



## **1-1 Teaching Assistant Application Pack**

**20 hours per week Monday – Friday**

**Temporary contract for 12 months from November 2021**

**Grade 3 scp 6-9**

**Starting salary £9857 - £10686 per annum**

**Sutterton Fourfields Primary School**

### **The Emmaus Federation**

**St Mary's CE Primary School, Abbey Road, Swineshead, Nr Boston,  
Lincolnshire, PE20 3EN**

**Tel 01205 820356**

**[enquiries@swineshead.lincs.sch.uk](mailto:enquiries@swineshead.lincs.sch.uk)**

**Fourfields CE Primary School, Park Avenue, Sutterton, Nr Boston,  
Lincolnshire, PE20 2JN**

**Tel 01205 460547**

**[enquiries@suttertonswinesheadfederation.co.uk](mailto:enquiries@suttertonswinesheadfederation.co.uk)**

## **What do we value?**

Everyone in school is committed to doing their best, as educational and pastoral professionals, for each and every child. To do this we try to ensure that our school is colourful, exciting and welcoming to all who enter it where children and adults feel secure and confident enough to experiment and take risks, whilst always striving for excellence.

We know that each of our children comes to school with different experiences, knowledge and skills and that each has different learning needs and preferred ways of learning. We therefore aim to match our provision to the needs of each child.

We seek to not only provide an environment which promotes achievement in learning but also one of warmth, security and care, valuing each member of the school community and working to encourage the realisation of each individual's potential.

We celebrate all achievement whether big or small and challenge our children (and ourselves) to improve even more. We encourage a 'can do' culture, a thirst for life-long learning and a pride in each other's skills and attributes

All children need to be cherished, protected and nurtured. Our mission is to help them to be the best that they can be in a safe and caring learning environment where respect, responsibility and co-operation are valued.

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Dear Applicant,

We would like to send you a warm welcome and thank you for taking an interest in the post of 1-1 Teaching Assistant at our school.

We are proud of our children, they work hard, are a pleasure to teach and are well behaved.

We are part of a Federation and we have an Executive Head Teacher, a Head of School and Key Stage phase Leaders. Our partner school is Swineshead St Mary's. Both of our schools are church schools.

We are lucky to have lovely school grounds. We are looking for a 1-1 new teaching assistant to work with a child in year 2, who has social, emotional and mental health needs, from November 2021. We would like our new teaching assistant to be patient, friendly, have a good sense of humour and work well in our team. We require someone with extensive experience of positive behaviour management strategies and restorative practice.

If you need further information, or would like to arrange a visit to the school, please do not hesitate to email [emma.woods@suttertonswinesheadfederation.co.uk](mailto:emma.woods@suttertonswinesheadfederation.co.uk)

Yours sincerely

Mrs C Collett  
Executive Head Teacher

## **How to apply for the post of Teaching Assistant**

- Your application form should be accompanied by a supporting statement.
- Please ensure that your supporting statement provides information detailing your experience, skills, and knowledge.
- Deadline for receipt of applications is midnight on Sunday 10<sup>th</sup> October 2021.
- Interviews will be held on 14<sup>th</sup> October 2021.
- The post will start as soon on or after 1<sup>st</sup> November 2021, pending successful pre-employment checks including an enhanced DBS check.

Please return your completed application form to:

Mrs E Woods  
School Business Manager  
Swineshead St Mary's Primary School  
Abbey Road  
Swineshead  
Boston  
Lincolnshire  
PE20 3EN

Applications by email will be accepted. We advise that you request a confirmation email. If you don't receive this email please ring us to confirm receipt of your application.

[emma.woods@suttertonswinesheadfederation.co.uk](mailto:emma.woods@suttertonswinesheadfederation.co.uk)

<b>LINCOLNSHIRE COUNTY COUNCIL</b>	
<b>JOB DESCRIPTION</b>	
<b>DIRECTORATE:</b> Children's Services	Division/Section/Branch: Schools
Service/Sub-Division	
<b>JOB TITLE</b> 1-1 Teaching Assistant Level 1	
<b>GRADE:</b>	
REPORTS TO: Teacher or Head of School (or other designated person)	
1	<b>PURPOSE OF JOB:</b> To work with individual children having special or particular needs, in accordance with the child's statement where appropriate and/or groups of children as directed by the teacher. To provide support to the Headteacher/Teacher across a range of child centred activities to promote child development and learning.
2	<b>MAIN RESPONSIBILITIES, TASKS &amp; DUTIES</b>
1	<b>School Related:</b>
i	Act in accordance with school policies and procedures and relevant legislation, particularly in relation to child protection and behaviour management.
ii	Assist with the planning and preparation of activities, and in the delivery of local and national initiatives, e.g. literacy and numeracy strategy.
iii	Participate in the preparation of the classroom
iv	Monitor children's needs and reporting these to a designate person.
v	Keep records as required by the school
vi	Have familiarity with all relevant statements of special educational needs specific to the child.
2	<b>Child Related</b>
vii	Promote development and learning (physical, emotional, educational and social). Foster growth, self esteem and independence, observe and record development.
viii	Support those with special needs
ix	Carry out reasonable daily personal care/hygiene duties and administer basic first aid.
x	Assist with the movement of children in and around the school

3	<p><b>MANAGEMENT OF PEOPLE</b></p> <p><b>SUPERVISION OF PEOPLE</b></p> <p>No direct line management responsibilities but is required to occasionally demonstrate duties, give advice and guidance to employees, students or trainees</p>
4	<p><b>CREATIVITY AND INNOVATION</b></p> <p>Required to be creative when assisting with planning of activities</p>
5	<p><b>CONTACTS AND RELATIONSHIPS</b></p> <p>Direct contact with children and their parents/carers, other employees at the school. Liaise with other professionals under the supervision/guidance of the teacher.</p>
6	<p><b>DECISIONS</b></p> <p>a <b>Discretion</b></p> <p>The postholder must act in accordance with school policies and procedures and relevant legislation, particularly in relation to child protection and behaviour management.</p> <p>b <b>Consequences</b></p> <p>Any errors should be easily identified and rectified</p>
7	<p><b>RESOURCES</b></p> <p>Learning resources</p>
8	<p><b>WORK ENVIRONMENT</b></p> <p>a <b>Work Demands</b></p> <p>Subjected to conflicting priorities due to curriculum and care needs</p>
	<p>b <b>Physical Demands</b></p> <p>Subjected to considerable physical demands due, for example, to height of furniture.</p>
	<p>c <b>Working Conditions</b></p> <p>School based and may be required to undertake reasonable duties of a personal nature.</p>
	<p>d <b>Work Context</b></p> <p>Potential risk to well being through hygiene duties and possible aggression from pupils/parents/carers.</p>

9	<p><b>KNOWLEDGE AND SKILLS</b></p> <p>Formal qualifications are not essential for this role, however, the postholder should have the ability to communicate effectively with children and adults, be</p>
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	able to empathise with children and work as part of a tea.  Desirable for the postholder to have GCSE or equivalent in Maths, English or equivalent level of competency.
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10	<b>GENERAL</b>
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**Job Evaluation** – This job description has been compiled to allow the job to be evaluated using the GLEA Job Evaluation scheme as adopted by the County Council.

**Other Duties** – The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.

**Equal Opportunities** – The postholder is required to carry out the duties in accordance with Council Equal Opportunities policies.

**Health and Safety** – The postholder is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.

All School staff have a responsibility to safeguard and promote the welfare of children and young people within the school.

	Name:	Signature:	Date:
Job Description written by: (Manager)	.....	.....	.....
Job Description agreed by: (Postholder)	.....	.....	.....