



LOCKWOOD PRIMARY SCHOOL

'A happy place to learn'

Headteacher: Charlie Johns
Lockwood Primary School
Margrove Road, Boosbeck, Saltburn, TS12 3BL
Telephone: 01287 650238
Email: office@lockwood.rac.sch.uk
lockwoodprimaryschool.eschools.co.uk

JOB ADVERT

Key Stage 1 Teaching Assistant - Fixed Term Contract

18 hours - 8.30am – 12.15pm Monday to Friday Term Time Only

The Governing Body of Lockwood Primary School are seeking to appoint a suitably qualified and experienced Teaching Assistant. The successful candidate will be based in key stage one initially however they must be prepared to work across the whole school. You must hold a recognised Level 2 Teaching Assistant qualification or equivalent and be able to demonstrate excellent relationships with adults and children.

The successful candidate will help and instruct both individuals and small groups in working towards their individual targets. Experience and knowledge of Read, Write Inc phonics scheme would be an advantage.

The post is a temporary, part time position until 18th July 2025.

18 hours per week (8.30am to 12.15pm, Monday to Friday)

Grade C, scale point 6, Term Time only plus 4 PD Days £23,893 FTE, £10,131.63 Actual Salary

We are looking for someone who:

- Has the passion to make the difference to the lives of the children in our community
- Can support children learning to read
- Has the ability to motivate and inspire pupils to learn
- Demonstrates excellent practice and high expectations in teaching and learning
- Can work effectively alongside colleagues and parents

We can offer:

- A friendly, caring and supportive environment
- A dedicated and enthusiastic staff team who prioritise the needs of our pupils and families
- Ongoing professional development
- A supportive leadership team and Governing Body
- Keen, polite and well-motivated pupils who are eager to learn

Lockwood Primary School is committed to safeguarding and promoting the welfare of our pupils and young people. We have a robust Child Protection Policy and all staff will receive training relevant to their role at induction and throughout employment at the School. We expect all staff and volunteers to share this commitment. This post is subject to a satisfactory enhanced Disclosure and Barring Service criminal records check for work with children.

Visits to the school are warmly welcomed and encouraged. Please contact the school on 01287 650238 to arrange an appointment.

Closing date for applications is Friday 18th October 2024 at 2.00pm

Interviews to be held in the week commencing Monday 21st October 2024. Successful applicants will be contacted by email for interview. If you have not been contacted by the 22nd October 2024 please consider your application unsuccessful

JOB DESCRIPTION

Job Purpose:	To work with teachers to support teaching and learning by working with individuals or small groups of pupils under the direction of teaching staff, and may be responsible for some learning activities within the overall teaching plan. May work in the classroom or appropriate location within the school, with access to support and guidance as required.
Operational management:	<ul style="list-style-type: none"> • Support pre planned learning/behaviour activities as directed by the teacher • Using agreed structured observation as directed by the class teacher to feedback on learning, behaviour, participation and achievement, to support the planning and evaluation of the learning process in respect of groups and individual students • Interact with pupils in ways that support the development of their ability to think and learn, including the use of careful questioning • Assist teachers in the implementation of appropriate behaviour management and teaching & learning strategies • Support pupils in their social and emotional wellbeing, in implementing related programmes, including social, health and physical needs • Assist in escorting and supervising pupils on educational visits and out of school activities • Undertake break supervision as required
Resource management:	<ul style="list-style-type: none"> • Prepare classroom materials and learning areas, and undertake minor clerical duties e.g. photocopying and displaying pupils work • Support the use of ICT and adhere to relevant policies • Supervise and provide access arrangements for pupils sitting internal and external examinations and tests as required, ensuring that examinations comply with the Examination Board Regulations • Participate in appraisal, training and other learning activities
Communications:	<ul style="list-style-type: none"> • Under the general direction of the teacher participate in establishing and maintaining effective relationships with pupils, parents/carers and with other agencies/professionals • Communicate effectively with all pupils, families, carers and other agencies / professionals • Share information confidentially about pupils with teachers and other professional as required • Pay due regard to professional boundaries, maintaining appropriate levels of confidentiality • Participate in staff meetings
Safeguarding:	<ul style="list-style-type: none"> • Carry out tasks associated with pupils' personal hygiene, (including personal intimate care) and welfare, including physical and medical needs, whilst encouraging independence. • Be responsible for promoting and safeguarding the welfare of pupils in line with policy and legislation, raising concerns as appropriate
Administration/ Other	<ul style="list-style-type: none"> • Prepare classroom materials and learning areas, and undertake minor clerical duties e.g. photocopying and displaying pupils work • Support the use of ICT and adhere to relevant policies • Supervise and provide access arrangements for pupils sitting internal and external examinations and tests as required, ensuring that examinations comply with the Examination Board Regulations • Participate in appraisal, training and other learning activities

PERSON SPECIFICATION

Essential	Desirable
<p>Knowledge and Experience</p> <ul style="list-style-type: none"> • An awareness of child/young person’s development and learning • An understanding that children/Young people have differing needs • Experience appropriate to working with children in an learning environment 	<ul style="list-style-type: none"> • Knowledge of the Read, Write Inc programme for teaching early reading • Good understanding of child development and learning processes • Knowledge of Behaviour management techniques • Knowledge of Child Protection and Health & Safety policies and procedures • Knowledge of inclusive practice
<p>Occupational Skills</p> <ul style="list-style-type: none"> • Good written and verbal communication skills: able to communicate effectively and clearly and build relationships with a range of staff, children, young people, their families and carers • Good reading, writing and numeracy Skills • Demonstrable interpersonal skills. • Ability to work successfully in a team. • Confidentiality • Ability to form and maintain appropriate relationships and personal boundaries with children and young people • Emotional resilience in working with challenging behaviours and attitudes • Ability to use authority and maintaining discipline • An empathy for equality & diversity 	<ul style="list-style-type: none"> • Basic ICT Skills • Creativity
<p>Behaviours</p> <ul style="list-style-type: none"> • Be kind, compassionate and treat each other with respect. • Be inclusive, seek the views of others and respond positively even when there are differences. • Celebrate diversity recognising each other’s contributions. • Adapt to a changing environment by listening to others and learning from each other. • Think differently and seek new ways to improve performance. • See feedback and shared views as opportunities to learn. • Build on and develop relationships with colleagues and partners. • Be visible and accessible within the team and with others to achieve goals together. 	
<p>Professional Qualifications</p> <ul style="list-style-type: none"> • Relevant NVQ Level 2 qualification or equivalent 	<ul style="list-style-type: none"> • Relevant NVQ level 3 • First Aid at Work qualification (or equivalent)
<p>Other Requirements</p> <ul style="list-style-type: none"> • Enhanced DBS Clearance • To be committed to the school’s policies and ethos • To be committed to Continuing Professional Development • Motivation to work with children and young people 	