

26 January 2021



Dear Applicant,

## **SEN TEACHING ASSISTANT**

Thank you for your interest in the position of SEN Teaching Assistant at Langtoft Primary School. This post is working with a Key Stage 2 child with an Education, Health and Care Plan where cognition and learning is the main need.

You will have experience of working with a child on a one-to-one basis and with small groups of children and the ability to develop positive relationships with colleagues and families. The successful candidate will work closely with the class teacher to monitor the child's progress.

The position is a permanent one and is part-time for 15 hours per week, 08:45 to 11:45 every morning, Monday to Friday. In addition, you will be expected to work an additional 15 hours per year to attend training.

A supportive team of motivated and committed staff would welcome the new appointment to the team and provide the friendly face that is so often needed when embarking on a new role.

Visits to the school are encouraged. Please telephone 01778 343419 to make an appointment. Visits will adhere to COVID-19 restrictions. Application packs are available from our web site at [www.langtoft.lincs.sch.uk](http://www.langtoft.lincs.sch.uk)

Lincolnshire County Council is committed to safeguarding and promoting the welfare of children and the successful applicant will be required to undertake an enhanced DBS check.

I take this opportunity to remind you that the closing date for applications is 12 noon Wednesday 10 February 2021. We will be holding interviews on Tuesday 23 February 2021. The successful candidate may begin as soon as employment checks are complete.

I look forward to hearing from you.

Yours faithfully

**Mr J McCullough**  
Headteacher

## Langtoft Primary School

### ~ About Us ~

Langtoft Primary School is situated in the village of Langtoft on the Lincolnshire/ Cambridgeshire border, ten miles north of Peterborough and eight miles east of Stamford in a pleasant rural setting, close to the market town of Market Deeping.

The school consists of seven classrooms, a hall, two large communal work areas, libraries and cloakrooms, staff room and office accommodation. It has two large playgrounds – one for each Key Stage – and large, attractive grounds with a trim-trail, outdoor stage, wooden gazebo, stone circle and tyre parks. There is a large and secure outdoor learning area for Foundation Stage children, which has been remodelled and extended. The school is a co-educational primary school, maintained by the local authority (Lincolnshire County Council) and is designed to take up to 210 children. There are currently 203 pupils on roll (January 2021).

The latest Ofsted inspection (September 2017) confirmed that our school continues to be a good school. 'Staff are proud to be part of Langtoft Primary School. They say that they work well together and are always striving to do their best for the pupils. New staff say that they have been welcomed to the school and they are well supported.' The full report is available to read on our website:

[www.langtoft.lincs.sch.uk](http://www.langtoft.lincs.sch.uk)

We benefit from highly positive relationships with the families that make up our school community. Attendance is exceptionally high. Academic standards are consistently above national averages. Staff and pupils enjoy working in the calm and focused learning environments that have been created.

Our active School Council ensures that there is always something happening in our school. They support the staff in raising funds for charities, making decisions on topics such as systems for managing behaviour and coming up with ideas for new initiatives. We are a UNICEF Rights Respecting: Gold Level School.

Our school is an ambitious one: it continues to reflect on its practices by evaluating what works well and what could work even better. Our school wants the very best for the children who attend it. We see our role to be preparing children for the challenges and adventures of life: they are learning for life.



## Our Aims and Values

Our aim is to educate your child to the best of their ability and to equip them with the learning skills needed to meet the challenges of life. We do this by providing a broad, balanced and relevant curriculum.

Children, parents, governors and staff work together, continually striving to improve standards, meet personal targets and celebrate achievement.

We provide a supportive and caring setting for learning where your child will experience quality teaching.

At Langtoft Primary School every child matters for every child is unique. Your child has the right to be safe and happy. We nurture positive moral, social, cultural and spiritual values within an environment of equality, courtesy and mutual care and respect.



~ Learning for Life ~

**~ Person Specification: Teaching Assistant (SEN) ~  
Grade 3.06**

Criteria	Essential	Desirable
<b>Experience</b>		
Relevant experience in schools or caring professions	•	
<b>Qualifications and Training</b>		
GCSE grade A-C or equivalent level in English and mathematics	•	
NVQ Level 2/3 or equivalent		•
Commitment to own professional development	•	
First aid		•
<b>Special Knowledge</b>		
Experience of working on a 1:1 basis with a child with specific special educational needs		•
Experience of leading learning with small groups	•	
Knowledge of Key Stage 2 national curriculum	•	
<b>Personal Qualities</b>		
The ability to work both individually and as part of a team	•	
To be reliable, punctual and flexible	•	
To uphold the good reputation of the school and ensure complete confidentiality and professionalism is maintained	•	
Evidence of good health and attendance	•	
Positive and sensitive attitude towards children with special educational needs and their parents and to those from varying social and cultural backgrounds	•	
Possess a sense of humour	•	
A commitment to safeguarding children	•	
Willingness to work with other professional agencies to deliver programmes of support, for example physiotherapy	•	
<b>Equal Opportunities</b>		
Candidates should indicate a commitment to equal rights regardless of age, gender, ethnicity or religion	•	

