



Buckingham Park

Church of England Primary School

Excellence, through God who strengthens us

Teaching Assistants Information and Application Pack



Buckingham Park Church of England Primary School

Teaching Assistants 2018 *Letter from the Headteacher*

Thank you for your interest in becoming a Teaching Assistant at Buckingham Park Church of England Primary School. This is an exciting opportunity for someone with the right training, experience and skills to be a part of our school team.

Our aim is to provide a school which provides an outstanding education, to be at the heart of the local community, and to set Christian values as the foundation for all that we do. Our school is based in the town of Aylesbury, at the centre of Buckingham Park, a large housing development at the northern side of the town centre. The school is inclusive to all and provides a high quality, broad and balanced curriculum, which is appropriate for children of all abilities, irrespective of their ethnicity, social background or faith. Our admission policy reflects this by prioritising local children.

The school opened in September 2012, initially admitting 60 reception children, and a small number of Key Stage 1 children. We aim to grow to a total of 420 pupils, with 60 in each year group over time. In addition, the school has a 39 place nursery with the potential for up to 78 pre-school children across morning and afternoon sessions.

The school is housed in a purpose-built school building, which forms part of the central square, Jubilee Square, on Buckingham Park alongside a large community centre, public park space and local shops.

We are recruiting teaching assistants to work across the school. Successful applicants will be allocated to specific roles which will include:

- Working 1:1 with pupil(s) with special educational needs. For example, we have a pupil moving into Year 4 who has a diagnosis of Autistic Spectrum Disorder (ASD). His difficulties are in keeping with this diagnosis and include social communication and interaction, and related emotional and behavioural difficulties. He requires a high level of support in order to make the most of learning opportunities and to feel calm and positive in school. We have other children who require similar levels of support.
- Working alongside our qualified teachers to support learning – by supporting individual children, providing administrative and welfare support, teaching small groups, supervising children at play or lunchtimes and much more!

As many of these roles are to support a specific children, the roles will be reviewed each year in line with the review of the children's education, health and care plan.

If you have any further questions, or if you would like to discuss the role further, please do not hesitate to contact us. Please use the school email address: office@buckinghampark.org

I look forward to receiving your application.

Yours faithfully,



Headteacher

Buckingham Park Church of England Primary School

Recruitment Advert

Location:	Aylesbury
Closing date:	9am, Monday 20 August
Start date:	4 September (or as soon as possible thereafter)
Contract type:	Fixed Term (Until 23 July 2019)
Working hours:	Part Time (08.30 – 15.30, Monday to Friday, Term-Time plus 5 training days)
Salary:	£15,084 to £17,768 per annum, pro rata (Bucks Pay Range 1b)

The opportunity

We have a number of vacancies for the position of teaching assistant. This is an exciting opportunity for applicants with the right training, experience and skills to be a part of our school team.

About us

The school is based at the centre of Buckingham Park, a large housing development at the northern side of Aylesbury town centre. The school is inclusive to all and provides a high quality, broad and balanced curriculum, which is appropriate for children of all abilities, irrespective of their ethnicity, social background or faith. Our admission policy reflects this by prioritising local children.

The school opened in September 2012. We have two classes in each year group and an on-site nursery with morning and afternoon sessions.

For more information about the school, please visit our school website: www.buckinghampark.org

About the role

We are recruiting teaching assistants to work across the school in a variety of roles. Some of the roles are to support individual children who require a high level of support in order to make the most of learning opportunities and to feel calm and positive in school – for example, children with a diagnosis of Autistic Spectrum Disorder (ASD), Attention Deficit Disorder (ADD/ADHD) or emotional and behavioural difficulties.

Other Information

Application forms and Information Packs are available from the school website (vacancies page).

Closing date: Monday 20 August

Interviews will take place during the week beginning Monday 20 August.

Buckingham Park Church of England Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The successful candidate will be required to undergo an enhanced DBS check. Any offer of employment is subject to satisfactory references.

Foundation Statement

Vision

Excellence, through God who strengthens us.

Mission

We aim to provide the highest quality all round education, for each and every child, in partnership with parents, within the context of a Christian community.

Values

We adopt the following Christian Values as guiding principles:

We are kind, helpful and polite

We share

We take care of everything,
and everyone

We do our best

We are peacemakers

We are honest

We forgive others

Aims

To be a **learning community** where:

- Each child is significant; noticed, valued, respected and cherished.
- Children are safe, enthusiastic, happy, engaged, courteous, and interdependent.
- Each child makes sustained progress as a result of outstanding, motivating and inspirational teaching.
- The teaching of reading, writing, communication and mathematics is exceptional and each child makes excellent progress.
- Teachers plan challenging and enjoyable tasks based on accurate assessment of pupils' prior skills, knowledge and understanding – supported by an outstanding, creative curriculum.
- Learning across the entire curriculum is highly valued and each subject and area of learning is treated as significant.

To be a **Christian community** where:

- Christian values are at the heart of school life.
- There is a strong link with the local Church and the wider Christian community.
- Spiritual development, as well as cultural, moral and social development, are integral to the learning experience in the school.
- All children and families - those of the Christian faith, those from other faith backgrounds, and those with no faith background - may understand more about our Christian values and faith whilst being free to make their own choices.

To be a **local community** where:

- The school is at the heart of the wider community, served by that community, and serving that community.
- The school is fully inclusive, welcoming all sections of the wider community, including those families who do not have a natural connection to the school, so that all will view the school as an active and open part of the wider community.
- Effective partnerships with other community organisations are formed and have a positive impact on the life of the school.
- Everyone is a learner – providing opportunities for life-long learning.

