

Chorley New Road Primary
Academy

TEACHING
ASSISTANT
LEVEL 3 SEN 1:1
SUPPORT IN
UPKS2 FIXED
TERM-
APPLICATION
PACK

APRIL 2024

TEACHING ASSISTANT – LEVEL 3 SEN 1:1 SUPPORT IN Upper Key Stage 2

Employer: Albany Learning Trust

Location: Chorley New Road Primary Academy

Working Hours: Scale 5 (£26,421 to £28,770 pro rata) 33.5 hours per week 190 days

Required from: ASAP

Contract Type: Fixed term to July 2025, or for as long as the child remains in school

Closing Date: Noon 24th April

Shortlisting Date: 24th April

Interview Date: 26th April

Chorley New Road Primary Academy

Chorley New Road

Horwich

Bolton

BL6 6EW

Head Teacher: Miss L. Burrows

Tel: 01204 337046

Email: recruitment@cnr.bolton.sch.uk

The Governors invite applications from committed, dedicated and suitability qualified practitioners with a proven track record of success at ensuring pupils can access the curriculum in the most effective way, appropriate to their needs and understanding.

We are looking for an outstanding professional who can work well as part of a team and is willing and able to work flexibly as required.

We are looking for someone to:

- Work with a child on a one to one basis as part of our SEND Team, under the supervision of the class teacher implementing actions in Learning Support Plans and ensuring EHCP outcomes are achieved.
- Supervise and provide support to ensure the safety of pupils and enable them to access all areas of the curriculum.
- Attend to the personal needs of SEND children, including pastoral, social, health, physical hygiene and welfare.
- Establish good relationships with pupils, parents and staff.
- Promote inclusion and acceptance of all pupils.
- Encourage pupils to act independently where appropriate.
- Be a team player with the ability to further develop our strong school ethos
- Have experience of working with children with ADHD and high sensory needs.

In addition you must:

Be committed to the education and social well-being of every child in the school

Continue to build and maintain effective relationships with the school and its' community and partners

Be happy, enthusiastic, and friendly.

We can offer you:

- Well behaved and motivated pupils who are eager to learn;
- The support of a happy, hard working, supportive team;

- The opportunity to excel in your practice and to develop others;
- Excellent opportunities to enhance your career;
- Supportive and dedicated parents;
- The chance to make a positive difference.
- Beautiful and stimulating learning environment.

Completed applications should be returned to the Head Teacher by noon on the 24th April. (Application forms must be completed CVs not accepted) If returning by email to recruitment@cnr.bolton.sch.uk

Chorley New Road Primary Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an enhanced disclosure from the Disclosure and Barring Service.

Meetings with the SENDCo and visits to the school are welcome. Please contact the office to book on 01204 337046. Tuesday 16th April from 1pm onwards and Thursday 18th April after 3.30pm

Interviews and tasks will take place on Friday 26th April 2024.

Job Description

Job Details	
School Name	Chorley New Road Primary Academy
Job Title	TEACHING ASSISTANT LEVEL 3 (SEN 1-1 SUPPORT)
Grade	Scale 5
Primary Purpose of Job	Provide effective support for teaching and learning in school
Responsible to	Line Manager/Head Teacher
Responsible for	N/A
Principal Responsibilities	Provide support for teaching and learning activities Contribute to children's development and safeguarding Provide support to develop the learning environment Provide support to children with special educational needs

Main Duties	
1.	Provide support for learning activities across a range of key stages and in a range of environments
2.	Support children on a one to one basis as part of the SEND team
3.	Attend to the personal needs of SEND children, including pastoral, social, health, physical hygiene and welfare
4.	Help to keep children safe, including maintaining a safe environment, dealing with accidents, supporting safeguarding.
5.	Encourage children's positive behaviour
6.	Contribute to positive relationships with students, parents and staff through communication and interaction
7.	Promote inclusion and acceptance of all pupils
8.	Provide effective support for colleagues
9.	Support literacy and numeracy activities
10.	Support the use of information and communication technology for teaching and learning
11.	Use information and communication technology to support pupils' learning
12.	Observe and report on pupil performance
13.	Provide displays
14.	Escort and supervise pupils on educational visits and out-of-school activities
15.	Contribute to maintaining pupil records
16.	Contribute to monitoring and maintaining curriculum resources
17.	Invigilate tests and examinations
18.	Support a child with disabilities or special educational needs

Other duties for staff with responsibility for supporting play in settings	
19.	Support children's play and learning
20.	Support children and young people's play
21.	Contribute to moving and handling children, as appropriate
22.	Support individuals during therapy sessions
23.	The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated, at the discretion of the Head Teacher and to meet the needs of the school

Person Specification

Job Details	
School Name	Chorley New Road Primary Academy
Job Title	TEACHING ASSISTANT LEVEL 3 (SEN 1-1 SUPPORT)
Grade	Scale 5

Stage One

The minimum essential requirements for the above post are as follows. Please try to show in your application form, how best you meet these requirements. Disabled candidates are guaranteed an interview if they meet the essential criteria.

