

A truly unique opportunity – for a truly unique colleague...



Cambrai Primary School

## Teaching Assistant Level 2 with SEND Allowance (0.4)

Pay Scale: Scale Point 5 £7882 pro-rata (including SEND Allowance)

Contract: 13 hours per week (2 full days). Term time only plus 2 PD Days. Permanent.

Required from: As soon as possible.

Are you looking for a once in a lifetime opportunity? Do you have a genuine desire to create something extraordinary for the children in our care? If so, Cambrai Primary School may just be looking for you...

Cambrai Primary School is a new school which opened in September 2019 and has now grown to five classes.

This key position will see you working alongside our Year Four Teacher as a Teaching Assistant, focusing on providing dedicated support for a special child at our school, who is fully supported whilst facilitated to shine and 'be like everyone else'.

In order to meet the demands of this role:

- ✿ you are an experienced and dedicated professional with a keen interest and understanding of SEND and inclusion in a mainstream classroom;
- ✿ you love working with children; being able to forge positive relationships quickly and become a trusted adult that can also support with physical and personal needs;
- ✿ you are kind and will embody our school motto: '*Growing good people – doing great things*';
- ✿ you work well as team; as a growing school, we all need to support each other across all aspects of the school. You will be happy to work together to make Cambrai an outstanding school.

If this sounds like you and a role that you would relish, please look carefully at the following materials and complete the application form.

The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The post is subject to a successful DBS clearance (certificate of disclosure form from the Disclosure and Barring Service). Pre-employment checks including an online and social media search (KCSIE) will be undertaken before an appointment is confirmed.

Further details are available from Miss Laura Robinson, Head of School of Cambrai Primary School. Please email [office@cambraiprimaryschool.co.uk](mailto:office@cambraiprimaryschool.co.uk) or call 01325 530130 for an informal discussion.

Please return completed applications directly to: Rachael Monaher our Office Manager at:

Cambrai Primary School,

Catterick Road,

Catterick Garrison,

North Yorkshire,

DL9 4BZ

Or email your application to: [office@cambraiprimaryschool.co.uk](mailto:office@cambraiprimaryschool.co.uk)

**Closing Date: Thursday 21<sup>st</sup> December 2023 – 9am (if you do not hear on this date, please assume that you were unsuccessful in being shortlisted this time)**

**Interviews: Week beginning 8<sup>th</sup> January 2024**



## JOB DESCRIPTION

<b>POST:</b>	<b>Teaching Assistant (TA) plus SEN (0.4)</b>
<b>GRADE:</b>	Scale Point 5 £7882 allowance pro-rata
<b>RESPONSIBLE TO:</b>	Head of School
<b>STAFF MANAGED:</b>	None
<b>JOB PURPOSE:</b>	<p>Works under the direction of the class teacher or other appropriate staff, to support teaching and learning by working with individuals or small groups of children, 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.</p> <p>This role will require a significant proportion of the time to be supporting a child with significant health needs including elements of intimate and personal care</p>
<b>ACCOUNTABILITIES / MAIN RESPONSIBILITIES</b>	
<b>Supporting Learning &amp; Development</b>	<ul style="list-style-type: none"> <li>• Support pre planned learning/behaviour activities as directed by the teacher.</li> <li>• 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 children.</li> <li>• Interact with children in ways that support the development of their ability to think and learn, including the use of careful questioning.</li> <li>• Assist teachers in the implementation of appropriate behaviour management and teaching &amp; learning strategies.</li> <li>• Support children in their social and emotional wellbeing in implementing related programmes, including social, health and physical needs.</li> <li>• Assist in escorting and supervising children on educational visits and out of school activities.</li> <li>• Undertake break supervision as required.</li> <li>• Provide specialist care and support to children with medical needs, including intimate care and planned therapeutic interventions.</li> </ul>
<b>Communication</b>	<ul style="list-style-type: none"> <li>• Establish rapport and respectful, trusting relationships and communicate effectively with children, their families and carers, and other agencies / professionals.</li> <li>• Communicate effectively with all children, families, carers and other agencies / professionals.</li> </ul>
<b>Sharing Information</b>	<ul style="list-style-type: none"> <li>• Share information confidentially about children with teachers and other professional as required.</li> <li>• Pay due regard to professional boundaries, maintaining appropriate levels of confidentiality.</li> <li>• Participate in staff meetings.</li> </ul>

