

# Teaching Assistant (Fixed Term Contract)

## Application Pack



Coniston C.E. Primary School  
Shepherd's Bridge Lane  
Coniston  
Cumbria  
LA21 8AL

Telephone: 015394 41302

E-mail: [admin@coniston.cumbria.sch.uk](mailto:admin@coniston.cumbria.sch.uk)

School website: <http://www.coniston.cumbria.sch.uk/>

*Head of School: Miss Danielle Fitzsimons*

*Chair of Governors: Mrs Joyce Hallam*

**Closing date for applications: 12pm, Monday 3<sup>rd</sup> October 2022**

## Welcome to Coniston C.E. (VC) Primary School

**Dear Applicant,**

Thank you for your interest in the post of Teaching Assistant. The appointment is from 31<sup>st</sup> October 2022 to provide support initially in Class 2 and is a 10 month Fixed Term contract running until 31<sup>st</sup> August 2023. This post is for 11 hours, (Monday & Friday, 8.50am to 3.20pm). The post mainly involves working in Class 2, however could include other areas of the school as directed by the Head Teacher. You will be providing support to individual pupils, including some pupils with special educational needs, or supporting small groups of pupils under the direction of the class teacher. This application pack contains the following:

- Application form
- Job description
- Person specification
- A map showing the location of Coniston C.E. Primary School

An electronic copy of the application form or a Word copy can be found on our school website: [www.coniston.cumbria.sch.uk](http://www.coniston.cumbria.sch.uk) or Cumbria County Council's website.

**We are looking for someone who will fit in well with our school team and who:**

- Is caring, conscientious and committed to providing the best for our children
- Is flexible enough to carry out the varied demands of the post
- Has the literacy and numeracy skills required to support children's learning
- Has energy, determination and a sense of humour.

**We can offer:**

- Enthusiastic, happy, well-motivated children
- A welcoming, caring, committed and professional staff team
- A positive and supportive ethos
- A pleasant working environment.

The closing date for application is **12pm, Monday 3<sup>rd</sup> October 2022**. If you wish to receive confirmation of your application, please enclose a stamped addressed envelope.

These roles require enhanced DBS checks with a Children's Barred List check. Please note this role involves working in regulated activity with Children.

If you have any further questions, or would like to visit the school, please contact the school to make an appointment. We are very proud of our school and I would be pleased to show you round.

Yours sincerely

Miss Danielle Fitzsimons  
Head of School

## The school

- Coniston C.E. (VC) Primary School is situated in the village of Coniston, in the heart of the Lake District National Park. We recently federated with John Ruskin School to form The Fells Federation.
- There are currently 68 children on roll, organised in four mixed age classes:
  - Class 1 - Nursery and Reception, mornings only
  - Class 2 - Years 1 and 2, with pupils from Reception joining them in the afternoon
  - Class 3 - Years 3 and 4
  - Class 4 - Years 5 and 6

The organisation of the classes may vary year on year, depending on pupil numbers.

- The school has close links with the church community, particularly St Andrew's Parish Church in the village.
- The school has a very caring, supportive, family ethos and is an important part of the local community.

## Application process

**Please return your application to the school:**

**Miss Danielle Fitzsimons  
Coniston C.E. Primary School  
Shepherd's Bridge Lane  
Coniston  
Cumbria  
LA21 8AL**

**Telephone: 015394 41302**

**E-mail: [admin@coniston.cumbria.sch.uk](mailto:admin@coniston.cumbria.sch.uk)**

**Closing date: 12pm, Monday 3<sup>rd</sup> October 2022**

**Interviews will be held on: TBC.**

## Job Description: Teaching Assistant

<b>JOB TITLE:</b>	Teaching Assistant
<b>FAMILY:</b>	People, Care and Development
<b>ROLE PROFILE LEVEL:</b>	PCD5, Grade 5, £20,043 per annum pro rata (Pro rata salary £4342.76)
<b>HOURS:</b>	11 Hours, over 2 days (Monday & Friday, 8.50am to 3.20pm) (10 month Fixed Term Contract, due to pupil numbers)
<b>RESPONSIBLE TO:</b>	Class teacher and Head teacher
<b>JOB PURPOSE:</b>	To deliver a range of learning/skills and/or personal/practical support to meet needs and/or well-being for individuals and/or groups.

