

**SCHOOL NAME**

Brooklands Primary School  
Woodbourne Road  
Sale  
M33 3SY  
0161 973 3758  
secretary@brooklands.trafford.sch.uk  
www.brooklands.trafford.sch.uk  
Headteacher – Mr Matthew Copping

SEN TA1 Teaching Assistant

Band 3 Point 6-11

8.30 – 3.30 (One hour for lunch) Term Time – 30 hours per week

Salary £19,171 - £21,166 Pro-Rata

Temporary linked to a child – if/when the child leaves school the post will be terminated.

Start date 1<sup>st</sup> September 2019

Brooklands Primary School is an “outstanding”, high-achieving, popular school dedicated to serving the educational needs of the Sale community. Teachers, pupils and parents work collaboratively to ensure excellent outcomes for the children, ensuring that every child enjoys a happy, successful and memorable time at school. We work together to educate each child by developing curiosity and enthusiasm for learning through a lively, challenging and innovative curriculum, in an atmosphere conducive to learning

We aim to provide pupils with the highest quality of learning possible. We are passionate that pupils develop both pastorally as well as academically, meaning that we encourage pupils to respect each other, recognising that we all have strengths and weaknesses. Life skills is another important focus for our school ensuring that we prepare children to take up their duties and responsibilities as citizens both as individuals and in the wider community. We also promote equality and celebrate diversity in every sense of the word, encouraging pupils to respect each other’s identity, characteristics and background. We provide a safe and caring environment helping children to develop positive attitudes and values for themselves and others.

We have a fantastic staff team, who are highly trained and reflective individuals. The leadership team listens to staff and encourages them to share their ideas to help to further enhance the provision offered. Integral to our practice at Brooklands is providing staff with training, support and with opportunities to grow and develop as individuals and within the teams that they are working in.

**We are looking for a Teaching Assistant required for September 2019, who wants to make a difference to children’s educational experience. Would you like a new challenge?**

**POST**

## **Teaching Assistant Level 2**

**Role: 1:1 SEN TA supporting a pupil in class with global delay**

**Band 3 Point 6 - 11 (£19, 171 - £21,166) p.a. pro rata**

**Role is linked to child**

**Term Time 30 hours per week**

**Contracted Hours: 8.30 – 3.30 – 1 hour for lunch**

**Effective 1<sup>st</sup> September 2019**

We wish to appoint an outstanding Teaching Assistant, who will work with a pupil with global development delay. The role will involve supporting the child to access lessons in class, working with the child on a one-to-one basis, as well as working with small groups of children. The successful candidate will:

- Enjoy working with children
- Be passionate about SEND
- Have high expectations for all children's attainment and behaviour
- Hardworking and a team player, who can work on their initiative when required
- Enthusiastic, positive and proactive approach
- Effective communicator who can establish and maintain effective relationships with staff, pupils and their carers
- Excellent ICT Skills
- Flexible and willingness to immerse yourself in the school community, e.g. supporting school events

Brooklands Primary School offers:

- A welcoming and friendly atmosphere
- Support from the SENCo
- A thorough induction to ensure that you excel in your new role
- An approachable, creative and innovative leadership team
- Supportive Teachers who work collaboratively with Teaching Assistants
- Highly motivated pupils who enjoy coming to school
- Excellent professional development opportunities, including a weekly training session

**Brooklands Primary is committed to safeguarding, to promoting the welfare of our children and adhering to the Equality Act 2010. The successful candidate will be required to undertake an enhanced Disclosure and Barring Service check. To comply with the**

Asylum and Immigration Act 1996 all prospective employees will be required to supply evidence of eligibility to work in the UK. This commitment is reflected in our Safer Recruitment processes. These posts are subject to enhanced DBS disclosures.

For more details please contact the Headteacher – Matthew Copping. If you think Brooklands Primary School is the right school for you, please visit our website to download an application form or contact us via [secretary@brooklands.trafford.sch.uk](mailto:secretary@brooklands.trafford.sch.uk)

Completed application forms should be via email to [secretary@brooklands.trafford.sch.uk](mailto:secretary@brooklands.trafford.sch.uk) marked for the attention of The Headteacher, Matthew Copping.

