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Teaching Assistant (Level 1) Part Time, Fixed Term,  
Term Time Only  
(supporting a child with an Education Health Care Plan  
on a one-to-one basis)

Edukos Trust  
at Swanland Primary School

Application Pack



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# Welcome Letter

Dear Applicant

Thank you for expressing an interest in our position of Teaching Assistant (Level 1) (supporting a child with an Education Health Care Plan on a one-to-one basis) working at Swanland Primary School within the Edukos Trust family of Schools.

We are currently recruiting for 2 Teaching Assistant Roles, supporting children with additional needs.

Please read the job advertisement, Job Description and Person Specification below and you are welcome to get in touch with the school should you require any further information.

Candidates interested in applying for this post can find out more by reading the full application pack which can be downloaded from the School website or the East Riding Recruitment website.

Yours Faithfully

Hannah Stephenson  
Head Teacher

# Advertisement

## **Teaching Assistant (Level 1) Part Time, Fixed Term, Term Time Only (supporting a child with an Education Health Care Plan on a one-to-one basis)**

**Required from:** September 2024

**Salary:** £23,114 p.a pro rata (£11.98 per hour)

**Hours: Role 1:** Monday to Friday 8:40am-12pm and 1:00pm-3.25pm (28 hours 45mins) Term Time Only

**Role 2:** Wednesday to Friday: 8:40am-1pm (13 hours a week) Term Time Only  
(Job shares will be considered)

Swanland Primary School is a 2-form entry Primary school in the heart of Swanland Village. We are part of Edukos Trust and have 420 children on role ranging from 4- 11 years of age.



We are looking for inspirational teaching assistants qualified to level 1 or above. You will have experience of working with children with additional needs in a school environment. As a school we can offer you a warm and welcoming environment with lots of opportunities for support and upskilling.

The vacancies involve working on a one-to-one basis, supporting children with an EHCP. Previous experience of working on a one-to-one basis with a child with special needs would be desirable.

The post advertised can be split to accommodate a job share situation. These are Level 1 posts and would be suitable for someone with a Level 1 Teaching Assistant qualification or above, although, we would also consider candidates currently studying for their Teaching Assistant qualification.

Please see the Job Description and Person Specification for further information.

If you would like to apply for either of these vacancies, please fill in the application form available from the ERYC Recruitment website, from our school website at <https://swanlandschool.co.uk/vacancies/> or from Swanland Primary School office (tel: 01482 631300 ext 1000 or email: [sbm@swanlandschool.co.uk](mailto:sbm@swanlandschool.co.uk)) and either return it by email to the above email address or by post to: Mrs D Carvalho, Swanland Primary School, Tranby Lane, Swanland, North Ferriby HU14 3NE.

It is intended to hold interviews on Tuesday 30<sup>th</sup> July 2024. Candidates are requested to submit applications by Wednesday 17<sup>th</sup> July. A downloadable application form is available from our website; submissions should be sent via email to: [sbm@swanlandschool.co.uk](mailto:sbm@swanlandschool.co.uk)

Edukos Trust is committed to:

- Promoting equality, diversity and inclusion;
- Ensuring staff are protected from unlawful direct or indirect discrimination resulting from a protected characteristic (e.g. age, disability, gender reassignment, being married or in a civil partnership, being pregnant or on maternity leave, race including colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation).
- Delivering high quality teaching and services that meet the diverse needs of its children and its workforce, ensuring that no individual or group is disadvantaged.
- Safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. The suitability of all prospective employees/volunteers will be assessed during the recruitment process in line with this commitment. It is an offence to apply for the role if the applicant is barred from engaging in regulated activity relevant to children. See our Safeguarding and Child Protection Policies on the [Trust Website](#). Please note, online searches will be done as part of due diligence checks.

# Exceptional. Together.

means to us..

*“Supported by our belief that through working with each other, **#together** we create a unique organisation with high expectations and high-quality work that make us **#exceptional.**”*

This is underpinned by our core values: **#friendly**, **#growth**, **#trust**.

**#friendly** means to us...

Organisational behaviours and an environment that:

- is kind,
- is caring,
- is co-operative,
- are conducive to positive interactions,
- build positive relationships,
- allows for communication,
- allows for collaboration,
- supports wellbeing,
- builds community; and
- allows for conflict resolution.

**#growth** means to us...

Organisational behaviours and an environment that:

- allows for development,
- advancement of personal abilities,
- associated with positive change,
- allows for improvement,
- sustainability,
- higher standards,
- improving efficiencies,
- achieving goals,
- cultural; and
- new possibilities.

**#trust** means to us...

Organisational behaviours and an environment that:

- give confidence,
- promote integrity,
- reliability,
- honesty,
- involves a willingness to be vulnerable,
- to depend on others,
- fosters a sense of security,
- relationships,
- risk reduction,
- innovation and creativity,
- ethical behaviour,
- emotional wellbeing; and
- loyalty.

