



# Greywood

## Multi-Schools Trust

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

## Teaching Assistant

## Application Pack

### Henry Chadwick Community Primary School

School Lane  
Hill Ridware  
Rugeley  
Staffordshire  
WS15 3QN

## The Greywood Multi-Schools Trust

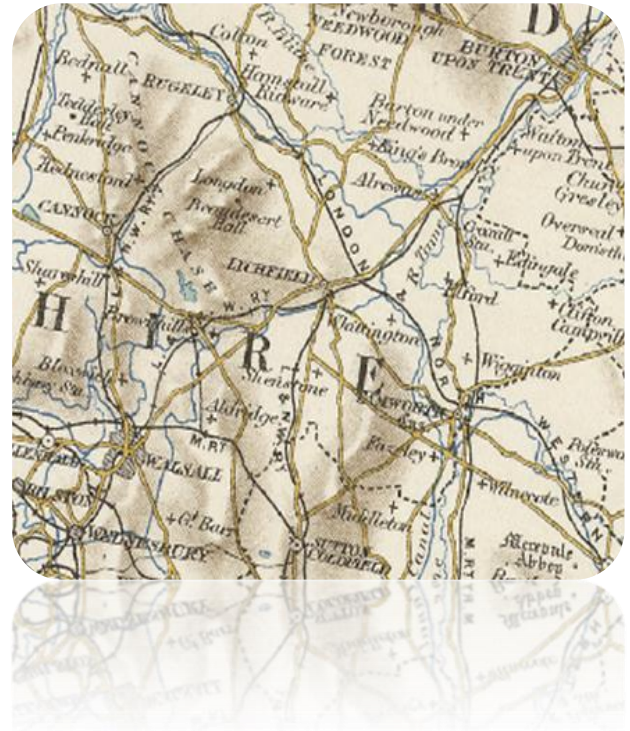
The Greywood Multi-School's Trust has brought together a group of schools with a shared vision to develop a learning community that brings real benefits to students, staff, parents and the wider community. It is determined to achieve this change not just through the transactional benefits of academisation,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



## Job Advert

### Level 3 Teaching Assistant (one position)

#### Grade 4

**Actual salary £7,902.29 p.a. (FTE £20,812 - £21,189)**

Level 3 Teaching Assistant (one position)

Part-time Fixed Term to July 2023, Term Time only, based on 39.02 weeks per year

The school seeks to appoint a Teaching Assistant qualified to Level 3 or equivalent and who is experienced in working with children with Social and Emotional needs. The successful candidate will be employed to work closely with a child in the classroom or as part of planned intervention work. It is essential that the successful candidate has a calm and reassuring approach.

Hours: **Part time (16.25 hours per week) Monday to Friday 8.45am to 12noon**

Completed application forms should be returned electronically to [office@henrychadwick.greywoodmst.co.uk](mailto:office@henrychadwick.greywoodmst.co.uk).

The closing date for applications is **9am on Monday, 6<sup>th</sup> February 2023**. Interviews for shortlisted candidates will be held **during the morning of Tuesday, 14<sup>th</sup> February 2023**.

Further details of the post can be found on the school's website

[www.henrychadwick.staffs.sch.uk](http://www.henrychadwick.staffs.sch.uk)

We reserve the right to close the application window for these posts earlier should we have sufficient and suitable applications. Further details of the post can be found on the school's website [www.henrychadwick.staffs.sch.uk](http://www.henrychadwick.staffs.sch.uk) Candidates are encouraged to visit the Greywood Multi Schools Trust website <https://www.greywoodmst.co.uk>

Greywood Multi Schools Trust welcomes applications from all members of the community. We are passionate about promoting British Values, which is evident through our curriculum and the routine of our daily school life.

This School is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults. This position is exempt from the Rehabilitation of Offender Act 1974. We expect all staff to share our safeguarding commitments and to undergo appropriate safer recruitment pre-employment checks, including enhanced DBS checks.

The role is covered by part 7 of the Immigration Act 2016 and therefore the ability to speak fluent spoken English is an essential requirement for this role.

## 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.

# 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.
- 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.***

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

<b>Essential Criteria</b>	<b>Measured By</b>
<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 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>
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AF - Application form

A – Assessment

I – Interview

T - Test

**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

### Visit dates by arrangement:

**To arrange a visit contact:** Please contact Carole Jones on 01543 490354 to book a visit or to informally discuss the role with Vicki Barnes.

**Visit Dates:** Visits will take place as arranged

**Vacancy Closing date:** 9am, Monday, 6<sup>th</sup> February 2023

**Shortlisting:** Monday, 6<sup>th</sup> February 2023

**Shortlisted candidates** will be notified by email

**Interviews:** Morning of Tuesday, 14<sup>th</sup> February 2023

**Shortlisted Candidates** must be available to attend the interview day. Further details of the interview process and arrangements will be provided to those shortlisted

**Start date:** 27<sup>th</sup> February 2023, or sooner if available

### School address

Henry Chadwick Community Primary School  
School Lane  
Hill Ridware  
Rugeley  
Staffordshire WS15 3QN

**Tel: 01543 490354**

**Email: [office@henrychadwick.greywoodmst.co.uk](mailto:office@henrychadwick.greywoodmst.co.uk)**

## **Application Process and Guidance notes on our pre-employment checks**

### **Application process**

Application is by the completion of the Greywood Multi Schools Trust application form, please note that CVs are not accepted.

