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T.A. Vacancy (Grade 3)

Dear prospective applicant,

On behalf of the community at Willow Brook Primary School, I would like to thank you for your interest in applying for a position at our school. The information on our website should provide you with a good understanding of our ethos, but I would strongly encourage you to visit the school as well. If you like what you see, then we look forward to receiving your application.

We are a successful school with much to offer. I am proud of the many and diverse achievements of our pupils and our staff; impressed by the quality of behaviour and engagement around the school and know how hard each member of the community works to make this a great place to achieve and learn. Our pupils encounter far more than academic success, discovering new talents within a learning environment that is happy, where they feel valued, safe, secure and aware of the needs of others. The school benefits from a collaborative and supportive environment which strives for constant improvement.

Our current vacancy is for a TA who will work primarily in upper key stage 2. They will be required to support class teachers in whole class lessons as well as working with groups and individuals to pre-teach or ‘catch up’. The successful candidate will also follow teachers’ planning and deliver 1:1 work with our pupil premium children.

What to do next:

• visit the school if you are able – email Zoe Roper, our Office Manager at office@willowbrook.notts.sch.uk or call on 0115 914 9889 to arrange your visit

• complete the application form (available from the school website or upon request from the office)

• submit your application with a covering letter, which should outline how you could meet the challenges and potential of the role

I hope you will find all the information you need on our website, but please do not hesitate to contact myself or the school for any further information you require about the post.

We look forward to receiving your application.

Yours faithfully,

Louise Ballard

Head Teacher

head@willowbrook.notts.sch.uk

**Our School Ethos**

**CREATIVITY**

**COMMUNITY**

**COMMITMENT**

**CARE**

**CONFIDENCE**

**We believe that these five words sum up our aims for our children very well. They are displayed around school, and we call them our five Cs.**

*‘I am at the heart of a happy community where a love of learning and a wealth of challenges and opportunities inspire my confidence, creativity and talents.*

*I am at the heart of a caring community where I learn to respect and value my environment and the people who share it with me.*

*I am committed to becoming the best I can be – a lifelong learner where those around me celebrate and encourage the start of my unique learning journey.*

*I am at the heart of my school and am proud to be so.’*

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**Grade 3 + teaching assistant (according to experience)**

*‘The successful candidate will have experience across the primary age range and good knowledge of the curriculum. They will have the skills to support upper key stage 2 in particular and have the confidence to work independently with groups and 1:1, as well as in the classroom alongside the teacher. You will have the creative skills to be able to prepare work and provide feedback to both staff and children and be involved in the wider life of the school.’*

LEVEL 3 Teaching Assistants work under the guidance of teaching/senior staff and within an agreed system of supervision, to implement agreed work programmes with individuals/groups, in or out of the classroom. You may also supervise whole classes occasionally during the short-term absence of teachers.

SUPPORT FOR PUPILS

· Use your skills and experience to support pupils as they access the curriculum

· Establish productive working relationships with pupils, acting as a role model and setting high expectations

· Support pupils by responding to their individual needs

· Promote independence and employ strategies to recognise and reward achievement

· Provide feedback and monitor progress and achievement and assist staff with individual education plans.

SUPPORT FOR THE TEACHER

· Work with the teacher to establish an appropriate learning environment

· Work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate

· Provide objective and accurate feedback and reports as required

· Undertake marking of pupils’ work

· Promote positive values, attitudes and good pupil behaviour

· Liaise sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility

· Provide general clerical/admin. support e.g. produce worksheets for agreed activities.

SUPPORT FOR THE SCHOOL

· 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 difference and ensure all pupils have equal access to opportunities to learn and develop

· Contribute to the overall ethos/work/aims of the school

· Participate in training and other learning activities as required

· Supervise pupils on visits, trips and out of school activities as required

· Use IT effectively to support learning

· Support the aims and initiatives of the school outside of the classroom

· Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these