



TEACHING ASSISTANT APPLICATION PACK



Salary scale: NMW

Contract Type: 25 hours per week (Term Time)

Contract Term: Fixed Term (6 Months)

Principal – Mr A Anderson

Ludgvan School

Lower-Quarter

Ludgvan

Penzance

TR20 8EQ

www.ludgvan.cornwall.sch.uk

Teaching Assistant

Ludgvan is a caring and dynamic School where children are placed at the centre of everything we do. We provide a broad and balanced curriculum to all our pupils, who are set challenging academic and personal targets and given the inspiration to succeed. We are proud of the integrated and inclusive support we provide to pupils, in particular those with special educational needs or on pupil premium.

We are seeking to appoint an efficient and enthusiastic individual with excellent communication skills to work with pupils in our busy school. The successful candidate will be approachable, calm, caring yet firm, have good ICT skills and experience of working with and supporting pupils. A high standard of literacy and numeracy is essential for this post, as is the enthusiasm to help raise the achievement levels of pupils.

In return we can offer:

- Excellent bespoke professional development
- Exceptionally well-resourced learning environment
- A friendly and caring whole academy community

Application forms and information packs are available via our school website or upon request by telephoning the school.

For further information, please contact Sarah Lyne,
Business Manager, Ludgvan School
01736 740408 or email s.lyne@ludgvan.cornwall.sch.uk

Closing date for applications: 31/03/2021

Start: As soon as possible

Ludgvan School is
committed to
safeguarding and
promoting the welfare
of students and
expects all staff to
share this commitment

Please send your completed application form to Sarah Lyne at
Ludgvan School, Lower-Quarter, Ludgvan, Penzance, TR20 8EQ

The successful candidate will be subject to reference checks with
previous employers and an enhanced DBS disclosure check.

Dear Applicant

Thank you for expressing an interest in the post of **Teaching Assistant** at Ludgvan School a member of the newly formed Multi Academy Trust called Leading Edge Academies Partnership. I hope you find this information pack helpful and that in due course we will receive an application from you.

Ludgvan School is a successful Primary School of 200 pupils. Our school has an excellent reputation within the local community for its welcoming ethos, exciting curriculum and excellent academic results.

We have created a brand new curriculum here at Ludgvan School taught through the Seven Areas of Learning that underpin the Early Years Curriculum, and we have made a considerable investment in our technology providing excellent ratios of devices to enhance this.

The school takes a restorative approach to behaviour, believing this support is far more effective than punitive sanctions. Children's opinions matter to us and there are many ways in which their voices can be heard.

We expect our staff to ensure that we provide the best for our children by supporting them to achieve their full potential.

We are looking for a professional who understands that high academic standards and exciting learning can combine to change young people's lives.

I look forward to receiving your application for this important post.

Ludgvan School is committed to safeguarding and promoting the welfare of children and young people and we expect candidates to share this commitment.

Yours sincerely,

Adam Anderson
Principal

Application

If you wish to apply, please either email your application to Sarah Lyne, Business Manager s.lyne@ludgvan.cornwall.sch.uk or post your completed application form to the address below, together with a covering letter, clearly demonstrating your suitability for the role. Where possible, please also provide email addresses for your referees.

In line with our safeguarding practices we are unable to accept CVs.

Closing Date

Please ensure your application arrives by the closing date/time and that the post for which you are applying has been stated clearly on the application form. Applications received after the closing date will not be accepted.

Interview

Interviews for the post will take place shortly after the closing date. All applicants will be informed on whether their application is successful within 2 weeks of the closing date.

Ludgvan School is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment.

We follow safer recruitment practices and appointments are subject to an enhanced DBS check prior to employment. Details of our [Safeguarding and Child Protection Policy](#) can be found on our website www.ludgvan.cornwall.sch.uk.

Ludgvan School
Lower-Quarter
Ludgvan
Penzance
TR20 8EQ

Phone: 01736 740408

Web:

www.ludgvan.cornwall.sch.uk
www.leadingedgeacademies.org

Job Description

Post Title:	Teaching Assistant
Purpose:	<ul style="list-style-type: none">● To take a proactive role in the support of the educational, social and physical needs of the pupils;● To support the curriculum and the school through the provision of assistance to the teacher in the practical organisation of class activities and small group work.● To meet the needs of pupils with specific special educational needs within a mainstream setting.
Reporting to:	Class Teacher
Liaising with:	Principal/Vice Principals
Working time:	195 days per year. Full-time.
Salary/Grade:	NMW
Disclosure level:	Enhanced

MAIN (CORE) DUTIES

Main tasks	The specific nature and balance of these responsibilities will vary according to the needs of the school and may be shared.
-------------------	-----------------------------------------------------------------------------------------------------------------------------

Key Areas of Responsibility
<ul style="list-style-type: none">● To assist individuals and groups of children in developing knowledge, skills and attitudes as defined by the Curriculum. To take into account the learning support involved to aid the children to learn as effectively as possible.● To establish supportive relationships with the pupil/s concerned and to encourage acceptance and inclusion of all pupils.● To encourage social integration and individual development of pupils. To develop methods of promoting and reinforcing pupils' self-esteem.● To assist in preparing, using and maintaining relevant teaching resources, including wall displays and cleaning up classrooms after activities. To ensure that basic classroom materials are available for use.● To assist with lunch and break time supervision of children on a rota basis in accordance with the School's Policy for Playground Supervision.● To accompany children on educational visits and outings as supervised by the Teacher.

- To assist with the assessment, monitoring and recording of children's progress, health, behaviour and general wellbeing. To feedback any information (including concerns) regarding the well-being and educational needs of children to the Teacher or Principal as appropriate.
- To be aware of confidential issues linked to home/students/teacher/school work and to ensure the confidentiality of such sensitive information.
- To supervise an individual or small group of children within a class under the overall control of the teacher.
- To administer minor first aid (as trained) and to assist with the personal hygiene and physical needs of children with regard to health and safety as required.
- To carry out administrative tasks associated with all of the above duties as directed by the teacher.
- To remain aware and work within all relevant school working practices, policies and procedures.
- To attend staff meetings and INSET as required.
- The post holder is responsible for his/her own self-development on a continuous basis.
- To be aware of and work in accordance with the School's child protection policies and procedures and to raise any concerns relating to such procedures which may be noted during the course of duty.
- To be aware of and adhere to applicable rules, regulations, legislation and procedures including the School's Equal Opportunities Policy and Code of Conduct, national legislation (including Health and Safety, Data Protection).
- To undertake other duties appropriate to the grading of the post as required.
- To maintain confidentiality of information acquired in the course of undertaking duties for the department
- . Apply the principles of mutual respect and responsibility in all our internal and external relationships.
- Actively work to prevent, address and repair harm.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Person Specification

Essential	Desirable	Demonstrated By
A commitment to safeguarding children and young people and an awareness of current national legislation relating to safeguarding and child protection.		Application Form / Interview
Previous experience of working with children.	Previous experience of working with children within a classroom environment or similar.	Application Form / Interview
Good levels of literacy and numeracy. Attainment of 4 GCSE qualifications (or equivalent), or able to demonstrate equivalent knowledge, skills and aptitude.		Application form / interview
Organisational skills. Good communication skills.	Knowledge of issues relevant to education and child development.	Interview
Able to prioritise between different demands. Ability to work to deadlines. Self-motivated, and able to work in a team. An interest in children and education. Patient and friendly approach.	Able to work without supervision.	Interview
Other		
Attendance at some evening and early morning meetings as required.		