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Job Application Pack

**Teaching Assistant (Level 2)**

**Required for ASAP**

Platt Bridge Community School & Nursery,

Rivington Avenue, Platt Bridge, Wigan WN2 5NG

**T.** 01942 487999 | **E.** enquiries@plattbridge.cfat.org.uk

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| Headteacher Welcome Letter |
| A person in a white shirt and tie  Description automatically generated  Dear Applicant,  Thank you for your interest in the position of **Teaching Assistant (Level 2)** to work at Platt Bridge Primary School and Nursery in Wigan.  At Platt Bridge Community School and Nursery, our vision is a simple one. We want to provide every child with the outstanding education they deserve, and we believe that we can best do this by working together, sharing resources and encouraging excellence as standard. We aim to ensure that every pupil develops as a confident, competent and well-rounded individual with the highest aspirations to be the best they possibly can be.  If you are a self-motivated individual with drive, inspiration and passion who can work collaboratively to provide the best experience for all pupils, staff, families and the communities that we serve, then we would welcome your application.  You’ll be joining a school team that offers:   * Pupils whose behaviour is excellent and who enjoy learning. * An exciting and caring environment in which to work. * A friendly and supportive staff who have high expectations of what can be achieved. * An ambitious and supportive leadership team with a clear vision for the school. * High quality support and professional opportunities. * A Board of Trustees who are extremely supportive of the sole purpose to attain the highest standards in all areas. * A genuine opportunity to make a difference.   Further details of the role are provided in the job advert, job description and person specification. This is an exciting and very rewarding role, and we look forward to receiving your application.  Yours faithfully  S Wallace  **Stephen Wallace**  **Headteacher** |

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| Job Advert |
| **Teaching Assistant (Level 2)**   |  |  | | --- | --- | | **Salary:** | **Grade 3** - £24,027 - £24,790 (pro-rata)  plus automatic enrolment into the Trust well-being Plan | | **Hours & working pattern:** | **30 hours per week** - 08:45 to 15:45 Monday to Friday (1 hour lunch break each day)  Term time + 1 additional week for inset and twilight training sessions set annually by the Head teacher (39 weeks per year) | | **Phase:** | Primary (age range 2 to 11) | | **Start Date:** | ASAP | | **Contract Type:** | Permanent following an initial six-month probationary period | | **Closing Date:** | **12 noon Monday 14th July 2025**  **Please note: Academy schools may hold interviews as and when applications are received, and this job may be withdrawn at any point without notice. With this in mind, you are encouraged to apply as early as possible.** |   We are seeking applications from exceptional individuals, with the highest aspirations and expectations for young people, to join our enthusiastic, dedicated and hardworking school team as a Teaching Assistant. Teaching Assistants are key positions within school, responsible for supporting the development of all pupils within their designated phase so that every child can leave school equipped for their next phase of education and to lead a happy and successful life.  The Teaching Assistant work under the instruction/guidance of teaching/senior staff to undertake work/care/support/classroom administration, to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching areas.  The desired candidate will be hardworking, honest, dependable and self-motivated in order to uphold the ethos, aims and values of our school.  **We are looking for applicants with:-**     * A L2 Teaching Assistant qualification as a minimum, with experience of working within a school; * A willingness to work across the 2-11 primary range; * Effective communication skills and a commitment to a collaborative team approach; * Excellent organisational skills; * Energy, loyalty, passion and integrity; * The desire and ability to provide a safe, caring, stimulating educational environment, both indoors and outdoors, at all times; * An ambition to develop yourself through directed and self-directed CPD; * High aspirations for all children, themselves and a desire to raise standards; * Experience of working with children of relevant age in a learning environment and with pupils with additional social and emotional needs.   For more information, please contact the school on 01942 487999.  We look forward to receiving your application.  **We are committed to rigorous safeguarding procedures and consistently promoting the welfare of children. All appointments will be subject to satisfactory Enhanced DBS Disclosures. Any offer of employment is subject to an enhanced criminal record with barred list check through the Disclosure and Barring Service (DBS), medical clearance, references and verification of your qualifications, satisfactory to the Trust.** |
| How to Apply |
| **Applications must be made online through our recruitment portal.** Please note we cannot accept CVs as part of our safer recruitment process.  Shortlisted candidates will be notified by e-mail of the interview arrangements. Please ensure your correct email address is provided on your application form.  We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment and adhere to the Trust’s Child Protection policies and procedures.  Any offer of employment is subject to a satisfactory enhanced criminal record with barred list through the Disclosure and Barring Service (DBS), medical clearance, references and verification of your qualifications satisfactory to the Trust.  In line with safer recruitment guidelines we will be taking up references in advance of the interview and will take them into account during the interview process.  Unfortunately, we are unable to notify candidates individually if they have not been successful with their application.  To all recruitment agencies: We do not accept unsolicited agency CVs. Please do not send unsolicited CVs to any of our job openings or to our employees. We will not be responsible for any fee(s) related to unsolicited CVs and succeeding any job opening or recruitment initiative.  **Please note: academy schools may hold interviews as and when applications are received, and this job may be withdrawn at any point without notice. With this in mind, you are encouraged to apply as early as possible.** |

