



Thames Primary Academy and Nursery

1:1 Support Assistant



Application Pack





Welcome!

Dear Candidate,

Thank you for showing an interest in working at Thames Primary Academy and Nursery. Our number one priority is to give our children and their families the very best education, care and support that we possibly can.

We are looking for the perfect person who has relevant skills, knowledge and experience to be able to support a child who has an EHCP for SEMH and wants to join and compliment our enthusiastic and dedicated staff team.

We are very privileged to work with and inspire our children, their families and the local community; they deserve everything that we can give them! Our team is committed to approaching teaching, learning and pastoral care in creative, relevant and inspirational contexts, with the child firmly at the heart of the learning process.

Thames has recently joined the Achievement Through Collaboration ATC Multi Academy Trust which will offer candidates an opportunity to be part of a larger support network of professionals and professional development opportunities.

Visits to school at this time are not possible but I would warmly encourage you to take a look at our 'Taste of Thames' video which will give you a real flavour of life at Thames at <https://thamesprimary.co.uk/headteachers-welcome/>

If you are interested in applying and have any questions then I would be happy to discuss these with you in a telephone call prior to your application being submitted.

Thank you for your interest and I wish you the best of luck with your application.

Yours faithfully,

Mrs Julie Allison

Head Teacher



Contents

Welcome!

What are we looking for?

What do we offer?

Job Description

Person Specification

How to apply

What are we looking for?

We are looking to appoint a committed, highly skilled 1:1 support assistant on a fixed term contract to work alongside a child in Year 3 who has social and emotional difficulties. The contract is fixed until the child leaves Thames Academy.

In particular we are looking for someone who:

- Is determined and resilient with high expectations of themselves and others.
- Understands how children learn and develop.
- Has experience of working with challenging pupils with SEMH difficulties.
- Is flexible and has a good sense of humour.
- Wants the best for every child and works tirelessly to achieve this.



What can we offer you?

- An exceptional working environment with excellent facilities and resources.
- A hardworking, dedicated, friendly team of professionals who strive for excellence in everything they do.
- High quality support and CPD and a wealth of development opportunities.
- Fantastic children and supportive families who deserve the very best.

Thames Primary Academy and Nursery is delighted to have also recently joined the **Achievement Through Collaboration (ATC) Multi-Academy Trust**.

All learners in our community will benefit from working in partnership with other schools to develop excellence across all areas.

The trusts policies, curriculum and decisions follow 3 core principles:

- Children come first and are at the heart of all we do
- Positive relationships underpin all of our work
- High expectations and no barriers - everybody can achieve



Job Description

JOB TITLE 1:1 Support Assistant	
JOB PURPOSE To work with teachers to support the learning and development of a child with social, emotional and mental health difficulties.	
RESPONSIBLE TO Class teacher & SENDCo	
LIAISING WITH Headteacher, senior leadership team, teachers and support staff, LA representatives, external agencies and parents.	
HOURS OF WORK 29.5 hours per week term time only + INSETs	
GRADE OF POST NJC 5-6 (Grade C)	SALARY £19,312 - £19,698 pro rata
DISCLOSURE LEVEL Enhanced	
KNOWLEDGE, SKILLS & EXPERIENCE <ol style="list-style-type: none"> 1. Level 3 NVQ and Level 3 certificate in supporting teaching and learning on the Qualification and Credit Framework. 2. Recent, successful experience relevant for the post. 3. Excellent communication skills. 4. Ability to defuse and de-escalate behaviours. 5. Ability to 'think on your feet' during high pressure situations. 	
MAIN /CORE DUTIES	<ul style="list-style-type: none"> ● Provide support in overcoming pupils' barriers to learning. ● Implement planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to pupils' responses and resolving related problems as appropriate. ● Participate in planning and evaluation of learning activities with the teacher for the session, day or week and providing feedback to the teacher on pupil progress and behaviour. ● Support the teacher in monitoring, assessing and recording pupil progress/activities. ● Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher. ● Communicate with pupils to promote learning, including assessing the impact of the communication on recipients and adjusting approach as necessary. ● Support learning by arranging/providing resources for lessons/activities under the direction of the teacher. ● Responsible for the careful and safe use of equipment, such as play and standard ICT equipment. ● Support pupils in social, health and emotional well-being, drawing any problems which cannot be resolved to the attention of the teacher. ● Share information about pupils with other staff, parents/carers, as appropriate. ● Understand and support independent learning and inclusion of all pupils as required. ● Assist in the development of individual development plans for pupils (such as Individual educational plans). ● Support the work of volunteers and other teaching assistants in the classroom. ● Support the use of ICT in the curriculum. ● Assist with break-time supervision including facilitating games and activities. ● Assist in escorting and supervising pupils on educational visits and out of school activities.

- Select, prepare and clear away classroom materials and learning areas ensuring they are available for use, including developing and presenting displays.
- Support children's learning through play.
- Support pupils in developing and implementing their own personal and social development.
- Assist pupils with eating, dressing, hygiene and medical needs, as required, whilst encouraging independence.
- Maintain confidentiality and adhere to safeguarding procedures.
- Ensure compliance with policies and procedures relating to child protection, health, safety, security, safeguarding and confidentiality.

OPERATIONAL/STRATEGIC PLANNING

Use current legislation, research and feedback to inform practice and make adaptations as required.
Contribute to the monitoring, evaluation and further development of our Academy Development Plan.

SERVICE PROVISION & DEVELOPMENT

Deliver appropriate, high quality provision which complements the Academy's strategic objectives.

