school, in 1811 and we have since grown to a primary school with mixed age classes up to year 6, since September 2023.

To see more information about the school please visit our website: [www.whaddon.bucks.sch.uk](http://www.whaddon.bucks.sch.uk)

We are recruiting a Teaching Assistant to join our Year 1 and 2 mixed age class. We need a Teaching Assistant who will demonstrate initiative, common sense and have a sense of humour. The role is to support the class teacher, general class and those pupils identified with special educational needs. Teaching Assistants at Whaddon C of E School are expected to work alongside our qualified teachers by supporting individual children, providing administrative and welfare support, taking small groups, supervising children at play or lunchtimes and other essential school related tasks.

TA roles will be reviewed each year, in line with the needs of the growing school, so there can be no guarantee of remaining in the same year group each year, although we do endeavour to keep successful teams together.

If you have any further questions, or if you would like to discuss the role further, please do not hesitate to contact us. Please use the school email address: [office@whaddon.bucks.sch.uk](mailto:office@whaddon.bucks.sch.uk)

Yours faithfully,  
Mrs. Sarah Prior  
Headteacher

## Whaddon Church of England Primary School Recruitment Advert

---

Location:	Whaddon
Closing date:	29 <sup>th</sup> November 2023
Start date:	As soon as possible, subject to notice period.
Contract type:	Permanent
Working hours:	Full Time (08.30 – 15.00, Monday to Friday, Term-Time, plus 5 training days)
Salary:	£16,824 to £21,879 per annum, <b>pro rata</b> (Bucks Pay Range 1.1 -2.2 (depending on skills and experience)

### The opportunity

This is an exciting opportunity for applicants with the right ethos, training, experience and skills to be a part of our dedicated small-school team.

### About us

Whaddon Church of England School is located in the heart of Whaddon village, a small village in the north of rural Buckinghamshire, on the border of Milton Keynes. The school is inclusive to all and provides a high quality, broad and rich curriculum, which is appropriate for children of all abilities, irrespective of their ethnicity, social background or faith.

For more information about the school, please visit our school website: <http://www.whaddon.bucks.sch.uk/>  
Or contact the Headteacher Sarah Prior, to arrange a visit.

### About the role

We are seeking to recruit a Teaching Assistant to support children in classes with specific needs with some one-to-one and small group interventions, and to support children's learning, in class.

All of our teaching assistants work alongside our qualified teachers to support learning – whether supporting individual children, providing administrative and welfare support, guiding small groups, supervising children during play or lunchtimes and other reasonable school related tasks. Outdoor learning is embedded into our curriculum offer and support during these sessions will be essential. "There is no such thing as bad weather, just the wrong clothes!"

### Other Information

Application forms and Information Packs are available from the school website under vacancies or by contacting the school on: [office@whaddon.bucks.sch.uk](mailto:office@whaddon.bucks.sch.uk)

Closing date: Wednesday 29<sup>th</sup> November 2023

Applications will be short listed upon receipt of application forms and interviews may be offered, before the closing date, so early submissions are advised.

Whaddon Church of England Primary School is committed to a vigilant safeguarding culture and promoting the welfare of children and young people and we expect all staff to share this commitment. The successful candidate will be required to undergo an enhanced DBS check. Any offer of employment is subject to receipt of satisfactory references.

# Whaddon Church of England Primary School Foundation Statement

---

## Vision

“Whatever you do, work at it with all of your heart.” Colossians 3:23 Compassion

“Do not conform to the pattern of this world, but be transformed by the renewing of your mind.” Romans 12:2 Wisdom

“Let us not become weary in doing good, for at the proper time we will reap a harvest if we do not give up.” Galatians 6:9  
Endurance

## Mission

To enable all to flourish by nurturing and celebrating their uniqueness, whilst providing the tools and opportunities to question, take measured risks and develop a love of learning; for life.

## Values

We adopt the following Christian Values as guiding principles:

Wisdom      Compassion      Endurance

## Aims

To be a **learning community** where:

- Each child is significant; noticed, valued, respected and cherished.
- Children are safe, enthusiastic, happy, engaged, courteous, and independent.
- Each child makes good or better progress, as a result of motivating and inspirational teaching.
- The teaching of phonics, reading, writing, communication and mathematics enables each child to make at least good rates of progress, from their starting point.
- Teachers plan challenging and enjoyable tasks based on accurate assessment of pupils’ prior skills, knowledge and understanding.
- Learning opportunities and knowledge acquisition, across the entire curriculum, is provided with an acute understanding of the needs and interests of the individual children in the school.

To be a **Christian community** where:

- Christian values are at the heart of school life and drive each decision we make.
- There is a strong link with the local Church.
- Spiritual development, as well as cultural, moral and social development, are integral to the learning experience in the school.
- All children and families - those of the Christian faith, those from faith backgrounds that are not Christian and those with no faith background - may understand more about our Christian values and faith whilst being free to make their own choices.

To be a **local community** where:

- The school is at the heart of the village and wider community, served by and serving that community.
- The school is fully inclusive, welcoming all sections of our community. We value and respect all cultures.
- We benefit from the diversity of the extended community around us.

## Whaddon Church of England Primary School Teaching Assistant Job Description

---

**Job Title:** Teaching Assistant  
**Work Location:** School Based  
**Reports To:** Headteacher and governor for the associated class  
**Salary Range:** Bucks Pay Range 1.1 -2.2 depending on level of experience

*Pro rata.*

### Job Purpose

- To work under the guidance of the class teacher to support teaching and learning in the classroom, including support for specific named children and groups of children.
- To provide general support to the class teacher in the management and organisation of the pupils and the classroom, and specifically for named children and groups of children.
- To assist the teacher in creating and maintaining a purposeful, inspiring, orderly and supportive learning environment
- To promote the inclusion of all pupils ensuring they have equal access to opportunities to learn and develop (including working 1:1 and with small groups, to support children with special educational needs)
- To be responsible for promoting the culture of vigilance for safeguarding the welfare of children and young people within the school.