### ACCOUNTABILITIES/MAIN RESPONSIBILITIES

<b>Effective communication and engagement with children, young people, their families and carers</b>	<ul style="list-style-type: none"> <li>• Under the general direction of the class teacher take part in establishing constructive relationships with children, parents/carers and with other agencies/professionals.</li> <li>• Communicate effectively with all children, young people, families and carers.</li> <li>• Provide support and encouragement to children and young people.</li> <li>• Know that communication is a two way process.</li> </ul>
<b>Child and young person development</b>	<ul style="list-style-type: none"> <li>• Support the learning process under the direction of the teaching or other appropriate staff.</li> <li>• Provide, with appropriate guidance and supervision limits, educational, emotional and physical support to pupils.</li> <li>• Assist in the implementation of appropriate behaviour management strategies.</li> <li>• Observe a child or young person's behaviour, understand its context, and notice any unexpected changes.</li> <li>• Know how to interact with children in ways that support the development of their ability to think and learn.</li> </ul>
<b>Safeguarding and promoting the welfare of the child</b>	<ul style="list-style-type: none"> <li>• Assist with the supervision of groups and individual students as required.</li> <li>• Assist with playground supervision.</li> </ul>

	<ul style="list-style-type: none"> <li>• Be responsible for promoting and safeguarding the welfare of children and young people that you are responsible for and come into contact with.</li> </ul>
<b>Multi-agency working</b>	<ul style="list-style-type: none"> <li>• Know the value and expertise you bring to a team, and that brought by your colleagues.</li> <li>• Work in a team context – forging and sustaining relationships across agencies and respecting the contribution of others working with children, young people and families.</li> </ul>
<b>Sharing information</b>	<ul style="list-style-type: none"> <li>• Provide feedback, as requested, to the class teacher or other appropriate person to support the planning and evaluation of the learning process in respect of groups and individual students.</li> <li>• Be aware of, and comply with policies and procedures relating to child protection, confidentiality, GDPR, health, safety and security.</li> <li>• Understand the importance of sharing information, how it can help and the dangers of not doing so.</li> <li>• Be aware of own (and others') professional boundaries.</li> <li>• Attend staff meetings, training days and team meetings as appropriate and by agreement with the Head teacher.</li> </ul>
<b>Administration/other</b>	<ul style="list-style-type: none"> <li>• Prepare materials and undertake minor clerical duties.</li> <li>• Participate in the school's system of appraisal</li> <li>• Supervise pupils sitting tests as required.</li> <li>• Participate in training and other learning activities as required.</li> </ul>
<b>Health and safety</b>	<ul style="list-style-type: none"> <li>• Be aware of and implement your health and safety responsibilities as an employee and where appropriate, any additional specialist or managerial health and safety responsibilities, as defined in the Health and Safety policy and procedure.</li> </ul>
<b>Equalities</b>	<ul style="list-style-type: none"> <li>• Ensure services are delivered in accordance with the aims of the equality policy.</li> <li>• Develop own understanding of equality issues</li> </ul>

Whilst this job outline provides a summary of the post, it is not a comprehensive list or description. All staff are required to comply with the school's policies, procedures and ethos.

**PERSON SPECIFICATION**

**JOB TITLE: Teaching Assistant**

<b>CRITERIA</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Qualifications &amp; Training</b> <ul style="list-style-type: none"> <li>• Childcare Qualification at Level 3 (or equivalent).</li> <li>• Appropriate first aid training</li> </ul>	X	X
<b>Experience</b> <ul style="list-style-type: none"> <li>• Experience appropriate to working with children in an education setting.</li> </ul>	X	
<b>Skills &amp; Knowledge</b> <ul style="list-style-type: none"> <li>• Good written and verbal communication skills: able to communicate effectively and clearly with a range of staff, children, young people, their families and carers.</li> <li>• Good understanding of child development and learning processes.</li> <li>• Behaviour management.</li> </ul>	X  X	  X
<b>Personal Qualities</b> <ul style="list-style-type: none"> <li>• Good interpersonal skills.</li> <li>• Ability to work successfully in a team.</li> <li>• Confidentiality.</li> </ul>	X X X	
<b>Other Requirements</b> <ul style="list-style-type: none"> <li>• To be committed to the school's policies and ethos.</li> <li>• Motivation to work with children and young people.</li> <li>• Ability to form and maintain appropriate relationships and personal boundaries with children and young people.</li> <li>• Emotional resilience in working with challenging behaviours and attitudes, use authority and maintain discipline.</li> </ul>	X X X  X	
<b>Equal opportunities</b> <ul style="list-style-type: none"> <li>• To assist in ensuring that equalities policies are considered within the school's working practices in terms of both employment and service delivery</li> </ul>	X	

# How to find Coniston CE Primary School