Within the appropriate sections on the form please provide evidence of your experiences, skills and qualifications as described on the person specification for the post.

If you wish to provide an accompanying letter with your application form, please ensure it is no longer than 1 side of A4 paper and is not less than size 11 font. Any accompanying letter should concentrate on detailing why this role and our school are particularly appealing to you at this stage in your career.

Shortlisting will be based only on the information provided in your application form and any accompanying letter.

Please keep free any interview date given as it is not normally possible to re-arrange this date.

On your application form ensure that all gaps in employment and education history are fully explained, you may be asked to explain these gaps further during the recruitment process. The school may choose to follow this up by seeking additional references to cover the duration of the gap in employment.

If you have completed your application form electronically you will be asked to sign a copy of your application form if you are shortlisted for interview.

Please ensure you complete all sections of the application form and return it with the separate Equality and Diversity Monitoring Form. This allows us to monitor our recruitment campaigns and ensure they are attractive to all sectors of the community.

Applications should be returned to school c/o Carole Jones, School Secretary, and can be returned to Henry Chadwick Primary School, School Lane, Hill Ridware, Rugeley WS15 3QN or by emailing [office@henrychadwick.greywoodmst.co.uk](mailto:office@henrychadwick.greywoodmst.co.uk). Late applications will not be accepted.

If we haven't contacted you within 14 days of the closing date you can assume that your application has been unsuccessful on this occasion.

Applications are welcomed from all sectors of the community.

## Shortlisted candidates

Shortlisted candidates will be notified as soon after the shortlisting date as practicable. The following pre-employment checks will be undertaken prior to interview.

## References

In the majority of circumstances references will be sought ahead of the interview process, this allows the opportunity to clarify or explore further any issues identified in the reference. Please provide the name, position, email address, postal address and telephone number of two people who can provide you with a professional reference. Your first reference must be from your current employer, if this is within a school it is our policy to approach the Headteacher for these. Please also advise them that you have given their name and that they may be approached to provide a timely reference. For all references ensure you detail the capacity in which they are known to you and if they will be providing an employment or character reference.

Any references supplied directly from you, or open references will not be accepted.

References will be verified to ensure they have come from a senior person with appropriate authority to complete the reference. The email address will also be verified to ensure it is a legitimate source, personal email addresses will not be accepted.

If you are not currently in employment it will be expected that a referee from the most recent employer (prior to the period of unemployment) will be supplied. If you have never been employed, you can seek support from the recruiting manager to identify appropriate referees.

Character references may be accepted in exceptional circumstances and where an employment reference cannot be supplied, character references cannot be supplied by a family member or a friend, a character reference must be someone who knows you and they hold a position of responsibility for example a religious leader or accountant. If you are coming straight from education your most recent tutor/lecturer will be the preferred referee.

The school reserves the right to request further references to satisfy the pre-employment checking process.

Any significant concerns with the content of the references will be discussed with you and could lead to the conditional offer of employment being withdrawn.

## **Online Check**

Keeping Children Safe in Education outlines the requirement for an online check to be carried out on shortlisted applicants, this check will be carried out prior to interview and any findings will be fed back to the interview panel to enable them to explore the findings at interview.

All school employees are accountable for ensuring that any online presence is appropriate, this requirement is outlined in Greywood Multi Schools Trust and the school's code of conduct.

## **Criminal records self-declaration**

Shortlisted candidates will be asked to complete a self-declaration of their criminal record or information that would make them unsuitable to work with children. Self-declaration is subject to Ministry of Justice guidance on the disclosure of criminal records, further information can be found on

<https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>

Applicants will be asked to sign a declaration confirming the information they have provided is true. Where there is an electronic signature, the shortlisted candidate will then be asked to physically sign a hard copy of the application at point of interview.

The purpose of a self-declaration is so that candidates will have the opportunity to share relevant information and allow this to be discussed and considered at interview before the DBS certificate is received.

## **Safeguarding and our Safer Recruitment Practices**

This School is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expect all staff and volunteers to share this commitment. The school follows the standards of 'Keeping Children Safe in Education' and safer recruitment practices when recruiting colleagues. We expect all employees to share this commitment and to undergo appropriate pre-employment checks. As a result of this all offers of employment are conditional and will be subject to the satisfactory completion of the following:

- Identification (ID) check
- Qualification check (where required)
- Barred list check (where in regulated activity)
- Enhanced DBS check

- Right to work in the UK check
- Overseas check (where required)
- Two satisfactory references
- Occupational health check
- Exploration of gaps in employment
- Prohibition from Teaching (where required)
- Section 128 check (where required)

The school reserves the right to withdraw an offer of employment at any stage if the criteria relating to the conditional offer is not satisfactorily met. If a decision to withdraw an offer is made the candidate will be informed of the decision and the reason for doing so.

