



Severn Bridges
Multi-Academy Trust

Mount Pleasant Primary School
Teaching Assistant Recruitment Pack



Severn Bridges Multi-Academy Trust Mount Pleasant Primary School

Teaching Assistant Level 2 Recruitment Pack



CONTENTS

- About our school
- Welcome to our MAT
- About the role
- Teaching Assistant Level 2 Advert
- How to Apply
- Teaching Assistant Level 2 Job Description
- Teaching Assistant Level 2 Person Specification



Mount Pleasant Primary School

Teaching Assistant Level 2

About our School

Headteacher's Welcome

Mount Pleasant Primary School and Nursery is a wonderful place to work and learn. It's a place where children thrive.

We are lucky to have excellent facilities which we make the most of, especially our outdoor provision and Forest School area, which is the envy of many other local schools!

Visitors find a happy and purposeful learning environment where children's level of engagement in their learning is high, as are our expectations of them. We have a fantastic team of staff who are dedicated to achieving the best outcomes for our pupils in all areas – not just in academic performance. We strive to develop our pupils' knowledge and skills across the curriculum and to support them to become resilient, thoughtful, creative and independent – preparing them for life. We are constantly seeking to develop and improve, to ensure that we are delivering the best possible opportunities for our pupils. We work closely with pupils, parents, governors and colleagues in the other two schools in our Multi-Academy Trust to ensure that we keep this at the forefront of everything we do.

We work hard here but we also have a lot of fun. I am proud to be Head of such a super school.

Alison Bengel (Headteacher)

Pupils' Welcome

Welcome to our extraordinary school where children have fun and learn every day.

During our school day we are together learning the most important things in life whilst still having the best time. You will be amazed by our wonderful forest school area and outdoor learning spaces. We have fantastic teachers and hardworking pupils at our school who are all happy to spend their time at Mount Pleasant every day. We work as a team to follow the 'The Mount Pleasant Way' and make our school a happy environment to be in. There is an after school club called 'Twilight' and lots of other fun clubs you can go to.

We are extremely proud to be part of this brilliant school.

Mount Pleasant School Council – September 2019.



Mount Pleasant Primary School

Teaching Assistant Level 2



Welcome to our MAT

Severn Bridges Multi-Academy Trust provides a secure and welcoming environment for our children and staff.

We value each child as a unique individual and seek to nurture and support them to become positive, well balanced people equipped for their next steps in life.

Our curriculum is balanced and inclusive, helping every child to achieve the highest academic standards possible, while developing their individual skills, talents and attributes.

The holistic approach of our Darwin Growth Curriculum supports this and encourages non-academic success and extra-curricular opportunities.

We are fully committed to quickly identifying children's barriers to learning and offering first rate support to children with additional needs. We value and celebrate diversity and offer equitable opportunities for all, ensuring children are happy and well motivated.

As a close knit family of schools we work in partnership towards our shared vision; learning from each other and sharing good practice, while celebrating each school's uniqueness and contribution to its own community.



Severn Bridges
Multi-Academy Trust



Greenfields
Primary School



Mount Pleasant
Primary School & Nursery



Radbroke
Primary School



Sundorne
Infant School & Nursery



Harlescott
Junior School

Mount Pleasant Primary School

Teaching Assistant Level 2

About the Role

The Severn Bridges Multi-Academy Trust and Governors of Mount Pleasant Primary School wish to appoint two dedicated and suitably experienced EYFS/KS1 Teaching Assistants to join our enthusiastic and supportive staff team.

The roles will be an exciting, working in EYFS/KS1 and working with children with additional needs. The roles will enable you to support children both academically and pastorally.

The successful candidates will be passionate about EYFS and KS1 and have an understanding and experience of working with children in Early Years.

They will also have worked with children with special educational needs, in particular with language and communication needs.

They will be able to demonstrate a range of skills in supporting communication, and managing pupil's emotions in a proactive, positive and supportive way, enabling them to get the very best out of their learning.