Closing date: Monday 8<sup>th</sup> July 2019 12.00 noon

Shortlisting: Monday 8<sup>th</sup> July 2019

Interviews: Thursday 11th July 2019

### **TEACHING ASSISTANT 1 (post PARIS)**

**JOB TITLE: TA1: SALARY RANGE: Band 1**

**TA1 SEN: SALARY RANGE: Band 3 (points 6-11)**

**HOURS: Full time = 36.25 per week for a 39 week working year**

Teaching Assistants are paid term time only and a fraction of 447/522 (less than 5 years service) or 457/522 (more than five years service) is applied to the all year annual salary rate to provide the term time salary.

<b>NJC LEVEL 1</b> - To work under the direct instruction of teaching/senior staff, usually in the classroom with the teacher, to support access to learning for pupils and provide general support to the teacher in the management of pupils and the classroom.
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<b>SUPPORT FOR PUPILS</b>
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| <ul style="list-style-type: none"><li>• Attend to the pupils' personal needs, and implement related personal programmes, including social, health, and physical;</li><li>• Hygiene, first aid and welfare matters;</li><li>• Supervise and support pupils ensuring their safety and access to learning;</li><li>• Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs;</li><li>• Promote the inclusion and acceptance of all pupils;</li><li>• Encourage pupils to interact with others and engage in activities led by the teacher;</li><li>• Encourage pupils to act independently as appropriate.</li></ul> |
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<b>SUPPORT FOR THE TEACHER</b>
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| <ul style="list-style-type: none"><li>• Prepare classroom, as directed, for lessons and clear afterwards and assist with the display of pupils work;</li><li>• Be aware of pupil problems/progress/achievements and report to the teacher as agreed;</li><li>• Undertake pupil record keeping as requested;</li><li>• Support the teacher in managing pupil behaviour, reporting difficulties as appropriate;</li></ul> |
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<ul style="list-style-type: none"> <li>• Gather/report information from/to parents/carers as directed;</li> <li>• Provide clerical/administrative support e.g. photocopying, typing, filing, collecting money etc.</li> </ul>
<b>SUPPORT FOR THE CURRICULUM</b>
<ul style="list-style-type: none"> <li>• Support pupils to understand instructions;</li> <li>• Support pupils in respect of local and national learning strategies e.g. literacy; numeracy, KS3, early years, as directed by the teacher;</li> <li>• Support pupils in using basic ICT as directed;</li> <li>• Prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use.</li> </ul>
<b>SUPPORT FOR THE SCHOOL</b>
<ul style="list-style-type: none"> <li>• Be aware of and comply with policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person;</li> <li>• Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop;</li> <li>• Contribute to the overall ethos/work/aims of the school;</li> <li>• Appreciate and support the role of other professionals;</li> <li>• Attend relevant meetings as required;</li> <li>• Participate in training and other learning activities and performance development as required;</li> <li>• Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes;</li> <li>• Accompany teaching staff and pupils on visits, trips and out of school activities as required.</li> </ul>

<b>Experience</b>	Working with or caring for children of relevant age.
<b>Examples of recommended qualifications, knowledge and training requirements</b>	<ul style="list-style-type: none"> <li>• Good numeracy/literacy skills;</li> <li>• Completion of DfES Teacher Assistant Induction Programme;</li> <li>• Participate in development and training opportunities;</li> <li>• To have attended basic TA training at a college of further education (e.g. NCFE level 1 Training) and be working towards NVQ2 or similar qualifications (e.g. CACHE level 2);</li> <li>• From September 2010 - L2 Award in Support Work in Schools</li> </ul>
<b>Knowledge/Skills</b>	<ul style="list-style-type: none"> <li>• Appropriate knowledge of first aid;</li> <li>• Use basic technology – computer, video, and photocopier;</li> <li>• Ability to relate well to children and adults;</li> <li>• Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these;</li> <li>• To be aware of all school policies and procedures;</li> </ul>

	<ul style="list-style-type: none"><li>• To have some knowledge of NC requirements, especially literacy, numeracy and PSHE (e.g. ELS/ ALS/ FLS/ LPU/ Springboard).</li></ul>
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### **SEN PAY BAND**

Teaching Assistants paid on the SEN Pay bands can also be asked to undertake any or all of the following:

- Dealing with complex behaviour/emotional needs;
- Dealing with complex physical, health care and personal needs, including moving and handling and competence training for carrying out medical procedures for individual children;
- Support complex sensory needs;
- Attend appropriate in service training as required to address the complex needs of the pupils;
- Communicate with parents/cares and other professionals around complex issues/needs;
- Be aware that the job may require TAs to work in difficult and challenging conditions arising from anti-social, difficult behaviour or medical conditions.

### **Training**

There is an expectation that schools will arrange for TAs to have access to a range of training appropriate to their role.