### **Identification check**

Successful candidates will be asked to supply ID documentation. The most common forms of this documentation are Birth certificate, Passport and photo Driving license, this will serve to verify you are, who you claim to be and it will support some of the other pre-employment checks such as the Enhanced DBS check, Barred List check (where required) and the Right to work in the UK check.

Where you have had a name change you may be asked to evidence the name change through an appropriate ID document e.g. marriage certificate.

### **Qualification check**

Successful candidates will be asked to supply evidence (awarding body certificate) of the essential qualifications for the role, these will appear in the job description & person specification for the role.

Where professional registrations are an essential part of the role these will also require evidence.

The Teaching Regulation Agency (TRA) employer access service can be used to verify the award of qualified teacher status (QTS) and the completion of teacher induction and probation.

If you are unable to show evidence of your qualification this should be discussed with the recruiting manager. You may need to give consideration to getting copies of your qualification certificate in order to fulfil the pre-employment check requirements. In some circumstances where a solution cannot be identified this could lead to the conditional offer being withdrawn.

### **Barred list check**

Where the role is defined as being in regulated activity a children's barred list check will be carried out, in most cases this will be carried out at the same time as the Enhanced DBS check and the result of the barred list check will be verified on the DBS certificate.

In some circumstances, the children's barred list check can be carried out separately to the Enhanced DBS check, if this needs to be done school will have a discussion with you and share the outcome of the check once it has been carried out.

The definitions of regulated activity and the requirements for the check can be found in section 3 of [Keeping Children Safe in Education](#).

If the barred list check reveals you are barred from working with children this will lead to the conditional offer of employment being withdrawn and a referral being made to the DBS to share you as a barred individual having sought to gain employment working with children.

### **Enhanced DBS check**

Where the role is defined as having regular contact with children there will be a requirement for an Enhanced DBS check, you will be provided with guidance and the link to apply for the Enhanced DBS check.

The Enhanced DBS check can only be countersigned once the ID check has been carried out. You will be the only person to receive a copy of the DBS certificate, once this is received you should take the original into school so the certificate can be verified by the recruiting manager.

The process of obtaining a DBS disclosure certificate can take between 1 day and 6 weeks, in some circumstances this can be longer. There may be exceptional circumstances where you may start work prior to the outcome of the DBS disclosure is known, however, this will be risk assessed and there are mandatory requirements for a standalone children's barred list check to be completed.

If there is a disclosure of information on the certificate then an appropriate manager will risk assess the information and will share the outcome of the process with you. The risk assessment could identify specific measures if you are suitable to be employed such as additional training, however, in some circumstances the risk assessment could identify that the information shared means you are unsuitable and the offer of employment will be withdrawn.

### **Right to work in the UK check**

All successful applicants will be required to evidence their right to work in the UK, this can be carried out as a manual or online check dependent on the way you are evidencing your right to work in the UK.

If a manual check is being performed you will be requested to show original ID evidence which will be verified, copied, signed off and retained on your file.

You can find more information about the evidence you can use to demonstrate your right to work in the UK as a manual check from <https://www.gov.uk/government/publications/right-to-work-checklist>

If an online check is being performed you will need to provide the trust with a share code from the .gov portal which is required for the online check to be performed, confirmation of the check will be downloaded and then retained on your file.

Any concerns with the right to work in the UK check should be discussed with the recruiting manager. Where you cannot demonstrate your right to work in the UK the offer of employment may be withdrawn.

### **Overseas check**

Applicants who have lived and/or worked outside of the UK for more than 3 months should share this with the recruiting manager, the trust may be required to carry out additional checks for the time you had been living and/or working outside of the UK.

If this is the case the recruiting manager will share with you the additional checks they are required to carry out, this can include asking you to seek a certificate of good standing from the countries you have lived and/or worked in.

### **Occupational health – Pre-employment assessment**

The occupational health – pre-employment assessment assesses your health to ensure you are 'fit' to take up the role, this check will be carried out by any independent occupational health provider and will review your ability to carry out the expectations of the role. The outcome of the assessment will be shared in a clearance confirmation which will confirm if you are 'fit' to carry out the role or not.

If an occupational health professional makes the decision you are 'unfit' for the role this will be shared with you and the offer of employment may be withdrawn.

### **Prohibition from Teaching**

Teacher prohibitions are an order from the Secretary of State prohibiting an individual from carrying out teaching work.

Applicants applying for a teaching position or a role which involves teaching work will have this prohibition checked on the Teacher Regulations Agency employer service portal.

If you have a prohibition in place, if the role you have been offered involves teaching, you will be informed of the outcome and the offer of employment will be withdrawn.

### **Section 128 check**

Section 128 directions prohibit or restrict individuals from having involvement in the management of an independent school including academies.

Applicants applying for a position which has leadership/management responsibilities will have this prohibition checked on the Teacher Regulations Agency employer service portal. This includes support staff roles with leadership/ management responsibilities.

If you have a section 128 direction in place, and the role you have been offered involves leadership/management responsibilities, you will be informed of the outcome and the offer of employment will be withdrawn.

If you have a query regarding the pre-employment checks required or when these will be carried out, please contact the recruiting manager for the post.

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