**Our School Values are:**

**We are Kind, We are Respectful, We are Proud and  
We do our Best**

## Job Description

### Teaching Assistant (Level 1) Part Time, Fixed Term, Term Time Only (supporting a child with an Education Health Care Plan (EHCP) on a one-to-one basis)

**Employed by:** Edukos Trust

**Responsible to:** The Head Teacher

**Location:** Swanland Primary School



### **Main purpose**

The main purpose of this role is/are:

The following **values and principles** underpin the basis on which the postholder will assist and support the teaching of children within the School:

#### **Working in partnership with the teacher and SENDCo**

- Works under the direction and guidance of a teacher and SENDCo.
- Understands lesson objectives.
- May be involved in planning small group or 1:1 activities.

#### **Statutory framework**

- Works to agreed school policies and procedures.
- Works within the wider legislation framework, eg national curriculum, health and safety, child protection.

#### **Supporting inclusion**

- Facilitates participation and learning, helping to build confidence and self-esteem, so that all children, including those who present challenging behaviour, are enabled to reach their full potential alongside their peers.

#### **Equality of opportunity**

- Ensures children's equal access to learning and development.

#### **Anti-discrimination**

- Must comply with legislation and school policies relating to discrimination.
- Must promote anti-discrimination practices in all interactions with children and colleagues.

#### **Celebrating diversity**

- Demonstrates and promotes an understanding and appreciation of difference in personal characteristics, belief system and cultures.

#### **Promoting independence**

- Encourages and promotes independent learners.
- Provides opportunities for children to demonstrate self-reliance and responsibility.

#### **Confidentiality**

- Must adhere to the need for confidentiality of information at all times.

#### **Continuous professional development (CPD)**

- Takes responsibility for maintaining and improving personal skills, knowledge and experience.

## **Main Duties and Responsibilities of the post:**

Under the direction of the teacher or SENDCo, and within the agreed educational plan, the postholder will undertake a range of duties which may include:

### **Supporting the child by:**

- Developing an understanding of the specific needs of the child to be supported, taking into account the type of support involved.
- Undertaking activities with the child (or with groups of children) to ensure safety and facilitate their physical, emotional and educational development by, for example:
  - - clarifying and explaining instructions;
  - - ensuring the child is able to use equipment and materials provided;
  - - assisting in identified areas, eg language, behaviour, reading, spelling, numeracy, handwriting/presentation and the use of ICT;
  - - helping the child to concentrate on, and finish, work set;
  - - meeting the physical needs of the child as required whilst encouraging independence;
  - - liaising with the class teacher, SENDCo and/or external support teacher about termly support plans (TSPs) and pupil progress;
  - - developing appropriate resources to support the child;
  - - undertaking personal care duties such as nappy changing and cleaning.

### **Supporting the teacher by:**

- Preparing and clearing up classroom materials and activities, making sure that basic classroom materials are available for use, and assisting in the maintenance of wall displays.
- Assisting the class teacher (and other professionals as appropriate) in the carrying out of pre-determined educational activities and support programmes for individual and groups of pupils.
- Participating in the evaluation of the support programme.
- Carrying out administrative tasks associated with the above duties as directed by the teacher, ie photocopying, basic record keeping.
- Assisting the child to change for PE and swimming.
- Providing regular feedback about the child to the class teacher and SENDCo.
- Liaising with other members of the team supporting the children when asked to do so.
- Providing contributions to reviews of children's progress, as appropriate.

### **Supporting the school by:**

- Supervising the children, as required, during their break/lunchbreak periods when they are playing outside, playing in the classroom on wet days or eating their lunch in the dining hall.
- Helping with educational visits and outings.
- Administering minor first aid (where trained), assisting in the dispensation of medically prescribed controlled drugs (as per appropriate school procedures) and assisting with children who are sick (as needed).
- Attending staff briefings and assemblies as appropriate.

Undertaking any other duties that may reasonably be regarded as being commensurate with the grade and general purpose of the post.

We are committed to safeguarding and promoting the welfare of students and expect all employees and volunteers to share this commitment. This post is subject to an enhanced DBS (Disclosure and Barring Service) check.