We are looking for candidates who will be part of our forward thinking and creative team and welcome new ideas and enthusiasm.

It's a lovely place to work. We can offer you a positive and thriving school environment, a great team of staff, a commitment to continuing professional development and some pretty fantastic children too!



Mount Pleasant Primary School

Teaching Assistant Level 2

The Post: Teaching Assistant Level 2 EYFS/KS1 – Two posts

Contract Type: 12 month fixed term contract

Contract: 30 hours per week, term time only

Work Base: Mount Pleasant Primary School, Shrewsbury

Required : ASAP

Closing Date: Wednesday 5th March

Interviews: Friday 14th March



Salary

Grade 5, £16,807 – £17,069 actual pa,
12 month fixed term contract
30 hours per week, term time,
Mon to Friday 8.40 – 3.10pm
30 minutes lunch unpaid break

Equal Opportunities

Severn Bridges Multi-Academy Trust is an Equal Opportunities Employer. Applications are welcome from suitably qualified candidates regardless of race, colour, nationality, ethnic or national origin, age, marital status, sex, sexual orientation or disability.

Safeguarding

The post is subject to Enhanced DBS with children's barred list check alongside other pre-employment checks in accordance with KCSIE. Please see Severn Bridges MAT's safeguarding statement at: www.severnbridgesmat.co.uk/our-policies/

How to apply

For an application form, please download from the school website www.mountpleasant.shropshire.sch.uk

Sorry but CVs will not be accepted. All completed application forms should be emailed to

recruitment@severnbridgesmat.com

Applicants are welcome to come and visit the school on **Thursday 6th March at 3.45pm** to see what we're all about. Please telephone or email the school to book your visit. The phone number is 01743 249135 and email address is **admin@mountpleasantsbmat.com**

Mount Pleasant Primary School

Teaching Assistant Level 2

Job Description

Purpose of the post

Work under the guidance of the teaching staff and nominated Teaching Assistants and within an agreed system of supervision, to implement agreed work / care / support programmes with individuals or groups, in or out of the classroom. This could include those requiring detailed and specialist knowledge in particular areas, and those who need particular help to overcome barriers to learning. Assistance will be provided to teachers over the whole planning cycle, and with the management and preparation of equipment and resources. In addition, the professional work of teachers will be complemented by taking responsibility for specific learning activities under an agreed system of supervision. Staff may also occasionally supervise whole classes during the short-term absence of teachers, the primary focus being to maintain good order and keep pupils on task by responding to questions and assisting pupils to undertake set activities.

Principal Duties and Responsibilities

Support for pupils

- Attend to pupils' personal needs, and assist with the development and implementation of Individual Education/Behaviour/Support/Mentoring Plans and Personal Care Programmes/strategies.
- Supervise and support pupils, including those with special needs and those excluded from, or otherwise not working to, a normal timetable, ensuring their safety and access to learning.
- Establish constructive relationships with pupils and interact with them according to individual needs.
- Promote the inclusion and acceptance of all pupils.
- Encourage pupils to interact and work co-operatively with others, and engage in learning activities.
- Set challenging and demanding expectations and promote self-esteem and independence.
- Provide feedback to pupils in relation to progress, achievement, behaviour, attendance etc.
- Use specialist skills/training/experience to support pupils.
- Provide pastoral support to pupils, and assist in their social, health, and hygiene development.
- Develop 1:1 mentoring arrangements with pupils, and provide support for distressed pupils.
- Promote the speedy/effective transfer of pupils across phases/integration of those who have been absent.
- Provide information and advice to enable pupils to make choices about their own learning/behaviour/attendance.

