



# Greywood

## Multi-Schools Trust

The House, Eastern Avenue, Lichfield,  
Staffordshire, WS13 7EW

**Teaching Assistants (SEN Support) –  
two posts**

Application Pack

Henry Chadwick Community Primary School

School Lane

Hill Ridware

Rugeley

Staffordshire

WS15 3QN



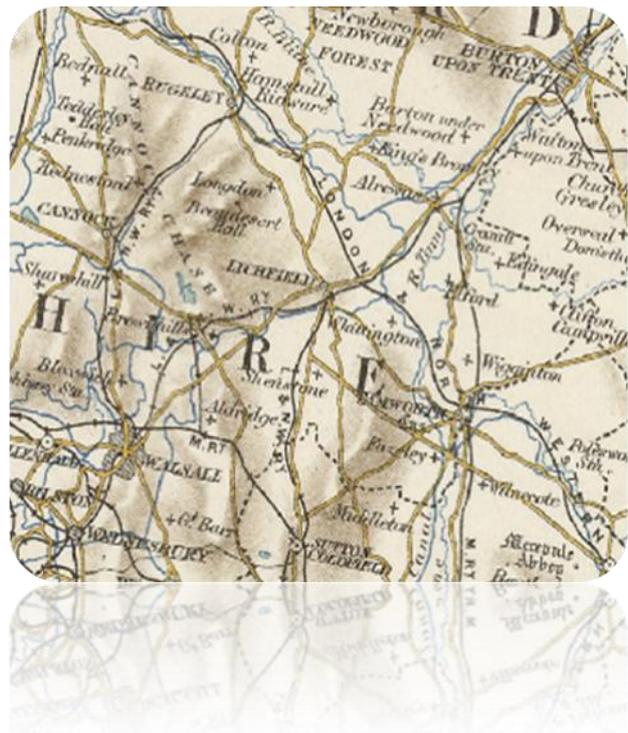
The Greywood Multi-School's Trust has brought together a group of schools with a shared vision to develop a learning community that brings real benefits to students, staff, parents and the wider community. It is determined to achieve this change not just through the transactional benefits of academisation, but through a deep and genuine sharing of learning and best practice.

Our Greywood emblem reflects the history of our region, but also represents our key objective of benefitting from a central trunk which forms the basis for school growth, as well as individual branches which enable member schools to retain their own distinct culture and direction.

Initially, the schools involved are in or around the Lichfield and Rugeley Districts and come from the primary, secondary and special sectors. The Trust intends to be highly inclusive and offers a potential educational route from age 2, when the youngest children enter primary school, to 25, with extended special school provision.

For more information please visit our website

<https://www.greywoodmst.co.uk/>



## Information about the school

- Henry Chadwick Primary School is part of the Greywood Multi-Schools Trust.
- The core values of the Trust run throughout our small, caring and supportive community school in the heart of Staffordshire.
- The school can be found in the centre of the small village of Hill Ridware, near Rugeley and Lichfield.
- We pride ourselves on our inclusive nature and offer a curriculum that is tailored to the needs of individuals.
- Our school motto is “Learn to Live” and in addition to teaching academic skills we teach, nurture and encourage life skills – resilience, teamwork, empathy, communication and determination,
- There are 116 pupils on roll at the school.
- The school has mixed age classes (Nursery/Reception, Year 1/2, Year 3/4 and Year 5/6.
- The school was judged as “good” by Ofsted in April 2016.



**Greywood**  
Multi-Schools Trust



**Henry Chadwick  
Community  
Primary School**

## **JOB DESCRIPTION: TEACHING ASSISTANT (Teaching and Learning) Level 3**

### **Statement of Purpose**

To work under the direct instruction of teaching staff, usually in the classroom with the teacher. Provide specific support to the teacher in the one-to-one care of a SEN child and general management of the classroom. Work may be carried out in the classroom or outside the main teaching area. Assist teachers in the following:

### **Support to Pupils**

- Provide pastoral support to pupils within the school environment.
- Assist children in matters of personal needs and their general health including first aid and welfare matters.
- Provide structured support in accordance with specific work programmes designed and supervised by individual teachers
- To contribute to raising standards by ensuring high expectations are promoted for pupils.
- Involvement in the implementation of Individual Education/Behaviour/Support/Mentoring plans.
- Arrange medical/dental visits as appropriate.
- Provide general support to pupils, ensuring their safety, by complying with good H&S practice.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required.<sup>1</sup>
- Encourage pupils to interact with others and engage in activities led by the teacher.

### **Support to Teacher**

- Provide structured support in accordance with specific work programmes designed and supervised by individual teachers.
- Support the teacher in the development and implementation of Individual Education/Behaviour Plans.
- Assist in maintaining classroom discipline through the implementation of the school's behaviour management strategies.
- Provide support to pupils to achieve learning goals, e.g. guided reading.

---

<sup>(1)</sup> Please see WAMG guidance notes on cover supervision. A cover supervisor will contribute to the delivery of learning, but will not be expected to deliver lessons unless guidance and supervision is available from a suitably qualified member of staff. The Headteacher must be satisfied that the post holder has the skills, expertise and experience to undertake the cover role.

