



Woodside Primary School

Teaching Assistant

3 days per week – AM only (9 hours)

Permanent



Headteacher's Welcome

Thank you for your interest in the role of Teaching Assistant at Woodside School.

We have high staff retention and vacancies are rare, so this a great opportunity for the right candidate to make a real contribution to our school.

Oswestry is an ancient market town in North-West Shropshire, on the border with Wales. We are surrounded by beautiful landscapes and great places to visit. Woodside Primary School is a large and popular school serving the community of Oswestry and surrounding villages. We are a three-form entry primary school from Reception to Year 6. We also have a Nursery offering part-time and full-time provision.

To support our parents and children we have wraparound care from 7.30am to 5.30pm providing a breakfast and afterschool club every weekday and during some school holidays.

We can offer the successful candidate the chance to be part of a caring, dedicated team with wonderful staff, committed trustees, a supportive community, and excellent facilities. We are committed to investing in staff professional development and have a clear policy on staff wellbeing.

We hope you find this application pack informative. If you would like to have an informal discussion and a tour of our school this is warmly welcomed. You can make contact via admin@woodside.shropshire.sch.uk or by calling 01691 652446.

Closing date: Wednesday 22 April, 9am.

Interview date: TBC

I look forward to meeting you and to receiving your application.

Claire Donaldson
Headteacher

Job Description

Employment details

Job title	Teaching Assistant/Key Worker
Reports to	Headteacher/Associate Headteacher
Hours of work	3 days per week, 9 hours, am only*
Salary	Grade 5 - Point 7 £13.69 per hour

**Potential for additional hours on an adhoc/casual basis*

General duties

- *Assist teaching staff to prepare classrooms for lessons and activities.*
- *Assist with school trips, events and activities.*
- *Encourage children to interact with others and engage in activities led by teaching staff.*
- *Supervise children's work and offer support where necessary.*
- *Provide administrative and clerical support to teaching staff regarding lesson planning and resources.*
- *Monitor and support the needs and behaviour of children, and report these to teaching staff where appropriate.*
- *Be proactive in managing children's behaviour.*
- *Undertake record keeping as requested, e.g. taking registers.*
- *Assist teaching staff with creating and maintaining displays throughout the school.*
- *Establish and maintain constructive relationships with parents/carers and deliver pastoral support as required.*

Supporting the school

- *Contribute to the ethos, value and aims of the school.*
- *Comply with all relevant legislation and school policies, including those relating to safeguarding, health and safety and data protection.*
- *Promote inclusion and acceptance of all children.*

- *Assist with the supervision of children out of lesson times, including at lunchtimes if needed.*
- *Undertake paediatric first aid qualification and support children with first aid needs.*

Teaching and learning

- *Develop a secure knowledge of the learning support needs of individual and groups of children.*
- *Identify where children are struggling, e.g. engaging with a particular topic, and support them in understanding the information and complete the work.*
- *Undertake activities set by teaching staff with individuals, or groups of children, to support children's learning.*
- *Assist teaching staff to implement a variety of teaching strategies that support children in achieving their learning goals.*
- *Provide new and ongoing support for individuals or groups of children who need extra interventions to achieve their potential.*

Communication and coordination

- *Work closely with teaching staff, other support staff and the SENCOs to close the attainment gap between individual children, groups of children, and their peers.*
- *Assist in the provision of interventions for named children or groups of children.*

Professional development

- *Participate in training and other professional development as required.*
- *Provide the school with feedback on any training or professional development undertaken.*
- *Actively participate in appraisal.*

TA person specification

Qualifications and training	
Essential	Desirable
<ul style="list-style-type: none"> • Two or more GCSEs at grades 9 to 3 or equivalent, including English and maths • A degree in a relevant field or other relevant, comparable qualification. E.g., Level 3 Teaching Assistant certificate 	<ul style="list-style-type: none"> • Paediatric first aid training • Safeguarding training • HLTA status or QTS • Evidence of relevant CPD
Skills and experience	
Essential	Desirable
<ul style="list-style-type: none"> • Experience of working with children • Effective oral and written communication skills • Demonstrable levels of numeracy and literacy • Excellent communication skills • Effective problem-solving skills • The ability to remain calm under pressure • The ability to be proactive in seeking solutions • The ability to work with children in a professional manner 	<ul style="list-style-type: none"> • Experience of working in an educational environment • Good organisational skills and time management • Experience working with children and young people with additional needs
Knowledge	
Essential	Desirable
<ul style="list-style-type: none"> • Knowledge of areas of legislation relevant to child protection and safeguarding • Knowledge of relevant school policies 	<ul style="list-style-type: none"> • Knowledge of legislation and statutory guidance specific to primary school

Personal traits
The successful candidate will be
<ul style="list-style-type: none">• Able to work independently but also as part of a team.• Dedicated to their practice.• Punctual and professional.• Able to maintain successful working relationships with colleagues.• Reliable and able to be flexible in their approach to work.• Positive and engaging.• Able to plan and take control of situations.• Capable of handling demanding workload and successfully prioritising work.• Empathetic to those who face barriers to their learning.• Patient with children who take longer to understand information.
Additional requirements
The successful candidate will have
<ul style="list-style-type: none">• The capacity to work flexibly.• An enhanced DBS check.• Available references from a previous employer or organisation.