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| Job Description | |
| **Teaching Assistant (Level 2)**   |  |  | | --- | --- | | **Job Purpose:** | To work under the instruction / guidance of teaching/senior staff to undertake work/care/support programmes, to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area.  Staff will be able and enthusiastic about working with a variety of professional disciplines and to put the child at the centre of their work. | | **Reporting to:** | Head teacher / SLT Liaison / Subject/Phase Leader / Classroom Teacher | | **Liaising with:** | Headteacher, SLT, teachers and support staff, Trust representatives, external agencies and parent/guardians. | | **Responsible for - Staff** | No line management responsibility. | | **Salary:** | Grade 3 (NJC SCP 3-5) | | **Working Hours:** | 08:45 to 15:45 Monday to Friday Term time plus one additional week | | **Disclosure level:** | Enhanced DBS with Barred list check | | **Support for Children** | | | * Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities * Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes * Establish constructive relationships with pupils and interact with them according to individual needs * Promote the inclusion and acceptance of all pupils * Encourage pupils to interact with others and engage in activities led by the teacher * Set challenging and demanding expectations and promote self-esteem and independence * Provide feedback to pupils in relation to progress and achievement under guidance of the teacher | | | **Support for Teachers** | | | * Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils’ work * Use strategies, in liaison with the teacher, to support pupils to achieve learning goals * Assist with the planning of learning activities * Monitor pupils’ responses to learning activities and accurately record achievement/progress as directed * Provide detailed and regular feedback to teachers on pupil’s achievement, progress, problems etc. * Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour * Establish constructive relationships with parents/carers * Administer routine tests and invigilate exams and undertake routine marking of pupils’ work * Provide clerical/administration support e.g. photocopying, typing, filing, money, pupil homework preparation etc. | | | **Support for the Curriculum** | | | * Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses * Undertake programmes linked to local and national learning strategies e.g. literacy, numeracy, KS1/2, early years and recording achievement and progress and feeding back to the teacher * Support the use of ICT in learning activities and develop pupils’ competence and independence in its use * Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use. | | | **Support for School** | | | * 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 * Appreciate and support the role of other professionals * Attend and participate in relevant meetings as required * Participate in training and other learning activities and performance development as required * Assist with the supervision of pupils in non-teaching times, including before and after school and at lunchtime * Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher | | | **Quality Assurance** | | | * Help implement School and Trust quality assurance procedures and to adhere to those. * Contribute to the process of monitoring and evaluation of the curriculum area/department in line with agreed school procedures, including evaluation against quality standards and performance criteria. To seek/implement modification and improvement where required. | | | **Performance Management & Professional Development** | | | * Engage actively with the annual performance management review process, in accordance with the Trust’s policy. * Take a shared responsibility for your own continuing professional development by participating in a range of appropriate professional development opportunities. * Ensure colleagues receive information and feedback on professional development activities undertaken. * Take part in the Trust’s staff development programme by participating in arrangements for further training and professional development. | | | **Communication and Liaison** | | | * Maintain appropriate records and provide relevant accurate and up to date information for MIS, registers, etc. * Complete any relevant documentation to assist in the tracking of pupils’ progress and use information to inform teaching and learning. * Co-operate with others to ensure sharing and effective use of resources to benefit the children, school or wider trust. | | | **Data Protection** | | | The Trust holds information about pupils, local residents and employees, amongst others. Everyone who works for or represents the trust must protect the personal data that they use, and be aware of their obligations under the General Data Protection Regulation (GDPR). The use of personal data must be fair, legal and proportionate. All staff must undergo mandatory data protection training applicable to their job role. | | | **Health & Safety** | | | * To undertake all appropriate health and safety training specific to your service area. * To effectively and proactively implement health and safety legislation and good practice, including office, individual and DSE risk assessments, taking into consideration disabilities and specialist equipment required to enable staff to undertake their daily duties. | | | **Signatures** | | | The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.  This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and salary.  Date: 28th February 2025 | | | |
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| Person Specification / Selection Criteria |

