

A truly unique opportunity – for a truly unique colleague...



Cambrai Primary School

Higher Level Teaching Assistant

Pay Scale: Grade G Scale Point 12 - 15 (£17,489 - £18,560 pro-rata)

Contract: 32.5 hours per week. Term Time Only plus 5 PD days. Fixed term contract until 31st December 2022

Required: 4th January 2022, or ASAP.

Are you looking for a once in a lifetime opportunity? Do you have a genuine desire to create something extraordinary for the children in our care? If so, Cambrai Primary School may just be looking for you...

Cambrai Primary School is a new school which opened in September 2019 and has now grown to three classes.

This key position will see you working across our school in all year three groups to provide excellent additional support where required, as well as cover for classes to release teachers to carry out additional duties. While this position is temporary, as the school grows there will be plenty of career opportunities.

Your practice, ethos and approach to school life will shape the lives of our children, the school we are building and the future staff that are appointed. As such, it is key that:

- ✿ you are an experienced and strong Early Years and Key Stage 1 professional who is confident in taking responsibility for classes of children under the direction of the class teacher;
- ✿ you love working with children; being able to forge positive relationships quickly and become a trusted adult during their time in school;
- ✿ you are kind. You lead by example and will embody our school motto: *'Growing good people – doing great things'*;
- ✿ you work well as team; as a small and growing school, we will all need to support each other across all aspects of the school so you will be happy to work together to make Cambrai an outstanding school.

If this sounds like you and a role that you would relish, please look carefully at the following materials and complete the application form.

The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The post is subject to a successful DBS clearance (certificate of disclosure form from the Disclosure and Barring Service) and pre-employment checks will be undertaken before an appointment is confirmed.

Further details are available from Mr Mark Dent, Executive Head Teacher of Cambrai Primary School. Please email: mdent@lingfieldeducationtrust.com or call 01748 503 130 for an informal discussion.

Please return completed applications directly to Miss Katie Ferguson, our Office Manager, at:
Cambrai Primary School,
Catterick Road,
Catterick Garrison,
North Yorkshire,
DL9 4BZ

Or email your application to: kferguson@lingfieldeducationtrust.com

Closing Date: Thursday 9th December 9am

Shortlisting: Friday 10th December

Interviews: Monday 13th December

Lingfield Education Trust



JOB DESCRIPTION

POST: Teaching Assistant Level 4	
GRADE: G Scale Point 12 - 15 (£17,489 - £18,560 pro-rata)	
RESPONSIBLE TO: Executive Head Teacher / Senior Management Team	
STAFF MANAGED: None	
JOB PURPOSE: To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision. This may involve planning, preparing and delivering learning activities for individuals/groups or short term for whole classes (i.e. PPA time) and monitoring pupils and assessing, recording and reporting on pupils' achievement, progress and development. Management of other teaching assistants including allocation and monitoring of work, appraisal and training	
ACCOUNTABILITIES / MAIN RESPONSIBILITIES	
Supporting the pupils by:	<ul style="list-style-type: none"> Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils' learning. Establish productive working relationships with pupils, acting as a role model and setting high expectations Encouraging acceptance and inclusion of the children with special needs and use appropriate skills to undertake those activities necessary to meet the physical, emotional and educational needs of individuals and groups of children, including those with special needs. Promote independence and employ strategies to recognise and reward achievement of self-reliance Develop and implement IEPs Encourage pupils to interact and work co-operatively with others and engage all pupils in activities. Provide feedback to pupils in relation to progress and achievement. Deliver learning activities to pupils within agreed system of supervision, adjusting activities according to pupil responses/needs. Deliver learning strategies e.g. literacy, numeracy and make effective use of opportunities provided by other learning activities to support the development of pupils' skills. Use ICT effectively to support learning activities and develop pupils' competence and independence in its use. Select and prepare resources necessary to lead learning activities, taking account of pupils' interests and language and cultural backgrounds. Advise on appropriate deployment and use of specialist aid/resources/equipment.
Support the teacher by:	<ul style="list-style-type: none"> Assisting teaching staff in the planning and delivery of work programmes for individuals and groups of children these programmes may be delivered in a supervised/ or unsupervised capacity. Taking responsibility for classes when the class teacher is away from the class for short term activities / events Supporting teaching staff in the carrying out of home visits and in the liaison with outside agencies.

	<ul style="list-style-type: none"> • Assisting the teaching staff in the smooth transition between educational phases. • Organise and manage appropriate learning environment and resources. • Within an agreed system of supervision, plan challenging teaching and learning objectives to evaluate and adjust lessons/work plans as appropriate. • Monitor and evaluate pupils' responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives. • Provide objective and accurate feedback and reports as required on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence • Undertaking marking of pupils' work and accurately record achievement/progress and contribute to raising achievement
Support the school by:	<ul style="list-style-type: none"> • Being aware of the school's policies and procedures. • Being aware of confidential issues linked to home/pupil/teacher/school work and to keep confidences as appropriate. • Attending relevant meetings as required. • Being a member of the school / unit management team. • Participating in training and other learning activities and performance development as required. • Assisting with the supervision of pupils out of lesson times, including before and after school and at lunchtimes. • Accompanying teaching staff and pupils on visits, trips and out of school activities as required. • Undertaking any other relevant duties commensurate with the grading of the post which from time to time may be required by the head teacher / senior teaching assistant. • Carrying out your duties with full regard to the School's / Council's Equality Policy and Race Equality Scheme. • Complying with Health and Safety policies, organisations statements and procedures, report any incidents/accidents/hazards and take proactive approach to health and safety matters in order to protect both yourself and others.
Safeguarding and Promoting the Welfare of Children/Young People	<ul style="list-style-type: none"> • Assist pupils with personal hygiene and welfare, including physical and medical needs, whilst encouraging independence. • Be responsible for promoting and safeguarding the welfare of pupils that you are responsible for and come into contact with, reporting concerns as appropriate.
Administration/Other	<ul style="list-style-type: none"> • Organise and manage an appropriate learning environment and resources. • Co-ordinate the activities of students entering the school for the purpose of work experience/ work placements. • Support the use of ICT to advance pupils' learning and use common ICT tools for own and pupils' learning. • Assist with administrative support e.g. dealing with correspondence, compilation/ analysis, reporting on attendance, exclusions etc., making phone calls. • Supervise and provide access arrangements for pupils sitting internal and external examinations, ensuring that examinations comply DFE requirements. • Under the guidance and supervision of a class teacher be responsible for marking the register when covering classes.

