



## Staff Vacancy Details

**Temporary SEN Teaching Assistant (Primary) : 37 hours per week Term Time Only 38 Weeks**

**Pay: Grade 4 SCP 4-6. Salary £21,189 -£21,968 per annum Actual Salary - £17813- £18468**

**Start date: May 2023**

**End date: Temporary post linked to the needs of the child until 31/8/2027**

**Closing date for applications: Friday 14<sup>th</sup> April 12 noon**

**Location: St Oswald's Worleston CE Primary School, Church Road, Aston Juxta Mondrum, Nantwich CW5 6DP**

**Applications via RCSAT application form only to be returned to: [resources@rcsat.cheshire.sch.uk](mailto:resources@rcsat.cheshire.sch.uk)  
Resources Officer, RSCAT Head Office, C/o Bunbury Aldersey CE Primary School, School Lane, Bunbury, Cheshire, CW6 9NR.**

The Directors of the Rural Church School Academy Trust (RCSAT) are looking to appoint a Temporary Teaching Assistant to support a child with Special Educational Needs. To work alongside our dedicated team of staff to inspire and drive our children's learning. This post will also involve working in St Oswald's after school club for 3 evenings per week..

The position is suitable for a Teaching Assistant with knowledge and experience of developing a child's communication and interaction skills. You will be able to follow and deliver a speech and language care plan of activities and support with monitoring of progress towards the child's targets. You will deliver daily support with reading and sentence writing sessions, support positive learning exchanges and assist in the understanding of the purpose of lessons. Delivering bespoke social related learning sessions and also topic related projects, using visuals to support understanding, attention and listening skills. You will help to facilitate the delivery of a sensory diet including a circuit of activities practising new physical skills.

The position is available to start in May 2023. . This will be term time only based at St Oswald's Worleston CE Primary School for 37 hours per week.

At St Oswald's Worleston we inspire learning by providing a broad, rich and imaginative curriculum which allows children the freedom to develop their own creativity. There is a strong Christian ethos and solid links exist between the school, Church and the community

As a school, we take the safety of our children very seriously and so all candidates will be required to provide current references which will be called upon and checked. The successful candidate will be required to complete an enhanced DBS check before taking up the appointment.

You are welcome to visit the school, please telephone 01270 623826 to make an appointment. Shortlisted candidates will be invited to school for a lesson observation and an interview during week on 19th April 2023.



Bunbury Aldersey CE Primary School,  
School Lane, Bunbury, CW6 9NR  
Telephone: 01829 260524 or 261332  
**Executive Headteacher: Mrs Nicola Badger**  
Principal: Mrs Nicola Badger  
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Warmingham CE Primary School,  
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## JOB DESCRIPTION

Job Title: Teaching Assistant – Support (Primary with SEN)

Reports to: Principal/Head of School

### JOB PURPOSE

To support the teaching staff and teaching assistants in the development and education of pupils in accordance with the aims and policies of the school.

### PRINCIPAL RESPONSIBILITIES

- 1 Assist teaching staff in the delivery of learning activities and work programmes and undertake predetermined activities with pupils so that their intellectual and social development (including self-reliance and self-esteem) is fostered.
- 2 Provide input into the planning and evaluation of learning activities for individuals and groups of pupils to enable the teaching staff to make informed decisions when developing their plans.
- 3 Supervise the activities of individuals or groups of pupils both in and out of the classroom (including educational visits) to ensure their safety and facilitate their physical and emotional development in accordance with the school's behaviour management policy.
- 4 Monitor individual pupil's progress, achievements and development and report these to the teaching staff/line manager to inform decisions taken regarding the SEN Support Plan, Behaviour Plans and Personal Care Programmes for a pupil.
- 5 Liaise with parents and carers in conjunction with the teaching staff to ensure effective communication concerning the pupils' wellbeing.
- 6 Record pupil information, as specified by the teaching staff/line manager to ensure the schools information systems are maintained.
- 7 Attend to the personal, social and physical needs of pupils so that their wellbeing is maintained.
- 8 Prepare and maintain learning equipment and ensure that the classroom is kept clean and tidy.
- 9 Display and present the pupils' work, under the direction of teaching staff, so that it enhances the classroom environment and celebrates achievement.
- 10 Attend staff and other meetings and participate in staff training development work and staff reviews as required.