<b>Safeguarding and Promoting the Welfare of Children/Young People</b>	<ul style="list-style-type: none"> <li>Carry out tasks associated with children' personal hygiene, (including personal intimate care) and welfare, including physical and medical needs, whilst encouraging independence.</li> <li>Be responsible for promoting and safeguarding the welfare of children in line with policy and legislation, raising concerns as appropriate.</li> </ul>
<b>Administration/Other</b>	<ul style="list-style-type: none"> <li>Prepare classroom materials and learning areas and undertake minor clerical duties e.g. photocopying and displaying children's work.</li> <li>Support the use of ICT and adhere to relevant policies.</li> <li>Participate in appraisal, training and other learning activities.</li> </ul>
<b>Data Protection</b>	<ul style="list-style-type: none"> <li>To comply with the Lingfield Education Trust's policies and supporting documentation in relation to GDPR.</li> </ul>
<b>Health &amp; Safety</b>	<ul style="list-style-type: none"> <li>Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure.</li> <li>Work with colleagues and others to maintain health, safety and welfare within the working environment.</li> </ul>
<b>Equalities</b>	<ul style="list-style-type: none"> <li>Promote inclusion and acceptance of all children within own area of responsibility work in accordance with the aims of the Equality Policy, treating individuals with respect for their diversity, culture and values.</li> </ul>
<b>Lingfield Education Trust</b>	<ul style="list-style-type: none"> <li>To comply with wider Trust policies and procedures as well as Health and Safety policies, organisations statements and procedure, report any incidents/accidents/hazards and take pro-active approach to health and safety matters in order to protect both yourself and others.</li> </ul> <p><i>These duties are neither exclusive nor exhaustive, and the post holder will be required to undertake other duties and responsibilities, which the Local Governing Body may determine.</i></p> <p><b>PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL SCHOOL POLICIES, INCLUDING THE NO SMOKING POLICY.</b></p> <p>The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.</p>
Date of Issue:	December 2023

*THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS, INCLUDING A SATISFACTORY ENHANCED DBS CHECK BEFORE AN OFFER OF APPOINTMENT IS CONFIRMED. FOLLOWING APPOINTMENT THE EMPLOYEE WILL BE SUBJECT TO RE-CHECKING AS REQUIRED FROM TIME TO TIME BY THE SCHOOL.*

The post will be based in Cambrai Primary School however, the Trust reserves the right to require you to work at other schools in the Trust depending on the needs of the business. As part of Lingfield Education Trust, there are exciting opportunities to work across the Trust and for career progression.

<b>Essential upon appointment</b>	<b>Desirable on appointment</b> (if not attained, development may be provided for successful candidate)
<p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>• An awareness of child/young person's development and learning (AF / I / R)</li> <li>• An understanding that children/Young people have differing needs (AF / I / R)</li> <li>• A good knowledge and understanding of SEN (AF / I / R)</li> </ul>	<ul style="list-style-type: none"> <li>• Good understanding of child development and learning processes (AF / I / R)</li> <li>• Knowledge of Behaviour management techniques (AF / I / R)</li> <li>• Knowledge of Child Protection and Health &amp; Safety policies and procedures (AF / I / R)</li> <li>• Knowledge of inclusive practice (AF / I / R)</li> <li>• Knowledge of use of mobility equipment, including hoists (AF / I / R)</li> </ul>
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Experience appropriate to working with children in an learning environment (AF / R)</li> <li>• Experience of supporting children with additional needs (AF / I / R)</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of supporting children with physical and mobility difficulties (AF / I / R)</li> </ul>
<p><b>Occupational Skills</b></p> <ul style="list-style-type: none"> <li>• 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 (AF / I / R)</li> <li>• Good reading, writing and numeracy skills (AF / C)</li> </ul>	<ul style="list-style-type: none"> <li>• Functional ICT skills (AF)</li> </ul>
<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• Relevant NVQ Level 2 qualification or equivalent (C)</li> </ul>	<ul style="list-style-type: none"> <li>• Relevant NVQ level 3 (C)</li> <li>• Appropriate paediatric first aid training (C)</li> <li>• Additional qualifications / training in relation to SEN or child development/education. (AF / C)</li> </ul>

<b>Essential upon appointment</b>	<b>Desirable on appointment</b> (if not attained, development may be provided for successful candidate)
<p><b>Personal Qualities</b></p> <ul style="list-style-type: none"> <li>• Demonstrable interpersonal skills (I, R)</li> <li>• Ability to work successfully in a team (AF, I, R)</li> <li>• Able to exercise discretion and judgement (AF, I, R)</li> <li>• Confidentiality (AF, I, R)</li> <li>• Flexibility (AF, I, R)</li> </ul>	<ul style="list-style-type: none"> <li>• Creativity (AF, T, I)</li> </ul>
<p><b>Other Requirements</b></p> <ul style="list-style-type: none"> <li>• To be committed to the school's policies and ethos (AF, I, T)</li> <li>• To be committed to Continuing Professional Development (AF, I, R)</li> <li>• Motivation to work with children and young people (AF, R, I)</li> <li>• Ability to form and maintain appropriate relationships and personal boundaries with children and young people (AF, R, I)</li> <li>• Emotional resilience in working with challenging behaviours and attitudes (AF, R, I)</li> <li>• Ability to use authority and maintaining discipline (AF, R, I)</li> <li>• Enhanced DBS (D)</li> <li>• The ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post (I)</li> </ul>	

Key – Stage identified	
AF	Application Form
C	Certificates
O	Observation
I	Interview
T	Task
R	References
D	DBS Disclosure

Issues arising from references will be taken up at interview, all appointments are subject to satisfactory references.