### General Duties

#### 1. Classroom Preparation

Under the direction of the class teacher:

- 1.1 To prepare classroom and associated areas for use, includes preparing materials, and setting out equipment, apparatus. Clean and put away materials, equipment, and apparatus after use. Maintain a safe learning environment and associated areas.
- 1.2 To make up and maintain work/topic cards/sheets/books and other teaching aids. Prepare work and notices for display purposes. Assist with/arrange displays.

#### 2. Planning and Organisation

- 2.1 To discuss, and follow, the teacher's plan for the lesson/day/week/term.
- 2.2 To assist with the general management and organisation of children and resources/equipment which relate to the support of children.
- 2.3 To assist with the planning, organising and supervising of safe and meaningful educational visits and curriculum experiences.

### 3. Working with Children

3.1 To work with and support individuals or groups of children on specific activities set by the teacher, such as reading, writing, practical, creative, physical, recreational activities and environmental studies.

3.2 To assist with the supervision of children:

- Within classroom settings
- During school collective worship
- At break and lunch times
- On educational visits
- using the cloakroom/toilets
- changing before and after forest school activities and those not participating in an activity.
- Forest school activities (one afternoon per week)

3.3 To assist at meal times, as necessary.

3.4 To constructively help children to participate in activities by adapting and/or interpreting lessons and instructions to enable engagement and success.

3.6 Guide and assist the development of children's social behaviour, attitudes and skills as appropriate as a role model and through restorative conversations.

3.7 To assist, as directed, with the implementation of specific learning/ therapy packages.

### 4. Assessment of Children

4.1 The general observation and assessment of children, giving feedback to appropriate staff - as relevant, especially after interventions and small group activities that have taken place away from the whole class.

### 5. Care and Welfare

5.1 To administer support care/first aid, report injuries to appropriate authorities within the School, enter details in accident book, liaising with parents about any injuries or bumps received on the same day.

5.2 To care appropriately for children taken ill whilst at School and to inform/contact parents, once the Headteacher has been notified.

5.3 To ensure Health and Safety regulations are complied with at all times and any issues reported promptly to the Headteacher.

### 6. Housekeeping

6.1 To maintain lost property/second-hand clothing system.

6.2 To clean, maintain and undertake minor repairs of equipment.

7. Liaison with Other Staff, Parents, Multi-professional Services

7.1 To liaise with other members of staff, multi-professional services: Specialist Teachers, PRU staff, Educational Psychologists and parents.

8. Other Associated Activities

- To attend relevant courses and training days to develop experience and broaden awareness, expertise and skills.
- To undertake specific administrative tasks at the direction of the Headteacher.

9. To ensure that confidentiality is maintained at all times.

10. To promote the positive image of the School within the local community.

11. To participate in the School's appraisal process.

**In addition to the duties and tasks listed in the job description, the post holder will be expected to carry out duties as requested by the Head Teacher, which are reasonable, and without changing the general character of the role or level of responsibility entailed.**

## Teaching Assistant *Person Specification*

Qualifications and Training	<i>Essential</i>	<i>Desirable</i>
Education	A good level of secondary education including Maths and English GCSE or equivalent	Relevant Level 2 or 3 Teaching Assistant qualification, or higher or willingness to complete the course.
Professional Development	Willingness to undertake training and courses to improve their knowledge and skills	<p>Evidence of participation in school or setting based training and development</p> <p>Training/experience relating to Special Educational Needs (for example, Autistic Spectrum Disorder. Attention Deficit Disorder)</p> <p>Current First Aid Certificate or willingness to undertake the course and qualification</p> <p>Team Teach (or comparable physical intervention) training</p> <p>Awareness of Montessori approached and forest school ethos</p>
Experience	<i>Essential</i>	<i>Desirable</i>
School Experience	Experience of working in a school as a member of staff or volunteer	Experience as a Teaching Assistant in a school setting
Experience working with children	Experience of working alongside individual or groups of children	<p>Experience of working with children with Special Educational Needs</p> <p>Experience of working with children with Autistic Spectrum Disorder</p>
Essential Knowledge and Understanding		
An understanding of the needs of young children, including those with special educational needs		
Knowledge of child development and the ways in which children learn		
Understanding of the roles played by various adults in a child's education		
Knowledge of positive and restorative behaviour management strategies		
Understanding of the importance of equality of opportunity and safeguarding		



## Essential Skills, qualities and Attitudes

Effective communicator with children and adults

Good organisational skills

Able to work well as part of a team and to get on with people across a small team

Able to promote strong links with parents

Able to use ICT to enhance teaching and learning

Has good levels of reading, writing, speaking and listening skills: in English

Proven ability to relate well to children, and to know and treat each child as an individual

Flexible, consistent and approachable

Resilient and calm under pressure

Positive, enthusiastic and energetic approach to work

Commitment to one's own personal wellbeing, in particular the work-life balance

Able to support and promote the school's Christian values

Has drive and enthusiasm

Is able to consistently maintain complete confidentiality within professional responsibilities

Has the personal qualities of being enthusiastic, flexible, approachable, creative and perceptive – with common sense and initiative and a sense of humour!

Has a commitment to maintain a vigilant safeguarding culture and promoting the welfare of children and young people

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