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Person Specification			
Teaching Assistant - Primary with SEN			
	Essential	Desirable	How Identified
<b>Qualifications</b>	NVQ level 2 or equivalent in Early Years	<p>NVQ level 3 or equivalent (e.g. Supporting Teaching and Learning and/or a full and relevant early years and childcare qualification or working towards completion e.g. Early Years Educator)</p> <p>Evidence of training and further professional development</p> <p>Evidence of training specifically relating to SEN (eg ASC, Social Communication)</p>	Application Form
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience in either key stage 1 and 2</li> <li>Ability to support the implementation of strategies suggested by colleagues and external advisors</li> <li>Experience working 1:1 as well as with small groups under the guidance of a teacher.</li> <li>Experience of working with pupils with SEN</li> <li>Knowledge and experience of developing a child's communication and interaction skills.</li> </ul>	<p>Experience working in a primary school setting.</p> <p>Knowledge and experience of supporting reading, writing and positive learning.</p> <p>Experience of following and delivering a speech and language care plan</p>	Application Form
<b>Job Related Knowledge</b>	Effective support for learners with additional needs and their teachers within a mainstream school.	Ability to enable independent learning	Interview Letter of application
<b>Skills and Aptitudes</b>	<ul style="list-style-type: none"> <li>Effective organisational skills</li> <li>Commitment, sense of humour and enthusiasm.</li> <li>Ability to nurture and support vulnerable pupils</li> </ul>		Interview Letter of application



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<b>Other Requirements :</b>  <b>PROFESSIONAL VALUES</b>	<ul style="list-style-type: none"> <li>• The importance of teamwork.</li> <li>• Working in partnership with parents and carers</li> <li>• High personal standards of performance</li> <li>• Commitment to continuing professional development</li> <li>• High expectations for all learners</li> <li>• Commitment to high quality childcare and safety</li> </ul>	Knowledge of child protection	

## JOB DESCRIPTION OUT OF SCHOOL CLUB PRACTITIONER

### Main Duties and Responsibilities:

#### **Activity Planning**

- Through weekly meetings with the Out of School Club Manager, forward plan a programme of activities for children aged between 3 and 11.
- Provide safe, creative and appropriate play opportunities for a range of age groups daily;
- Prepare activities, organise programs/ themes and arrange equipment to ensure that all activities are inclusive for all children.
- Ensure at all times that the club has a reasonable supply of material/equipment. Be aware of the club's equipment stores especially when purchasing for and planning activities.
- Day to day running of the club, in conjunction with other staff. Participation in all aspects, from setting up activities and meal times to clearing away at the end of the session.

#### **Liaison**

- To help develop and maintain good relationships and communication with parents/carers and all relevant parties to facilitate day-to-day caring needs;
- To encourage parental support through the development of effective working relationships;
- To consult with the children and involve them in the planning of activities.
- To share good practice with other play workers as needed.

#### **Supervision and care of children**

- Ensure that activities are carried out in a safe and responsible manner in accordance with statutory responsibilities.
- To take responsible precautions and measures to ensure the safety of other staff and children at the club and comply with the responsibilities of the Health and Safety At Work Act.



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Registered Office : St Oswald's Worlestone C.E. Primary School, Church Road, Aston Juxta Mondrum, Nantwich, Cheshire CW5 6DP  
Company Registered in England and Wales: Company Number 10646689

- Provide a clean and safe environment for the children to play. This may involve physically making sure that the club is kept tidy by means of sweeping or washing up.
- Ensure that risk assessments are completed prior to commencing activities with children;
- Ensure that meals are prepared and served in accordance with the Food Standards Agency and to undertake the necessary Food Hygiene Training.
- Ensure food is balanced and healthy in accordance with recommended dietary requirements.
- To actively promote and support the safeguarding of children and young people in the workplace, ensuring that all staff and volunteers observe School policies and procedures to keep children safe from harm.

### Direct Play work

- Support the Out of School Club Manager in planning a wide range of creative and enjoyable activities.
- Consult with the children in order to plan activities.
- Ensure that play meets the full range of children's individual and group needs.
- To fully support inclusive practice, and ensure that all children can be involved in the activities offered if they wish.

### Other

- To undertake continuous professional development, including short courses and qualifications relevant to Playwork as directed by the Principal.
- To promote the aims and objectives of the School.
- To understand and adhere to School policies, procedures and standards at all times.
- To ensure the School offers the highest standards of physical and emotional care, health and safety, and food hygiene at all times.
- To assist with the preparation and maintenance of materials and equipment.
- Recording accidents in the accident book.
- Ensure children are collected in strict accordance with the School's Child Collection Policy.
- To ensure the School offers a high quality, inclusive environment which meets the needs of all children, regardless of culture, religion, and physical or emotional development.
- To ensure confidentiality within the School at all times.
- To participate in activities which fall outside of normal working hours as required, e.g. Training, Staff Meetings, fundraising events, etc.
- To undertake such other duties and responsibilities of an equivalent nature as may be determined from time to time by the Out of School Club Manager.



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