

Burlish Park Primary School



Application Pack
Teaching Assistant
(Fixed Term to cover maternity)
Grade 1
10 hours per week





Burlish Park Primary School

*Proud of Achievement
Focused on Improvement*

*Mrs Kerry Postans BA (Hons) NPQH
Headteacher*



Dear Applicant,

This post is an opportunity for an enthusiastic and committed teaching assistant to join our team on a 10 hour fixed term basis to cover maternity leave and is expected to start April 2024.

Grade 1 – 10 hours per week, across 5 days, term time only.

Provisional working hours – 13:15 – 15:15.

Burlish Park Primary School has been part of The Rivers CofE Academy Trust since 2018. We are a dynamic trust of 16 primaries, first and nursery schools and a thriving teaching alliance with a strong educational reputation. As a member of our 750+ staff community, you will have access to a collaborative network of colleagues who work together to drive high standards and benefit from a contributing pension scheme, access to continued professional development and opportunities for internal talent management. We are open to flexible working.

Our vision is to teach children to love, learn, live as a global citizen in an ever-changing world, encapsulated in our vision: 'love, learn, live'.

The closing date for applications is Monday 8th April 2024. We are happy to receive applications by email to office-bp@riverscofe.co.uk. Applications should be made on a Rivers Trust application form, which is available on our website. Interviews are expected to be held week commencing 15th April 2024.

We would be delighted to hear from you if you share our vision and want to make a real difference to our pupils, school and Trust. If you have further queries, or would like to visit our school, please call our school office on 01299 823771.

I look forward to hearing from you.

Yours sincerely

Mrs Kerry Postans
Headteacher



Burlish Park Primary School

Job Description



Job Description

Job title: Teaching Assistant

Salary Range: Grade 1 (Scale 1-4)

Contract: Term time only

Line of Responsibility: Responsible to Headteacher/Deputy Headteacher/Phase Leader

Direct staff reports: N/A

Our People Values:

- **Love, Learn, Live** - Our aim is that our staff will **love learning for life**. Our family of schools **love, learn and live** together.
- **Our STARS values** - Empowering staff to make a difference to children's outcomes: Sharing; Trust; Achievement; Respect and Safety

Key Purpose

To support the classroom teacher with their responsibility for the development and education process by providing care and supervision skills to children, including those who have special physical, emotional and educational needs, by utilising a good standard of practical knowledge and skills. This post is to support a named child.

Accountabilities:

The appointee will work under the direction of a class teacher.

The Headteacher/Deputy Headteacher/Phase Leader will hold the post holder to account.

Key responsibilities and activities:

Classroom responsibilities:

- Supervise the activities of individuals or groups of children to ensure their safety and facilitate their physical and emotional development.
- Undertake those activities necessary to meet the physical and emotional needs of individuals and groups of children, including pupils with educational, physical or emotional special needs.
- To monitor individual pupil's problems, progress, achievements and condition and report these to the designated supervisor as appropriate.
- Actively engage in the pre-determined educational activities and work programmes at a basic level and to assist in personal and individual development of individuals or groups of pupils.
- To model good standards of spoken English.
- First aid if trained.
- Intimate care if necessary.

Generic Responsibilities

Additional Responsibilities

- To undertake any further training as required.
- To be aware of and observe all policies, procedures, working practices and regulations. In particular:
 - Employees must comply with the provisions of 'The Health and Safety at Work Act 1974' and must take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions whilst at work. Employees are also required to cooperate with their employer to enable them to perform or comply with any statutory provisions. The Trust's efforts to promote a safe and healthy working environment can only succeed with the full co-operation of its employees
 - To understand, comply with and promote the Trust's safeguarding policy and procedures. It is the responsibility of all employees to make the working environment safe and secure for all
 - It is the responsibility of all staff to comply with the Trust's Equal Opportunities Policy. The key responsibilities for staff under this Policy are set out in the Trust Code of Conduct. The duties described in this Job Description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users
 - To maintain the confidentiality about pupils, clients, staff and other Trust business. The work is of a confidential nature and information gained must not be communicated to other persons except in the recognised course of duty. The post holder must meet the requirements of the Data Protection Act at all times
 - To report to line manager, or other appropriate person, in the event of awareness of bad practice
 - Employees must adhere to the Code of Conduct and comply with all reasonable management requests. This job description is intended to provide a broad outline of the accountabilities and responsibilities only. The post holder will need to be flexible in developing the role in conjunction with the line manager. The post holder may be asked to carry out any other delegated duty or task that is in line with their post.

The Trust reserves the right to alter the content of this Job Description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility.

Principal Contacts

Pupils, parents, visitors, teachers, other school support staff.

Burlish Park Primary School is committed to the promotion of equal opportunities and diversity. It is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The completion of an Enhanced DBS will be required for anyone working with children in our school.

Burlish Park Primary School Person Specification



Criteria	Essential	Desirable
Qualifications and experience	<ul style="list-style-type: none"> • Grade C or equivalent in English and Maths • Experience in working in a school setting 	<ul style="list-style-type: none"> • Experience in all Key Stages in a primary school • Evidence of further CPD • First Aid trained
Skills and knowledge	<ul style="list-style-type: none"> • Ability to work independently • Ability to use own initiative • Good understanding of safeguarding issues • Excellent numeracy and literacy skills. • The ability to support pupils and parents through fluent and accurately spoken English. • Effective use of IT. 	<ul style="list-style-type: none"> • Good understanding of the new National curriculum • Safeguarding training undertaken • Offsite visit trained
Personal Skills	<ul style="list-style-type: none"> • Ability to relate well to children and adults • Work constructively as part of a team, understanding school roles & responsibilities and own position within these 	

About Our School



Here at Burlish Park Primary we pride ourselves in our warm, caring and safe environment. As a school community we are passionate about meeting the needs of all children, making the most of their individual talents and nurturing a love of lifelong learning. Our vision is encapsulated in the words Love Learn Live.

We challenge everyone to be the best that they can be – Pupils, Staff, Parents and School Improvement Board. High self-esteem is encouraged, high expectations, standards and values are promoted.

We want all of our children to achieve the highest possible standards and make maximum progress in relation to their prior learning.

We want our children to be equipped for the future with skills such as; independence, resilience, motivation and respect.

The Rivers Multi Academy Trust

When you join Burlish Park Primary School you become part of The Rivers CofE Academy Trust family, a group of 16 schools and over 750 staff working in partnership to provide the best learning experience for over 5200 children.

As a member of the trust, you will have access to a wider network of friendly colleagues, working in similar positions, who are available to offer support, share ideas and provide guidance.

There are plenty of opportunities for you to thrive and grow your skills, through training and collaborative working.

Burlish Park Primary School

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Worcestershire
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