Teaching Assistant *Job Description*

Job Title:	Teaching Assistant to support named child
Work Location:	School Based
Reports To:	Phase Leader / SENDCo
Salary Range:	Bucks Pay Range 1b

Job Purpose

- To work under the guidance of the class teacher to support teaching and learning in the classroom, including support for specific named children
- To provide general support to the class teacher in the management and organisation of the pupils and the classroom, and specifically for named children
- To assist the teacher in creating and maintaining a purposeful, orderly and supportive learning environment
- To promote the inclusion of all pupils ensuring they have equal access to opportunities to learn and develop (including working 1:1 to support children with special educational needs)
- To be responsible for promoting and safeguarding the welfare of children and young people within the school

General Duties

1. Classroom Preparation

Under the direction of the class teacher:

- 1.1 To prepare classroom and associated areas for use, includes preparing materials, and setting out equipment, apparatus. Clean and put away materials, equipment, apparatus after use. Tidy classroom and associated areas.
- 1.2 To make up and maintain work/topic cards/sheets/books and other teaching aids. Prepare work and notices for display purposes. Assist with/arrange displays and interest tables.

2. Planning and Organisation

- 2.1 To discuss, and follow, the teacher's programme/plan for the lesson/day/week/term.
- 2.2 To assist with the general management and organisation of children and resources/equipment which relate to the support of children.
- 2.3 To assist with the planning, organising and supervising of educational visits and outings.

3. Working with Children

- 3.1 To work with and support individuals or groups of children on specific activities set by the teacher, such as reading, writing, practical, creative, physical, recreational activities and environmental studies.

3.2 To assist with the supervision of children:

- Within classroom settings
- During school assembly
- At play/meal times
- On outings and educational visits
- using the cloakroom/toilets/washrooms
- changing before and after recreational activities
- not participating in an activity.

3.3 To assist children:

- with the attainment of personal hygiene skills
- with the removal and replacement of clothing/footwear
- who require cleaning and/or changing following sickness etc.

3.4 To assist at meal times, as necessary.

3.5 To constructively help children to participate in activities by adapting and/or interpreting lessons and instructions accordingly.

3.6 Guide and assist the development of children's social behaviour, attitudes and skills as appropriate.

3.7 To assist, as directed, with the implementation of specific learning, behavioural modification, therapy programmes.

4. Assessment of Children

4.1 The general observation and assessment of children, giving feedback to appropriate staff - as relevant.

5. Care and Welfare

5.1 To administer support care/first aid, report injuries to appropriate authorities within the School, enter details in accident book. Issue prescribed medication. (Following prior agreement with parents and the School's policy). Deal with minor medical needs, such as checking use of phonic ear, hearing aid, etc. Assist at School medicals.

5.2 To care appropriately for children taken ill whilst at School and to inform/contact parents, once the Headteacher has been notified.

5.3 To ensure Health and Safety regulations are complied with at all times.

6. Housekeeping

6.1 To maintain lost property/second-hand clothing system.

6.2 To clean, maintain and undertake minor repairs of equipment.

7. Liaison with Other Staff, Parents, Multi-professional Services

7.1 To liaise with other members of staff, multi-professional services and parents.

8. Other Associated Activities

- To attend relevant courses and training days to develop experience and broaden awareness, expertise and skills.
- To undertake specific administrative tasks at the direction of the Headteacher.

9. To ensure that confidentiality is maintained at all times.

10. To promote the positive image of the School within the local community.

11. To participate in the School's appraisal process.

In addition to the duties and tasks listed in the job description, the postholder will be expected to carry out duties as requested by the Head Teacher, which are reasonable, and without changing the general character of the role or level of responsibility entailed.

Buckingham Park Church of England Primary School

Teaching Assistant *Person Specification*

Qualifications and Training	<i>Essential</i>	<i>Desirable</i>
Education	A good level of secondary education including Maths and English GCSE or equivalent	Relevant Level 3 qualification or better
Professional Development		<p>Evidence of participation in school or setting based training and development</p> <p>Training relating to Special Educational Needs (for example, Autistic Spectrum Disorder, Attention Deficit Disorder, Moderate Learning Difficulties, Emotional and Behavioural difficulties)</p> <p>Current First Aid Certificate</p> <p>Team Teach (or comparable physical intervention) training</p>

Experience	<i>Essential</i>	<i>Desirable</i>
School Experience	Experience of working in a school as a member of staff or volunteer	Experience as a Teaching Assistant in a school setting
Experience working with children	Experience of working alongside individual or groups of children	<p>Experience of working with children with Special Educational Needs</p> <p>Experience of working with children with Autistic Spectrum Disorder</p>

Essential Knowledge and Understanding

An understanding of the needs of young children, including those with special educational needs

Knowledge of child development and the ways in which children learn

Understanding of the roles played by various adults in a child's education

Knowledge of behaviour management strategies

Understanding of the importance of equal opportunities and safeguarding

Essential Skills, qualities and Attitudes

Effective communicator with children

Good organisational skills

Able to work well as part of a team and to get on with people

Able to promote strong links with parents

Able to use ICT to enhance teaching and learning

Has good reading, writing, speaking and listening skills in English

Proven ability to relate well to children, and to know and treat each child as an individual

Flexible and approachable

Resilient and calm under pressure

Positive, enthusiastic and energetic approach to work

Commitment to one's own personal wellbeing, in particular the work-life balance

Able to support and promote the school's Christian values

Has drive and enthusiasm

Is able to maintain complete confidentiality within professional responsibilities

Has the personal qualities of being enthusiastic, flexible, approachable, creative and perceptive – with a sense of humour!

Has a commitment to safeguarding and promoting the welfare of children and young people

We are committed to safeguarding and promoting the welfare of children and expect all staff to share this commitment. All posts are subject to an enhanced CRB check and satisfactory references.