	<ul style="list-style-type: none"> Participate in training and appraisal.
Data Protection	<ul style="list-style-type: none"> To comply with Lingfield Education Trust's policies and supporting documentation in relation to GDPR - this includes Data Protection, Information Security and Confidentiality
Health & Safety	<ul style="list-style-type: none"> Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure. Work with colleagues and others to maintain health, safety and welfare within the working environment.
Equalities	<ul style="list-style-type: none"> Promote inclusion and acceptance of all pupils. Ensure services are delivered in accordance with the aims of the Equality Policy Statement. Develop own and team members understanding of equality issues.
Lingfield Education Trust	<ul style="list-style-type: none"> To comply with wider Trust policies and procedures as well as Health and Safety policies, organisation statements and procedures, report any incidents/accidents/hazards and take a pro-active approach to health and safety matters in order to protect both yourself and others. <p><i>These duties are neither exclusive nor exhaustive, and the post holder will be required to undertake other duties and responsibilities, which the Trust Board may determine.</i></p> <p>PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL SCHOOL POLICIES, INCLUDING THE NO SMOKING POLICY.</p> <p>The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.</p>
Date of Issue:	November 2021

THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS, INCLUDING A SATISFACTORY ENHANCED DBS CHECK BEFORE AN OFFER OF APPOINTMENT IS CONFIRMED. FOLLOWING APPOINTMENT, THE EMPLOYEE WILL BE SUBJECT TO RE-CHECKING AS REQUIRED FROM TIME TO TIME BY THE SCHOOL.

The post will be based in Cambrai Primary School however; the Trust reserves the right to require you to work at other schools in the Trust. As part of Lingfield Education Trust, there are exciting opportunities to work across the Trust and for career progression.

Essential upon appointment	Desirable on appointment (if not attained, development may be provided for successful candidate)
Knowledge <ul style="list-style-type: none"> • Good understanding of child/young people's development and learning processes – particularly Early Years. (AF, I, R) • Understanding of individual children and young peoples' needs (AF, I) • An understanding that children/Young people have differing needs and knowledge of inclusive practice (AF, I, R) • Understanding of how to cover classes, under the direction of teacher, for the purposes of PPA / short term absence (AF, I, R) 	<ul style="list-style-type: none"> • Knowledge of Behaviour Management techniques (AF, R, I) • Knowledge of Child Protection and Health & Safety legislations and procedures (AF, R, I)
Experience <ul style="list-style-type: none"> • Significant experience of working with children in an education setting, including Early Years (AF, I, R) • Significant experience of teaching classes of children, under the direction of a class teacher (AF, I, R) 	<ul style="list-style-type: none"> • Experience of delivering evidence based interventions that accelerate learning (AF, R, I) • Experience in a relevant specialism e.g. Art/Music/Sport (AF, R, I)
Occupational Skills <ul style="list-style-type: none"> • Demonstrable ICT skills and ability to use them as part of the learning process, or, the ability to develop ICT skills in a reasonable timeframe (AF, R) • Good written and verbal communication skills: able to communicate effectively and build good relationships with all teachers, children, young people, families and carers (AF, I, R, T) 	
Qualifications <ul style="list-style-type: none"> • Grade C English and maths at GCSE or equivalent (AF,C) • Relevant NVQ level 4 or foundation degree (AF, C) 	<ul style="list-style-type: none"> • Paediatric First Aid Training (AF, C)
Personal Qualities <ul style="list-style-type: none"> • Demonstrable interpersonal skills (I, R) • Ability to work successfully in a team (AF, I, R) • Able to exercise discretion and judgement (AF, I, R) • Confidentiality (AF, I, R) • Flexibility (AF, I, R) 	<ul style="list-style-type: none"> • Creativity (AF, T, I)

Essential upon appointment	Desirable on appointment (if not attained, development may be provided for successful candidate)
Other Requirements <ul style="list-style-type: none"> To be committed to the school's policies and ethos (AF, I, T) To be committed to Continuing Professional Development (AF, I, R) Motivation to work with children and young people (AF, R, I) Ability to form and maintain appropriate relationships and personal boundaries with children and young people (AF, R, I) Emotional resilience in working with challenging behaviours and attitudes (AF, R, I) Ability to use authority and maintaining discipline (AF, R, I) Enhanced DBS (D) The ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post (I) 	

Key – Stage identified	
AF	Application Form
C	Certificates
O	Observation
I	Interview
T	Task
R	References
D	DBS Disclosure

Issues arising from references will be taken up at interview, all appointments are subject to satisfactory reference