STAFFING & STAFFING DEVELOPMENT

Provide support for staff in year groups, responding to children's needs.
Provide support and guidance to volunteers and newly qualified staff.
Foster teamwork with staff to ensure constructive working relationships.
Communicate professionally and effectively with all staff members.
Treat team members with equity, professionalism and respect and be proactive in supporting all team members, regardless of their need, to have high expectations for all.
Listen and act upon views of team members to deliver excellent service and high quality provision for all.
Celebrate successes of team members - both work related achievements and life events.

QUALITY ASSURANCE

Participate in monitoring and evaluating provision in line with agreed procedures.
Take an active part in analysis and interpretation of relevant data, research and inspection evidence to inform policy and practice and support improvement where necessary.

MANAGEMENT INFORMATION AND ADMINISTRATION

Record accurate and up-to-date information concerning children in the class.
When required, produce appropriate and timely reports for the various audiences, eg classteacher, external agencies.

COMMUNICATIONS

Develop and maintain effective partnerships with parents/carers to promote learning and provide information.
Ensure that all communications demonstrate the values of the Academy.
Attend meetings related to children's needs as required.
Contribute to the development of effective links with the community.
Contribute to effective systems of communications.

MARKETING & LIAISON

Take part in liaison events such as parent's evening, review days and link events with partner schools.
Attend meetings and functions as required to support the delivery of the role, ensuring the values of the Academy are met.

MANAGEMENT OF RESOURCES (OTHER THAN PEOPLE)

Maintain existing resources and explore opportunities to develop or incorporate new resources from sources inside and outside the Academy.
Ensure that the learning environment contributes to safe, successful and effective learning.
Ensure that shared areas promote a stimulating, relevant environment to inspire and facilitate effective learning.

CORPORATE RESPONSIBILITY

Play a full part in the life of the Academy community, supporting its distinctive mission and encouraging staff and children to follow this example.
Promote actively the Academy's corporate policies.
Comply with the Academy's health and safety policy and undertake risk assessments as appropriate.

OTHER SPECIFIC RESPONSIBILITIES

Contribute to the overall ethos, work and aims of the Academy.
 Carry out all duties in the most effective, efficient and economic manner.
 Continue personal and professional development.
 Participate fully with arrangements made in accordance with the Academy's Appraisal Policy.
 Perform any other reasonable duties as requested by the Academy.

GENERAL STATEMENT

This job description sets out the main duties and responsibilities of this post at the time of writing. It cannot be read as an exhaustive list. However, following consultation with you, it may be changed to reflect or anticipate changes in the job, commensurate with the grade and job title subject to Headteacher's approval.

SAFEGUARDING

The Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and individually take responsibility for doing so.

Person Specification

Category	Criteria	Essential	Desirable	Source
Qualifications	Level 3 NVQ in supporting teaching and learning	✓		A
Experience	Recent, successful experience relevant for the post	✓		A, R
Knowledge & Understanding	Ability to implement planned learning activities and adjust activities accordingly.	✓		A, R, I
	Ability to communicate with children to encourage social, educational and physical development and good behaviour.	✓		A, I, T
	Ability to support independent learning and inclusion of all pupils as required.	✓		
	Ability to support needs of individual children by implementing agreed intervention strategies/programmes.		✓	I, R, T
	Ability to assist in the development of individual development plans for pupils (such as Individual educational plans).		✓	
	Ability to maintain accurate children's records.	✓		A, R, I
	Ability to provide feedback to the teacher and pupils on pupil progress and behaviour.		✓	
	Ability to work with parents/carers to exchange information and to help address a child's needs.		✓	R, I
	Ability to contribute to planning of learning activities.	✓		A, R, I
	Ability to support the use of ICT in the curriculum.		✓	
	Ability to organise, arrange and provide resources for lessons/activities under the direction of the teacher.		✓	I, T
Skills, Abilities & Competencies	Be able to demonstrate good Literacy and numeracy levels.	✓		A, T

	Be able to share information about pupils with other staff, parents / carers, as appropriate.	✓		A, I
	Be able to develop and maintain effective partnerships with parents/carers to promote learning and provide information.		✓	I
	Be able to manage behaviour positively and effectively.	✓		R
	Be able to resolve day to day problems in relation to learning activities.		✓	I, T
	Be able to assist with break-time supervision including facilitating games and activities.		✓	
	Be able to provide support and guidance to other staff and volunteers.		✓	I
	Be able to select, prepare and clear away classroom materials and learning areas and develop and present displays.		✓	
	Be able to conduct all activities in a professional manner at all times.	✓		I
Personal Qualities	Excellent communicator	✓		A, I
	Highly organised	✓		A, I
	Ability to meet deadlines and maintain up-to-date records	✓		A, R
	Work swiftly and decisively under pressure	✓		I, R
	Ability to work in a team	✓		A, I
	Resilient	✓		I
	Positive attitude, energy and enthusiasm	✓		I, R
	Excellent rapport with children and families	✓		I
	Ability to work confidentially and with discretion	✓		I
Commitment	To the safety, happiness, well-being and self-esteem and progress of all children.	✓		A, R
	To provide the best educational opportunity for children in the Academy.	✓		A, R
	To ensure that all communications with service users demonstrate the values of the Academy.	✓		A

How to Apply

1. Read the job description and person specification carefully.
2. Complete the application form electronically or print it off and hand write it.
3. Ensure your supporting information is concise and relates to the person specification.
4. Email your completed application to sandra.wolfe@thames.blackpool.sch.uk or post to:
Sandra Wolfe
Thames Primary Academy
Severn Road
Blackpool
FY4 1EE

Closing date for applications: Friday 30th October 2020

Shortlisted candidates will be invited to attend an interview Friday 6th November 2020

We look forward to receiving your application.

Good luck!

Mrs Julie Allison

