



Dear Applicant,

Re: Teaching Assistant and MDSA – Everychild Partnership Trust
Required at Halsford Park School
This position is term time only

We welcome your interest in the vacancy of Teaching Assistant and MDSA within the Everychild Partnership Trust.

We are currently recruiting for a Teaching Assistant and MDSA to join our friendly and supportive staff that will welcome you to the team.

Our school motto is 'Building Bright Futures' creating an engaging learning environment where everyone can flourish. Our school values of "Compassion, Courage, Responsibility and Respect" underpin our work because we know these four values contribute strongly to positive attitudes to learning both in school and the world outside.

We are looking for a highly skilled and passionate person who is continually seeking to improve their own practice and that of others'. You will join our hard working and driven teams, who are committed to improving outcomes for all pupils and ensuring that they experience a rich and creative curriculum that prepares them well for the future. We have continued to develop innovative practice and improve outcomes for our pupils.

The successful candidate will have: -

- A strong commitment to our core values: respect, compassion, courage and responsibility
- Experience of working with young children
- The ability to build excellent relationships with pupils, parents and colleagues
- High levels of motivation, flexibility and the ability to work as an effective member of a team
- A strong commitment to the safety and wellbeing of our pupils
- The ability to think creatively, make learning exciting and have a growth mindset
- A positive and professional approach

If this exciting opportunity interests you, please email Louise Keen/Jane Jones at admin@everychildpartnership.org.uk or telephone 01737 926582 to request an application pack.

Following the shortlisting process, communication will only be made with the applicants invited for interview.

We look forward to hearing from you!



Job Description

Job Title: Teaching Assistant and MDSA
Pay Range: 22.30 hours per week (term time only) NJC Grade 3 pt.3 FTE £24,027 (£12,105 actual salary)
5 hours per week MDSA NJC Grade 2 pt. 2 FTE £23,656 (£2,648 actual salary)

Post Accountable To: Headteacher

SUMMARY OF MAIN DUTIES / RESPONSIBILITIES

To work under the instruction and guidance of teaching staff to undertake work, care and 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

This job description may be amended at any time following discussion between the Headteacher and member of staff, and will be reviewed annually.

Main Purpose of the Job

Support for the Pupils

- Candidates will have a full commitment to child protection, safeguarding and promoting the welfare of pupils.
- Supervise and provide particular support for pupils, including those with special educational and medical needs – including emotional and behavioural needs, ensuring their safety and access to learning activities
- Assist the Teacher/Inclusion Manager with the development and implementation of Intervention programmes and Personal Care programmes
- Establish constructive relationships with pupils and interact with them according to individual needs
- To promote and reinforce the children's self-esteem and encourage positive attitudes and social interaction and 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
- To monitor individual children's needs and provide feedback to pupils in relation to progress and achievement under guidance of the teacher

Support for the Teacher

- 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
- To assist the teacher in planning and delivering of work programmes for individuals and groups of children and developing extended activities
- Monitor pupils' responses to learning activities and accurately record achievement and progress as directed
- Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems etc.



- Promote good 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 and carers
- Administer routine tests and invigilate exams and undertake routine marking of pupils' work
- Provide clerical and admin support, e.g., photocopying, typing, filing, administer coursework etc.

Support for the Curriculum

- Undertake structured and agreed learning activities and teaching programmes, adjusting activities according to pupil responses
- Undertake programmes linked to local and national learning strategies e.g., literacy, numeracy, 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 and resources required to meet the lesson plans and relevant learning activity and assist pupils in their use

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 pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos and 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 out of lesson times
- 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

MDSA

Purpose and Scope of Job

To be responsible for the supervision of children in all areas inside and outside the school throughout the midday break (this is the period between the end of morning school and the beginning of afternoon lessons)

Main activities attributable to your particular responsibilities

To supervise children from the time morning lessons, finish until afternoon lessons begin.

To deal with unruly or unsafe behaviour in accordance with the school behaviour policy and where necessary report difficulties to the Deputy Headteacher.

- To assist children with lunches and packed lunches in the school hall



- To mop up or wipe spillages from the floor surfaces or meal tables as necessary.
- To ensure that the dining areas are left in a tidy condition.
- To ensure that any injury or sickness of pupils is dealt with immediately and to administer First Aid, entered into the reporting book and the appropriate accident form filled in if necessary.
- The Deputy Headteacher or a senior member of the teaching staff should be told if it is an accident or a child is sick enough to require a parent/carer to be called.
- To monitor children on the playground/field during lunch breaks. To encourage play amongst the children
- To monitor children in classrooms during wet play lunch times ensuring that good behaviour is maintained following the school's behaviour for learning policy
- To ensure that no pupils remain in outside areas when afternoon lessons are due to begin.
- To ensure that every child has had a lunch.
- To ensure that the dining rooms and outside play areas are well cared for and kept safe and tidy.
- To ensure that no child is in the school building without a member of staff during the lunch break period.
- Any other duties as may be reasonably requested by the Headteacher to reflect the changing needs of the school and the requirement to provide a safe environment for the children.

You must be prepared to implement the school's Equalities Policy at a level appropriate to the job and must at all times carry out your duties with due regard to the Trust's Equalities Policy.

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

Your duties will be as set out in the above job description but please note that the Trust reserves the right to update your job description, from time to time, to reflect changes in, or to, your job.

You will be consulted about any proposed changes.

West Sussex County Council meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974. Please note, because of the nature of this job, if you are successful in your application, you will be subject to an Enhanced Disclosure and Barring Service check. This will be done by means of applying for an "Enhanced Disclosure". Disclosures include details of cautions, reprimands or final warnings as well as convictions, spent or unspent.

Relevant criminal convictions and other associated information will be discussed at the interview in order to assess job-related risks. This information would only be used to assess suitability for employment in so far as it is relevant to the job to which they have applied. Having a criminal conviction will not necessarily bar someone from employment, this will depend on the circumstances and background to the offence. Candidates will be expected to bring Proof of Right to Work in the UK and their certificates for any qualifications listed as essential or desirable.



Everychild Partnership Trust – Teaching Assistant Person Specification

Evidence Key:

A – Application Form

C – Certificates

I – Interview

R – Reference

	Essential	Desirable	Evidence
Qualifications			
NVQ 2 for Teaching Assistants or equivalent qualification or experience		X	A/C
Paediatric first aid training is desirable but can be provided.		X	A/C

Experience			
Previous experience as a Teaching Assistant in a school environment		X	A/I
Understanding of relevant policies / codes of practice and awareness of relevant legislation including safeguarding and child protection		X	A/I
General understanding of national curriculum and other basic learning programmes / strategies		X	A/I
Basic understanding of child development and learning	X		A/I
Experience of working with children of relevant age (Primary age 4-11)		X	A/I/R
Experience of working with pupils with specific learning difficulties – including emotional and behavioural		X	A/I
Experience in the effective use of ICT to support learning		X	A/I

Skills/Abilities			
Good numeracy and literacy skills	X		A/R/I
Ability to relate effectively to children and adults	X		A/R/I
Ability to self-evaluate learning needs and actively seek learning opportunities	X		A/R/I
Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these	X		A/R/I



Personal Attributes			
Adaptability to embrace change	X		A/R/I
Ability to motivate and inspire confidence in pupils, colleagues and parents	X		A/R/I
Enthusiasm	X		I
Reliability and integrity	X		R
Self-motivation, initiative and the ability to set personal goals	X		A/R/I
Able to build positive relationships	X		A/R/I
Resilience	X		A/R/I