



Langtoft
Primary School

Dear Candidate,

We are looking to appoint a 1 to 1 Teaching Assistant on a Fixed Term Contract for a child with an EHCP to join us starting February 2023, or as soon as possible after this date.

Thank you for showing interest in applying for the 1 to 1 Teaching Assistant post at Langtoft Primary School.

I hope that the information contained in this pack will give you a flavour of our school. We firmly believe that our greatest selling point is the school itself and we are confident that you'll want to apply once you've seen the school. If you are able, you are welcome to arrange a visit to the school by contacting the school office any time via 01778 343419 or via enquiries@langtoft.lincs.sch.uk.

An application form is available to download from the school website. All application forms should be accompanied by a letter of application (no longer than 2 sides of A4 -full details included) and sent to enquiries@langtoft.lincs.sch.uk.

The closing date for applications is 9am Friday 3rd February.

We will shortlist promptly and will contact successful candidates straight away, so please make sure you have given us contact details for reaching you. We will also be approaching referees that day, so please make sure that your referees are aware of this.

Interviews will be held in school on Thursday 9th February 2023.

Langtoft Primary School is committed to safeguarding and promoting the welfare of young people and expect all staff share this commitment. All posts will be subject to an enhanced DBS disclosure, medical and reference checks. All Pre-employment checks are in line with *Keeping Children Safe in Education*.

If you have not heard from us by the end of Monday 13th February 2023 please assume that you have not been successful in this instance.

May we take this opportunity of wishing you every success with your career.

Yours sincerely

Becky Wood
Headteacher

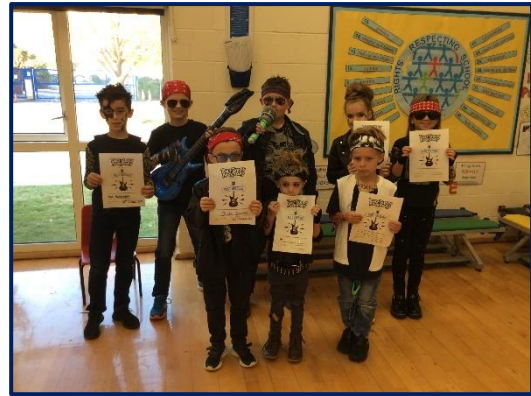
Ambition ~ Independence ~ Cooperation ~ Consideration ~ Confidence ~ Resilience ~ Respect



Lincolnshire County Council,
Langtoft Primary School, Manor Close, Langtoft PE6 9NB
Tel: 01778 343 419 email: enquiries@langtoft.lincs.sch.uk www.langtoft.lincs.sch.uk

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 is situated on Manor Way within the vicinity of the local playing fields and close to the heart of the old village.



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, exercise equipment, wooden gazebo, stone circle, tyre parks and Forest School area.



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 with 194 pupils currently on roll.

There is a large and secure outdoor learning area for Foundation Stage children, which has been remodelled and extended in recent years.

Our Hot School Meal provider, The Farm Kitchen, provides freshly prepared, delicious school meals, using the highest quality ingredients.



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

Our school performance data can be explored by visiting www.compare-school-performance.service.gov.uk/school/120381/langtoft-primary-school/primary



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Our School Council and Rights Respecting Committee ensure 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 seek out ways in which we can show our determination for all children to succeed and to be happy. We are a Rights Respecting School and in June 2019 we were awarded Gold Level status by UNICEF for the way we promote self-esteem, relationships, wellbeing, and participation amongst the children.



These beliefs are foundational to our policies, procedures and ultimately our expectations.



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.**

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Our Vision

~ Learning for Life ~

Our Mission

We are committed to and passionate about nurturing the education and well-being of the whole child in a safe and caring community, through fostering an inclusive culture where every individual is valued. We deliver an ambitious and creative curriculum, to meet the needs of every child, ensuring a life-long thirst for learning.

Values

Woven and embedded through every thread of our curriculum and school life, we teach and demonstrate our core school values each day from learning moments in the classroom to character-building moments outside to family-defining moments at home.

- **Respect** – We understand and have empathy for the values, beliefs, rights and opinions of everyone in our school and wider community. We actively embrace and participate with the local and global community, upholding the Rights of the Child. We are proud to have Gold Rights Respecting Schools status.
- **Resilience** – In the face of challenges, we endeavour to try our best at all times. Should we face difficulty, we strive to adapt, bounce back and recover quickly.
- **Cooperation** - We work together as a team to learn and succeed by providing encouragement to others through praise and positivity and helping each other by building positive relationships through discussion and respecting the opinions of others.
- **Consideration** – We show an awareness of others’ feelings and opinions and we achieve this by demonstrating kind and thoughtful behaviour.
- **Ambition** – We possess a strong desire and determination to always try our best in everything we do and achieve to the best of our abilities. We nurture curiosity by asking questions, thinking critically about what we are told and we find out more about ourselves and the world around us.
- **Independence** – We encourage independence by helping everyone to take responsibility for their own actions and learning so that we all achieve our full potential.
- **Confidence** – We emphasise the importance of believing in ourselves, to give a feeling of trust in our own abilities, qualities and judgement.

At Langtoft Primary School **every child matters**. Your child has the right to be safe and happy. As a **Rights Respecting School: Gold Level**, we nurture positive moral, social, cultural and spiritual values within an environment of equality, courtesy and mutual care and respect.

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~ Person Specification: 1:1 Teaching Assistant (SEND) ~

Grade 3.6-3.9

Criteria	Essential	Desirable
Experience		
Relevant experience in schools or caring professions	•	
Qualifications and Training		
GCSE grade A-C or equivalent level in English and mathematics	•	
NVQ Level 2/3 or equivalent		•
Commitment to own professional development	•	
First aid		•
Special Knowledge		
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 1 national curriculum	•	
Knowledge of Key Stage 2 national curriculum		•
Personal Qualities		
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	•	

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Equal Opportunities		
Candidates should indicate a commitment to equal rights regardless of age, gender, ethnicity or religion	•	



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JOB DESCRIPTION

SCHOOL: Generic	
GRADE: G3	JEM Reference No: 01-129 Enhanced DBS Required? Yes
JOB TITLE: Teaching Assistant Level 1	
REPORTS TO: Teacher or section Head (or other designated person)	
1.	PURPOSE OF JOB: 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.
2.	MAIN RESPONSIBILITIES, TASKS & DUTIES
1.	<u>School Related:</u>
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.
2.	<u>Child Related</u>
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 basic first aid
x	Assist with the movement of children in and around the school

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



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9.	KNOWLEDGE AND SKILLS		
	<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>		
10.	GENERAL		
	<p>Job Evaluation - 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.</p>		
	<p>Other Duties - 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.</p>		
	<p>Equal Opportunities - The postholder is required to carry out the duties in accordance with Council Equal Opportunities policies.</p>		
	<p>Health and Safety - The postholder is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.</p>		
	<p>Safeguarding -. All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Lincolnshire County Council Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.</p>		
	Name:	Signature:	Date:
Job Description written by: [Manager]
Job Description agreed by: [Postholder]

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