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**Candidates failing to meet any of the essential criteria will automatically be excluded**

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| **Selection Criteria** | **Essential** | **Source \*** |
| **Qualifications** | | |
| * To be qualified to NVQ level 2 or working towards NVQ3 * Basic level of literacy and numeracy * Willingness to undertake further relevant teaching assistant training * Willingness to undertake basic first aid and paediatric first aid training * Willingness to participate in development and training opportunities | ✓ | A |
| * Completion of DfE Teacher Assistant Programme – L2 * Desirable to have a University Degree |  | A |
| **Experience** | | |
| * Experience of working as a Teaching Assistant in a school setting * Experience of working with or caring for children of relevant age * Recent experience in raising pupils’ attainment | ✓ | A R |
| ✓ | A R I |
| * To have experience of working with SEN pupils and to have become skilled in dealing with particular areas of special need though attending training provided by Local Authority and other providers of specialist training |  | A |
| **Knowledge** | | |
| * Sound knowledge of the literacy / numeracy KS1/2 / Foundation Stage strategies and a good overview of Key Stage relevant curriculum * Sound knowledge of one or more areas of special need (depending on setting) and Code of Practice for SEN * Sound knowledge of the causes and patterns of poor behaviour and strategies to address these * Sound knowledge of child development and how children learn and how to create and maximise learning opportunities. * Appropriate knowledge of first aid * Knowledge of statutory policies and procedures relevant to schools * To have some knowledge of NC requirements, especially literacy, numeracy and PSHE. | ✓ | A R I |
| **Skills & Ability** | | |
| * Good numeracy/literacy skills * Ability to effectively use ICT (laptop/PC, iPad, video, photocopier, etc) to support learning and for administration purposes * To have good inter-personal relationships and ability to relate well to children and adults * Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these * To have supported pupils through intervention programmes * Ability to self-evaluate learning needs and actively seek learning opportunities. | ✓ | A R |
| * Understand the diverse nature of British society and the local community |  | A I |

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| **SEN Work** | | |
| TAs appointed to jobs carrying school based responsibilities must be prepared to carry out duties that include:   * Dealing with behaviour/emotional needs * Dealing with physical, care and personal needs, including lifting and handling * Support sensory needs * Attend appropriate in service training as required to address the additional needs of the pupils * Communicate with parents/carers and other professionals around SEN issues/ needs * Be aware that the job may require TAs to work in difficult and challenging conditions arising from anti-social, difficult behaviour or medical conditions | ✓ | I |
| **Application** | | |
| Accurate completion of the school designated application form | ✓ | A |
| Information in application which addresses person specification | ✓ | A |
| Technically accurate in terms of spelling, punctuation and grammar | ✓ | A |
| Legally entitled to work in the UK | ✓ | A |