## Job and Person Specification

Requirements – (based on the job description)	Essential	Desirable	Assessment
<b>QUALIFICATIONS &amp; TRAINING: the successful candidate will:</b>			
- Level 1 NVQ Teaching Assistant qualification or above (we would consider candidates who are currently undertaking an approved course)	√		AF CQ
- Current first aid qualification		√	AF CQ
- Trained in physical intervention techniques (Team Teach)		√	AF CQ
<b>SKILLS &amp; EXPERIENCE: the successful candidate will:</b>			
- Working with children	√		AF I R
- Working within a school environment	√		AF I R
- Experience working with children who have additional needs	√		AF I R
- Experience of working with children on a one-to-one basis with a range of complex special educational needs, including gross motor needs and children with social and communication needs		√	AF I R
- Experience of a wide range of strategies/ techniques to assist and motivate children		√	AF I R
- Experience of following plans set by other professionals and outside agencies.		√	AF I R
- To inspire trust and confidence in children	√		AF I R
- To encourage high standards of pupil behaviour	√		AF I R
- To respect confidential information	√		AF I R
- To work as part of a group and individually	√		AF I R
- Ability to encourage pupils to interact and work co-operatively with others and engage all pupils in activities	√		AF I R
- Experience of promoting the inclusion and acceptance of all pupils within the classroom	√		AF I R
<b>KNOWLEDGE: the successful candidate will:</b>			
- Managing the behaviour of children	√		AF I R
- An understanding and appreciation of different personal characteristics	√		AF I R
- Working with individual children on a one-to-one basis	√		AF I R
- Following set programmes of work including personal and social development of children	√		AF I R
- Child development and social interaction		√	AF I R
<b>PERSONAL TRAITS: the successful candidate will:</b>			
- Calm, caring, empathetic, patient	√		AF I R
- Excellent time management	√		AF I R
- Good judgement, common sense and non-judgemental	√		AF I R



<b>Requirements – (based on the job description)</b>	Essential	Desirable	Assessment
- Professional, approachable and tolerant	√		AF I R
- An inspiring Teaching Assistant with a caring and supportive approach	√		AF I R
- Be adaptable	√		AF I R
<b>Application Form and Letter</b>			
The form should be fully completed and free from error and the letter should be clear and concise and related to this specific post	√		AF
<b>Confidential References and Reports</b>			
References should provide a strong level of support for relevant professional and personal knowledge, skills and abilities related to above	√		R

<b>Key to Method of Assessment</b>			
AF	Application Form	CQ	Certificate of Qualification
I	Interview	T	Test/assessment
R	Reference	P	Presentation

## Explanatory Notes

Applications will only be accepted from candidates completing the Trust's Application Form. Please complete ALL sections of the Application Form which are relevant to you as clearly and fully as possible. CVs will not be accepted in place of a completed Application Form.

### Safeguarding Children & Young People

We are committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including DBS checks.

- Candidates should be aware that all posts in Edukos Trust involve some degree of responsibility for safeguarding children and young people, although the extent of that responsibility will vary depending on the nature of the post. Please see the job description enclosed in this Application Pack for further details.
- Accordingly, this post is exempt from the **Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 (as amended 2013)**. Please see the Trust's application form for further information on this.
- If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offence, including those related to children or young people (whether disciplinary sanction is current or time-expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any investigation or disciplinary proceedings. If you are not currently working with children, but have done in the past, that previous employer will be asked about these issues.
- Where neither your current or previous employment has involved working with children, your current employer will be asked about your suitability to work with children, although it may where appropriate be answered not applicable if your duties have not brought you into contact with children or young people.

### Interview Process

After the closing date, short listing will be conducted by a panel, who will match your skills/experience against the criteria in the Person Specification. You will be selected for interview entirely on the contents of your application form, so please read the Job Description and Person Specification carefully before you complete your form.

Owing to the number of applications we receive; it is not possible to contact all applicants to confirm if they have been successful in securing an interview. Therefore, please assume that if you do not hear from us by the interview date, that in this instance you have been unsuccessful. We would like to thank you for taking the time to apply.

All candidates invited to interview must bring the following documents:

- Documentary evidence of right to work in the UK;
- Documentary evidence of identity that will satisfy DBS requirements such as a current driving licence including a photograph and/or a passport and/or a full birth certificate;
- Documentary proof of current name and address (i.e. utility bill, financial statement etc.)
- Where appropriate any documentation evidencing change of name;
- Documents confirming any educational or professional qualifications that are necessary or relevant for the post;

*Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient.*

We will seek references on shortlisted candidates for all positions and may approach previous employers for information to verify particular experience or qualifications before interview. Any relevant issues arising from references will be taken up at interview.

## Conditional Offer: Pre-Employment Checks

Any offer to a successful candidate will be conditional upon:

- Verification of right to work in the UK;
- Receipt of at least two satisfactory references (if these have not already been received)
- Verification of identity checks and qualifications;
- List 99 check;
- Satisfactory DBS Disclosure;
- Verification of professional status such as QTS Status, NPQH (where required);
- Satisfactory completion of the probationary period (where relevant);
- Where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as may be required in accordance with statutory guidance.

To apply please complete the Edukos Trust application form. Your supporting statement should address and evidence the selection criteria detailed in the Person Specification.

<b>Closing Date:</b>	Wednesday 17 <sup>th</sup> July 2024 at 12pm	<b>Interviews:</b>	Tuesday 30 <sup>th</sup> July 2024
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### Applying:

Our preferred method for applications is a completed form which should be returned in electronic format to the email address provided in the job advert.