



Teaching Assistant

TA – 1 year temporary contract

Recruitment Information Pack

Hunslet Carr Primary School

Woodhouse Hill Road, Leeds, LS10 2DN

Contents

| | |
|-----------------------------------|--------|
| Welcome from the Headteacher | 3 |
| About Hunslet Carr Primary School | 4 |
| Application process | 5 |
| Job Description | 6 - 8 |
| Person Specification | 9 - 10 |

Dear applicant,

Allow me to extend a warm welcome from all governors, staff and children of Hunslet Carr Primary School.

With around 450 pupils on our roll, we are a large primary school based in the Hunslet area of South Leeds. Over many years, through the dedication of teachers and staff we have developed an ethos where every single one of our children matters and is inspired to fulfil their potential.

The office blocks of Leeds are visible from our classrooms and it is our belief and desire that children from Hunslet Carr Primary School should be able to grow up and be successful within their own city. We want our children to aspire to be the lawyers, doctors and professionals that work in our city every day and to give them experiences to inspire their self-belief.

The key to ensuring our children succeed both while pupils at the school and in the future is having a caring, stimulating and stable environment in which to enjoy their early years. We work hard to ensure the school allows our pupils to grow in to happy, caring members of the community.

The community we serve has changed enormously in recent years and this is reflected in the diverse range of cultures and backgrounds our children represent. This diversity produces a rewarding set of challenges that make our school almost unique in the local area.

It is regularly commented by visitors that our school has a warm inviting atmosphere. Our children display excellent behaviour in the classroom enabling them to maximise their learning

In recent years enormous strides have been made to increase learning standards. The proportion of our children eligible for pupil premium is well above average and our creative teachers continue to develop forward thinking ideas ensuring our children receive the highest standard of education.

This hard work has seen results improve consistently in Key Stage 1 and our challenge now is to maintain these improvements in lower school while ensuring these standards continue in Key Stage 2.

In our most recent Ofsted Inspection, the inspection found we are a Good school and that how we help children develop as successful members of the community was Outstanding. It was so pleasing that the inspectors saw this for themselves and have shared it in their report

High Expectations

The report recognises that “Leaders are passionate about raising aspirations for the children in their care.”

Caring

The inspectors were struck by the level of care we have for the children and families who attend the school. They noted how “Children are nurtured from the moment they step into this school community.”

Positive Attitudes

Over the two days, we demonstrated time and time again that, “This school lives out its motto that ‘Impossible is Nothing’.”

Successful

It was noted that as a school, we have a clear vision for what children will need to be successful when they grow up and that the staff “deliver this offer with credibility & compassion through their thoughtfully designed curriculum.”

Everybody associated with Hunslet Carr is extremely proud of what we achieve everyday together with our children and I hope that you will take the time to come and see our school and experience for yourself the warm and welcoming atmosphere that we have developed.

Good luck with your application.

Martin Lumb
Headteacher

About Hunslet Carr Primary School

Hunslet Carr is a large city primary school with 450 children on roll. The original school buildings date from 1875 and were refurbished and remodelled in 1993. We have tried to keep the character and beauty of the traditional structure while modernising the classroom environments.

We serve an area of social deprivation where 43% of pupils are eligible for free school meals and 52% receive Pupil Premium.

Teachers are determined to provide the best quality education possible. The curriculum provides pupils with many interesting opportunities to learn and encourages them to think carefully about their own lives and those of others. Pupils behave well, show enthusiasm for learning and take pride in what they are able to achieve. Pupils attend regularly because they enjoy school and feel well cared for by staff.

The school pays close attention to pupil's personal development so that they will grow into independent, sensible and responsible young people. At the heart of the school is a strong desire to do the very best for all pupils. Leaders, managers and governors are constantly looking for ways to make achievement and teaching even better. Consequently the school is continually improving.

The school enjoys support from parents and the local community as well as the governors, who are very supportive of the schools effort in raising achievement and maintaining a good standard of behaviour.

Please feel free to view the following links for more information:

<http://hunsletcarr.co.uk/>

<https://www.hunsletcarr.co.uk/our-latest-ofsted-inspection.html>

Application Process

Closing Date: Friday 10th May 2024
Shortlisting: Monday 13th May 2024
Interviews: Thursday 23rd May 2024

Completed applications must be returned to Hayley Stewart ideally by email to hayley.stewart@hunsletcarr.co.uk

If you think you're the person for the job, please complete the enclosed application form with a covering letter - no more than one side of A4 - and send to the email address above by the closing date.

An email will be sent to shortlisted candidates with details of the interview process. If you have not heard from us within a week of the closing date, please assume your application has been unsuccessful.

Queries

Visits are warmly welcome. Please contact Hayley Stewart (School Business Manager) at on 0113 2713804 or by email at hayley.stewart@hunsletcarr.co.uk to arrange a suitable time.

JOB DESCRIPTION

Hunslet Carr Primary School

| Post Title | Grade | Post Ref |
|--------------------|---------------------------|--------------------|
| Teaching Assistant | Level 2 B3 Pt 4 - 6 | Teaching Assistant |

Post(s) to which directly responsible

Immediate Line Manager

Post(s) for which directly responsible

Purpose of job

The Headteacher and Governors are seeking to appoint an enthusiastic, highly effective Teaching Assistant to join our friendly, passionate and highly successful school. The applicants will join our team and must have relevant experience and a strong commitment to working with children who need support so that they can reach their full potential

The Job Description should be read alongside the range of professional standards for Teaching Assistants. The postholder will be expected to undertake duties in line with the Standards for Teaching Assistants and uphold these standards.

