



Teaching Assistant Information Pack

Summer 2022





Foley Road
Claygate
Surrey KT10 0NB
t: 01372 465348
e: office@claygate.surrey.sch.uk

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Dear Applicant,

Thank you for your interest in the post of **Teaching Assistant (TA)**.

We are looking to appoint a Teaching Assistant to support our children, to support a child with special educational needs and as a general Teaching Assistant. Previous experience of working as a Learning Support Assistant or Teaching Assistant is desirable rather than essential, but successful candidates must be able to demonstrate that they have an affinity with children and a good understanding of how to support them in their learning and behaviour. Lunchtime supervision and intimate care duties will form part of this role and training specific to the role will be given.

Claygate Primary School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. Please note that only applications using the Surrey County Council form will be accepted.

In this pack you will find:

- General information about the school
- Job Profile
- Person Specification
- Application form

We would be delighted to show you around our school. Contact the school office on 01372 465348 if you would like to book a tour. Please visit the school website at www.claygate.surrey.sch.uk.

We reserve the right to close the application process early if we receive applications from enough suitable candidates before the deadline so would encourage you to apply early.

I look forward to hearing from you and reading your application. Thank you once again for the interest you have shown in our school.

We hope this information pack tells you everything you need to know, but if you have any questions, please do not hesitate to contact me (head1@claygate.surrey.sch.uk).

Yours faithfully,

Mrs S.Cunningham
Headteacher

About Claygate Primary School

Claygate is popular two-form entry primary school in the NE of Surrey. We currently have over 380 pupils on roll in 14 classes (two classes in all year groups) and the school is located on a lovely green site in the centre of Claygate village.

We believe strongly in developing the whole child, and therefore place great emphasis on children's physical, creative, emotional and social development, as well as their academic progress.

Our curriculum is broad, balanced, creative, and developing. Our themed approach, based on the principle of 'contexts for learning', promotes active and stimulating learning which aims to inspire children and staff.

We have twice been awarded Artsmark Gold in recognition of our high quality provision in music, art, dance and drama; we received the Activemark award for PE three times; and we are also a Healthy School.

We are committed to safeguarding and promoting the welfare of children and young people, and expect all staff and volunteers to share this commitment.

About the post

Teaching Assistants work alongside class teachers to support groups or individual pupils in their learning and behaviour. This may be through 1:1 support in or out of the classroom, through adapting and differentiating classroom activities, or through providing general support to individuals and groups of pupils in the classroom. Specific details of pupils' needs will be discussed as part of the recruitment process.

What we can offer you

Hopefully if you have visited the school or viewed our website, you will have a good idea of the kind of school we are. But, what's in it for you? Why should you apply for this school rather than anywhere else?

The children . . . are well-behaved, enthusiastic, and they love being here. You will find working with them tremendously rewarding.

The staff . . . are also well-behaved, enthusiastic, and love being here (most of the time!) They are also supportive to new and existing colleagues and you will benefit from their experience and expertise.

The environment . . . is one that you will find hard to beat, with a large field and playground space, pond and wildlife area, allotment, heated outdoor swimming pool, ICT suite and excellent curriculum resources. We also have an active and supportive body of parents and a committed and informed Governing Body.

Please telephone Ros Clark SBM at the school (01372 465348) if you have any questions about this role.

Start date: **asap or September 2022**

Job description

Job Title: Teaching Assistant and Lunch time supervisor

Hours: Full or part time to be discussed term time + 3 INSET days

Pay Scale: Surrey Pay 3 (£18,013 - £18,957 FTE, pro-rata actual salary depending on hours worked per week)

Reports to: Inclusion Lead, Headteacher

Contract: Permanent

Main duties of post:

The principal duty of the TA post is to support our pupils. This may be through 1:1 support in or out of the classroom for those pupils who have an Education Health and Care Plan (EHCP), through adapting and differentiating classroom activities, or through providing general support to individuals and groups of pupils in the classroom.

This post is working ideally working Monday to Friday (to include lunch time supervisor duties), for 38.6 weeks per year (term time + 3 INSET days). Hours are flexible for the right candidate and could be just afternoons, or all day but would ideally cover the lunch period.

Specific and general duties:

Supporting Pupils

- Contributing to the development of pupils' self-esteem and confidence, alongside their educational needs
- Supporting individual pupils / groups of pupils with their learning & managing their behaviour, in & out of the classroom, in line with the learning objectives agreed with the classteacher
- Motivating and encouraging pupils to succeed and helping them to develop independent learning skills
- Contributing to reviews of pupil progress as required, through assessments, meetings etc.
- Maintaining active involvement in the lesson at all times, through interpreting, asking questions, simplifying explanations and helping pupils' understanding
- Providing general pastoral care for all children

Supporting the teacher

- Establishing and maintaining a good working relationship with the class teacher and other colleagues
- Assisting the class teacher (and other professionals as appropriate) to develop suitable programmes of support for pupils
- Keeping records of work / marking work as directed
- Liaising regularly with the class teacher/SENCo, sharing issues relating to Special Educational Needs support including observations, issues encountered and strategies used
- Providing general classroom support as required, including assisting with displays, reprographics etc.

Supporting the School

- Supporting the school's ethos through adhering to school procedures & policies and applying the school's Values framework
- Demonstrating a commitment to improving the school through personal professional development
- Ensuring the confidentiality of pupil and family information

- Promoting excellent home-school links through positive and proactive communication with parents
- Carrying out additional duties e.g. first aid, playground and lunchtime duties, cover for colleagues etc.

Person Specification

Criteria	Essential	Desirable
Qualifications and training		
GCSE (or equivalent) in English and Maths, or (in the absence of a qualification) evidence of an excellent standard in both areas	✓	
Further qualifications relevant to the post (e.g. NVQ or specific qualifications relating to pupils' learning and development)		✓
First aid qualification (training will be given)		✓
Safeguarding training		✓
Any other training relevant to employment in school		✓
Experience		
Experience of working in a school environment		✓
Experience of working with children		✓
Experience of working with children with special educational needs		✓
Experience of working to support children in managing their behaviour		✓
Knowledge, Skills and Abilities		
Ability to work on own initiative and as part of a team	✓	
Willingness to undertake training	✓	
Willingness to perform intimate care tasks	✓	
Calm under pressure and good sense of humour	✓	
Knowledge of safeguarding children guidelines (training will be given)		✓
Flexibility	✓	
Ability to relate well to children and adults showing respect at all times	✓	

Candidates are asked to demonstrate their ability to meet these selection criteria in their application form, their supporting document and at the selection interview.

Closing date 9am 6 June. We reserve the right to interview and appoint early if we received enough suitably qualified applications. It is therefore advised to apply early.

Interviews the following week.

Application forms may be e-mailed to ros.clark@claygate.surrey.sch.uk or posted to the address below.



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