## JOB DESCRIPTION

<b>DIRECTORATE:</b> Children's Services	<b>Division/Section/Branch:</b> Schools
<b>Service/Sub-Division:</b>	
<b>JOB TITLE:</b> Teaching Assistant Level 1	<b>JEM Number</b> 01-129
<b>GRADE:</b> 3.06	
<b>REPORTS TO:</b>  Teacher or section Head (or other designated person)	
<b>1.</b>	<b>PURPOSE OF JOB:</b>  To work with individual children having special or particular needs, in accordance with the child's statement where appropriate and/or groups of children as directed by the teacher. To provide support to the Headteacher/Teacher across a range of child centred activities to promote child development and learning.
<b>2.</b>	<b>MAIN RESPONSIBILITIES, TASKS &amp; DUTIES</b>
<b>1.</b>	<b><u>School Related:</u></b>
i.	Act in accordance with school policies and procedures and relevant legislation, particularly in relation to child protection and behaviour management.
ii	Assist with the planning and preparation of activities, and in the delivery of local and national initiatives e.g. literacy and numeracy strategy
iii	Participate in the preparation of the classroom
iv	Monitor children's needs and reporting these to a designated person.
v	Keep records as required by the school
vi	Have familiarity with all relevant statements of special educational needs specific to the child.
<b>2.</b>	<b><u>Child Related</u></b>
vii	Promote development and learning (physical, emotional, educational and social). Foster growth, self-esteem and independence, observe and record development.
viii	Support those with special needs
ix	Carry out reasonable daily personal care/hygiene duties and administer

	x	basic first aid Assist with the movement of children in and around the school
<b>3.</b>	<b>MANAGEMENT OF PEOPLE</b>  <b>SUPERVISION OF PEOPLE</b>  No direct line management responsibilities but is required to occasionally demonstrate duties, give advice and guidance to employees, students or trainees.	
<b>4.</b>	<b>CREATIVITY AND INNOVATION</b>  Required to be creative when assisting with planning of activities.	
<b>5.</b>	<b>CONTACTS AND RELATIONSHIPS</b>  Direct contact with children and their parents/carers, other employees at the school. Liaise with other professionals under the supervision/guidance of the teacher.	
<b>6.</b>	<b>DECISIONS</b>	
	a) <b>Discretion –</b>  The postholder must act in accordance with school policies and procedures and relevant legislation, particularly in relation to child protection and behaviour management.	
	b) <b>Consequences –</b>  Any errors should be easily identified and rectified.	
<b>7.</b>	<b>RESOURCES</b>  Learning resources.	
<b>8.</b>	<b>WORK ENVIRONMENT</b>	
	a) <b>Work Demands –</b>  Subjected to conflicting priorities due to curriculum and care needs.	
	b) <b>Physical Demands –</b>  Subjected to considerable physical demands due, for example, to height of furniture.	
	c) <b>Working Conditions –</b>  School based and may be required to undertake reasonable duties of a personal nature.	
	d) <b>Work Context –</b>  Potential risk to well being through hygiene duties and possible aggression from pupils/parents/carers.	

<b>9.</b>	<b>KNOWLEDGE AND SKILLS</b>		
	<p>Formal qualifications are not essential for this role, however, the postholder should have the ability to communicate effectively with children and adults, be able to empathise with children and work as part of a team.</p> <p>Desirable for the postholder to have GCSE or equivalent in Maths, English or equivalent level of competency.</p>		
<b>10.</b>	<b>GENERAL</b>		
<b>Job Evaluation</b> - This job description has been compiled to allow the job to be evaluated using the GLEA Job Evaluation scheme as adopted by the County Council.			
<b>Other Duties</b> - The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.			
<b>Equal Opportunities</b> - The postholder is required to carry out the duties in accordance with Council Equal Opportunities policies.			
<b>Health and Safety</b> - The postholder is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.			
<b>All school staff have a responsibility to safeguard and promote the welfare of children and young people within the school.</b>			
	Name:	Signature:	Date:
Job Description written by: [Manager]	.....	.....	.....
Job Description agreed by: [Postholder]	.....	.....	.....