Duties and Responsibilities

- To attend to the pupils' personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid, after training and welfare matters
- To supervise and support all pupils ensuring their safety and access to learning
- To establish good relationships with all pupils, acting as a role model and being aware of and responding appropriately to individual needs.
- To promote the inclusion and acceptance of all pupils, including one to one support when directed by the class teacher.
- To encourage pupils to interact with others and engage in activities led by the teacher
- To encourage pupils to act independently as appropriate
- To prepare the classroom as directed for lessons, clear afterwards and assist with the display of pupils' work.

- To be aware of pupil problems/progress/achievements and report to the teacher as agreed.
- To undertake pupil record keeping as requested
- To support the teacher in managing pupil behaviour, reporting difficulties as appropriate
- To gather/report information from/to parents/carers as directed
- To provide clerical/admin. support - photocopying, typing, filing etc.
- To support pupils to understand instructions
- To support pupils in respect of local and national learning strategies – English and Maths
- To support pupils in using basic ICT as directed
- To prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use.
- To 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.
- To be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- To contribute to the overall ethos/work/aims of the school
- To appreciate and support the role of other professionals
- To attend relevant meetings as required
- To participate in training and other learning activities and performance development as required.
- To assist with the supervision of pupils out of lesson times.
- To accompany teaching staff and pupils on visits, trips and out of school activities as required
- To ensure promotion and support of Equal Opportunities and Health & Safety
- To undertake any other duties that are commensurate with the post

Child protection

- Ensure that the child protection policies and procedures adopted by the governing body are fully implemented and followed by all staff
- Ensure that sufficient resources and time are allocated to enable staff to discharge their child protection related responsibilities effectively
- Hunslet Carr Primary School is committed to safeguarding and promoting the welfare of its pupils and would expect you to share this commitment

Relationships

The postholder will be required to work flexibly to deliver an efficient Service.

There will be regular contact with pupils, colleagues, other members of staff, line managers and internal and external customers

Physical Conditions

Hunslet Carr Primary School has access by stairs and lift and is accessible by disabled persons to the ground floor.

Appointments are made subject to an enhanced Disclosure and Barring Service (DBS) disclosure.

Hunslet Carr Primary School is committed to safeguarding and promoting the welfare of its pupils and expects all staff and volunteers to share this commitment.

We promote diversity and want a workforce that reflects the population of Leeds.

The school operates a non-smoking policy.

Economic conditions

Grade: B3 Scale Points 4 – 6 Pro-Rata

Term Time Only + 5 Training Days

Hours: 28.75 hrs per week

The post is Temporary.

Prospects

Promotion

Whilst there is no automatic progression to any more senior posts, opportunities do exist for advancement and promotion, dependent upon normal staff movements and on the capabilities of the individual post holder.

Training

The school encourages training both "in-house" and external to meet the needs of the individual and of the Service.

QUALIFICATIONS

Level 3 Teaching Assistant Apprenticeship

**Job Description Prepared /
Reviewed by:**

Martin Lumb

Date: 04/02/2020

Job Description Approved by:

Jon Hairsine

Date: 04/02/2020

EMPLOYEE SPECIFICATION:

Detailed below are the types of skills, experience and knowledge that are required of applicants applying for the post. The 'Essential Requirements' indicate the minimum requirements, and applicants lacking these attributes will not be considered for the post. The points detailed under 'Desirable Requirements' are additional attributes to enable the applicant to perform the position more effectively or with little or no training. They are not essential, but may be used to distinguish between acceptable candidates.

| SKILLS | Ess | Des | MOA |
|-----------------------------------------------------------------------|------------|------------|------------|
| Good numeracy/literacy skills (GCSE Level C or above or equivalent) | * | | A & I |
| Ability to relate well to children and adults | * | | A & I |
| Able to use a range of office equipment (e.g. printers, photocopiers) | * | | A & I |

| KNOWLEDGE/QUALIFICATIONS/TRAINING | Ess | Des | MOA |
|------------------------------------------------------------------------------------------------------------------------------|------------|------------|------------|
| Appropriate knowledge of working with children with SEND | | * | A |
| Appropriate knowledge of Speech, Language and Communication strategies | | | |
| Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these | | * | A & I |
| Participate in development and training opportunities | * | | A & I |
| Working with or caring for children of relevant age | * | | A & I |
| Appropriate knowledge of first aid | | * | A |

| EXPERIENCE | Ess | Des | MOA |
|---------------------------------------------------------------------------------------------------------|------------|------------|------------|
| Experience of working with children with SEND, following specific programmes and completing assessments | | * | A & I |
| Experience of working in Primary Education | | * | A & I |
| Experience of supporting children on a 1:1 or 1:2 basis | | * | A & I |

| BEHAVIOURAL AND OTHER RELATED CHARACTERISTICS | Ess | Des | MOA |
|------------------------------------------------------|------------|------------|------------|
|------------------------------------------------------|------------|------------|------------|

| | | | |
|-------------------------------------------------------------------------------------------------------------------------------|---|--|---|
| Willing to abide by the Council's Equal Opportunities Policy in the duties of the post, and as an employee of the Council. | * | | I |
| Willing to carry out all duties having regard to an employee's responsibility under the Council's Health and Safety Policies | * | | I |
| To display a responsible and co-operative attitude to working towards the achievement of the service area aims and objectives | * | | I |
| Ability to respect sensitive and confidential work. | * | | I |
| Commitment to own personal development and learning. | * | | I |

| | |
|----------------------------|----------------------|
| METHOD OF ASSESSMENT (MOA) | A = Application Form |
| | T = Test |
| | I = Interview |
| | C = Certificate |