Mount Pleasant Primary School

Teaching Assistant Level 2

Job Description

Support for the teacher

- Work with the teacher in lesson planning, evaluating, and adjusting lessons / work plans as appropriate.
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals.
- Prepare the classroom as directed for lessons and clear afterwards. Assist with the display of pupil's work.
- Ensure the timely and accurate design, preparation, and use of specialist equipment/resources/materials.
- Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre – determined learning objectives.
- Provide the teacher with objective and accurate feedback and reports as required, on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.
- Be responsible for keeping and updating records as agreed with other staff, contributing to reviews of systems/records as requested.
- Administer and assess routine tests, invigilate exams, undertake routine marking of pupils' work, and accurately record achievement/progress.
- Promote positive values, attitudes and good pupil 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/carers as agreed with the teacher, exchanging information, facilitating their support for their child's attendance, access and learning, and supporting home to school and community links.
- Provide general clerical/admin. support eg. dealing with correspondence, analysing data on attendance/exclusions etc. administering coursework, producing worksheets for agreed activities, photocopying, typing, filing etc.
- Assist in the development, implementation, and monitoring of systems related to attendance and integration.
- Liaise with feeder schools and other relevant bodies to gather pupil information.
- Contribute to the development and implementation of appropriate behaviour management strategies

Mount Pleasant Primary School

Teaching Assistant Level 2

Job Description

Support for the Curriculum

- Support pupils in understanding instructions.
- Implement structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses.
- Implement local and national learning strategies eg. Literacy, numeracy, early years etc. as directed by the teachers.
- Support pupils in using ICT, and develop pupils' competence and independence in its use.
- Determine the need for, prepare and maintain equipment/resources as directed by the teacher, and assist pupils in their use.
- Monitor and manage stock within an agreed budget, cataloguing resources and undertaking audits as required.
- Be aware of and appreciate a range of activities, courses, organisations, and individuals to provide support for pupils to broaden and enrich their learning.

Other Responsibilities

- 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 differences and ensure that pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos / work / 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, including before and after school and at lunchtimes.
- Accompany teaching staff and pupils, as appropriate, on visits, trips, and out of school activities, and take responsibility for a group under the supervision of a teacher.

Mount Pleasant Primary School

Teaching Assistant Level 2

Job Description

Safeguarding

- Be aware of and comply with safeguarding responsibilities as outlined in the school's Staff Code of Conduct and related policies and procedures.

Data Protection and other statutory responsibilities

- Be aware of and comply with data protection responsibilities as outlined in the school's Staff Code of Conduct and related policies and procedures.

Other duties

- Any other duties that the Headteacher/CEO/ Governing Body/ Trustees feel is commensurate with the post. Whilst every effort is made to explain the main duties and responsibilities of the post each individual task undertaken may not be identified.

Mount Pleasant Primary School

Teaching Assistant Level 2

Person Specification



Severn Bridges MAT

Person Specification – Teaching Assistant Level 2

EYFS/KS1



Criteria	Essential	Desirable
Qualifications	5 GCSE's or equivalent, including Maths and English. Good standard level of education. NVQ Level 2 in Childcare and Education, or equivalent. Relevant Early Years DFE approved qualification.	First Aid qualification Makaton.
Work or relevant experience	At least 2 years relevant experience working with children. Ability to plan and organise effectively. Ability to work with small groups or individual children.	Experience with working in an educational setting or other relevant environment. Some knowledge of classroom administration support.
Knowledge and understanding	A good knowledge of child development.	National learning strategies including literacy and numeracy. Non-school based support agencies.

Mount Pleasant Primary School

Teaching Assistant Level 2

Person Specification – continued

Skills and Abilities	<p>Good communication skills and ability to relate well to children, staff and parents.</p> <p>Evidence of working well as part of a team.</p> <p>Good ICT skills and the willingness to update skills and undertake further training.</p> <p>Sufficiently fluent in spoken English to ensure effective performance in the role.</p>	<p>Specialist skills, training or experience e.g. Art, Music, ICT etc.</p>
Personal Qualities	<p>Ability to bring to the role, initiative, enthusiasm and commitment.</p> <p>Flexibility and reliability.</p> <p>Willingness to develop skills with further training.</p>	
Special Conditions	<p>Willingness to undertake an enhanced Disclosure and Barring Service (DBS) check.</p>	