<sup>1</sup> Every effort should be made to ensure support is within contractual hours

- Supervise pupils for a particular curriculum activity under the supervision and guidance of a qualified teacher.
- Assist the teacher in monitoring pupils' responses to learning activities and accurately record achievement/progress as directed.
- Co-ordinate and organise pupils attending extra-curricular activities/work experience or other out of school activities under guidance of teacher.
- Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems etc.

### **Support to Curriculum**

- To provide support in literacy/numeracy/SEN strategies.
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- Contribute to the curriculum and implementation.
- Contribute to development of school policies and procedures by participation in working groups.
- Contribute to the development, preparation and dissemination of appropriate materials.

### **Support to School** (this list is not exhaustive and should reflect the ethos of the school)

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Ensure all pupils have equal access to opportunities to learn and develop.
- Liaise effectively with teachers/parents/guardians, welfare officers, health visitors and other professional staff as part of the routine consultative process.
- Contribute to the overall ethos/work/aims of the school.
- Attend relevant meetings as required.<sup>2</sup>
- Participate in training and other learning activities and performance development as required. (See footnote 1.)

**Note 1:**

***The content of this job description will be reviewed with the post holder on an annual basis in line with the School's performance and development review policy. Any significant change in level of accountability that could result in a change to the grade must be discussed with the post holder and the relevant trade union before submitting for re-evaluation.***

---

<sup>2</sup> Every effort should be made to ensure support is within contractual hours

**Person Specification**  
**Teaching Assistant – Teaching and Learning**  
**Level 3**

| Essential Criteria   | Measured By |
|--|-------------|
| <p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Supporting children’s learning in a school (specifically experience with meeting the needs of SEN children)</li> </ul>   | AF/I        |
| <p><b>Qualifications/Training</b></p> <ul style="list-style-type: none"> <li>• Good numeracy/literacy skills.</li> <li>• Completion of DfES Teacher Assistant Induction Programme.</li> <li>• NVQ 3 for Teaching Assistants (or demonstrate equivalent knowledge skills and experience).</li> </ul>  | T<br>AF/I   |
| <p><b>Knowledge/Skills</b></p> <ul style="list-style-type: none"> <li>• Working with, and an understanding of practices and strategies in relation to SEND children.</li> <li>• Understanding of relevant policies/codes of practice.</li> <li>• Good understanding of areas of learning, e.g. literacy, numeracy, science, SEN or Early Years.</li> <li>• Use of other equipment technology – video, photocopier.</li> <li>• Well-developed interpersonal skills to be able to relate well to a wide range of people.</li> <li>• Work constructively as part of a team whilst being able to demonstrate initiative.</li> <li>• Good communication skills.</li> <li>• Effective use of ICT to support learning.</li> </ul> | AF/I /A     |

|   |             |
|---|-------------|
| <p><b>Behavioural Attributes</b></p> <ul style="list-style-type: none"> <li>• Customer focused.</li> <li>• Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect.</li> <li>• Open, honest and an active listener.</li> <li>• Takes responsibility and accountability.</li> <li>• Committed to the needs of the pupils, parents and other stakeholders and challenge barriers and blocks to providing an effective service.</li> <li>• Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations.</li> <li>• Is committed to the provision and improvement of quality service provision.</li> <li>• Is adaptable to change/embraces and welcomes change.</li> <li>• Acts with pace and urgency being energetic, enthusiastic and decisive.</li> <li>• Communicates effectively.</li> <li>• Has the ability to learn from experiences and challenges.</li> <li>• Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills.</li> </ul> | <p>AF/I</p> |
|---|-------------|

AF - Application form

A – Assessment  
Test

I – Interview

T -

**Note 1:**

***In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated these will include:***

- ***Motivation to work with children and young people.***
- ***Ability to form and maintain appropriate relationships and personal boundaries with children and young people.***
- ***Emotional resilience in working with challenging behaviours and***
- ***Attitudes to use of authority and maintaining discipline.***

## **KEY DATES AND INFORMATION**

**Vacancy Closing date:** 9am 14<sup>th</sup> September 2022

**Shortlisting:** during the morning of 15<sup>th</sup> September 2022

**Shortlisted candidates** will be notified by email

**Interviews will take place in school:** during the afternoon of 21<sup>st</sup> September 2022

**Start date:** as soon as possible

**Henry Chadwick Community Primary School, School Lane,  
Hill Ridware, Rugeley, Staffordshire,  
WS15 3QN  
Tel: 01543 490354**

## **Application process**

Application is by completion of the Application form, please note that CVs are not accepted. Please ensure that any covering letter is no longer than 2 sides of A4 paper.

Applications should be returned to the school office c/o Mrs Carole Jones, School Secretary, and can be returned to the address above or by email to [office@henrychadwick.greywoodmst.co.uk](mailto:office@henrychadwick.greywoodmst.co.uk)

For shortlisted candidates, references will be sought ahead of the interview process. Please provide details of two people who can provide you with a professional reference, one must be from your current employer, if this is another school the reference will be sought from the Headteacher. Please also advise them that you have given their name and that they may be approached to provide a timely reference.

This School is committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment.

This position is subject to an enhanced criminal record check from the Disclosure and Barring Service (DBS) which will require you to disclose details of all unspent and unfiltered spent reprimands, formal warnings, cautions and convictions in your application form.

**Thank you for your interest in this vacancy**