Skills and Knowledge		Method of Assessment
1.	Ability to support the teacher in planning, delivering and evaluating learning activities to ensure effective teaching and learning. Ability to give feedback in a constructive manner.	Application Form/Interview
2.	Ability to listen and observe children/young people and share observational findings effectively.	Application Form/Interview
3.	Ability to keep children and young people safe during day-to-day work activities. Ability to assess the balance between safety and risk, challenge and protection, and adjust own behaviour and accordingly.	Application Form/Interview
4.	Ability to praise and encourage children/young people according to their age, needs and abilities. Ability to deal sensitively with challenging behaviour (in line with setting/school policy and procedures). Act as a role model for positive behaviour.	Application Form/Interview
5.	Ability to interact and respond positively to children, young people and adults. Ability to establish and maintain rapport with pupils. Ability to demonstrate verbal and non-verbal communication skills when dealing with children, colleagues, parents, carers, families and other practitioners.	Application Form/Interview
6.	Ability to become an effective member of staff. Ability to work effectively with colleagues and other practitioners. Ability to take an active role in developing own skills and expertise.	Application Form/Interview
7.	Ability to help pupils, under the direction of the teacher, to participate in whole class, group and individual literacy and numeracy learning activities.	Application Form/Interview
8.	Ability to operate ICT resources safely and effectively as a learning resource. Ability to access and use learning programmes and information.	Application Form/Interview
9.	Ability to encourage and support pupils in using ICT during learning activities and feedback on their progress and response.	Application Form/Interview

Skills and Knowledge		Method of Assessment
10.	Value people equally, supporting an inclusive ethos	Interview/Application Form
11.	Excellent numeracy and literacy skills	Application Form/Interview
12.	Ability to communicate with and sensitively support and care for a child or young person, in ways suitable for his/her age, needs and abilities	Application Form/Interview
13.	In consultation with other, ability to adapt activities and experiences to enable a child or young person to take part, feeding back on progress to the child, other adults and family as required	Application Form/Interview
14.	Understanding of roles and responsibilities for supporting pupils' learning and implications for the support you can provide.	Application Form/Interview
15.	Knowledge and understanding of children and young people's development in relation to the ages covered by the setting/school	Application Form/Interview
16.	Awareness of safeguarding principles and safe working practices	Application Form/Interview
17.	Displays commitment to the protection and safeguarding of children and young people.	Interview
18.	Knowledge and understanding of importance of consistent behaviour management	Application Form/Interview
19.	Knowledge and understanding of the key features of effective communication.	Application Form/Interview
20.	Knowledge and understanding of appropriate software packages	Application Form/Interview
21.	Experience of working with and/or caring for children within specified age range/subject area	Application Form/Interview
22.	Awareness and understanding of a range of integration and inclusion strategies	Application form/Interview
23.	Awareness of codes of practice and information or instructions in place for children with disabilities and special educational needs	Application form/Interview
24.	Awareness of assessment and intervention framework for children with special educational needs	Application form/Interview

Experience, Qualifications and Training		Method of Assessment
1.	Holder of, working towards or willing to work towards an NVQ Level 2, BTEC Level 2 or equivalent in Teaching Assistant or Supporting Teaching and Learning in Schools	Application Form/Interview

Work Related Circumstances		Method of Assessment
1.	To attend staff training days, twilight training sessions and relevant out of hours training and events.	Application Form/Interview
2.	This post is subject to an enhanced disclosure and a barred list check from the Disclosure & Barring Service	Application Form / Interview

Stage Two

This will only be used in the event of a large number of applicants meeting the minimum essential requirements. Please try to show in your application form, how best you meet these requirements.

Skills and Knowledge		Method of Assessment
1.	Holder of GCSE Mathematics and English qualification Grades A-C or 9-4 or the equivalent	Application form/Certificate
2.	Ability to adapt learning activities to individual pupils' needs and abilities	Application Form / Interview
3.	Ability to identify the purpose of learning displays and devise design and content accordingly. Ability to create the display with due regard for safety and future maintenance, and to evaluate its effectiveness.	Application Form/Interview
4.	Knowledge and understanding of strategies relating to inclusion, praise, assistance, rewards and sanctions, to use when supporting pupils' learning.	Application Form / Interview
5.	Knowledge and understanding of ICT materials, sources of information and advice, and how to adapt the use of ICT for pupils of different ages, needs and abilities.	Application Form / Interview
6.	Knowledge and understanding of procedures and policies around confidentiality, data protection and sharing of information	Application Form / Interview
7.	Knowledge and understanding of literacy and numeracy strategies and resources	Application Form / Interview
8.	Knowledge of the practical application of special educational needs strategies	Application Form / Interview
9.	Knowledge and understanding of how to maintain the health, safety and well-being of pupils when outside the school setting	Application Form / Interview
10.	Knowledge of specialist aids and equipment available for children/young people with disabilities and special educational needs	Application form/Interview

Experience, Qualifications and Training		Method of Assessment
1.	Experience of planning for each or young person's individual requirements in partnership with other colleagues	Application form/Interview