



September 2020

Dear Applicant,

**VACANCY FOR TEACHING ASSISTANT (TA1), PART-TIME**

**12 HOURS PER WEEK, 8.45 AM to 11.45 AM, MONDAY TO THURSDAY, TERM TIME ONLY**

**PLUS 12 HOURS OF TRAINING PER YEAR (NON-TERM TIME)**

Thank you for your interest in the position of Teaching Assistant at Langtoft Primary School. This is a great opportunity to join our popular and successful school. The position would see you working in the Y6 class, a year group that brings great rewards and a real sense of achievement as we prepare our pupils for secondary school.

The position is a permanent one. The pay scale is G3.6 to G3.9 depending on experience. The gross salary ranges from approximately £5400 per annum (G3.6) to approximately £5730 per annum (G3.9).

I have pleasure in enclosing a copy of the person specification, job description and general information about our school. The application form is on our website at [www.langtoft.lincs.sch.uk](http://www.langtoft.lincs.sch.uk) You can complete an electronic version or print one off and complete it by hand.

If you should have any queries regarding the position or wish to arrange a visit to our school, please do not hesitate to contact us on 01778 343419.

May I take this opportunity to remind you that the closing date for applications is 12 noon on Monday 5 October 2020.

I look forward to hearing from you.

Yours faithfully

*J McCullough*

**Mr J McCullough**  
Headteacher

## Langtoft Primary School

### ~ About Us ~

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

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, willow tunnel, stone circle and tyre park. 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 (September 2020).

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 School: **Gold Level**.

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 ~

## Langtoft Primary School

### ~ TEACHING ASSISTANT ~

#### Person Specification

Criteria	Essential	Desirable
<b>Experience</b>		
Relevant experience in schools	•	
<b>Qualifications and Training</b>		
Education to GCSE or equivalent level	•	
'Good' pass in English and in mathematics at GCSE or equivalent level	•	
Relevant professional qualifications (for example NVQ)		•
<b>Special Knowledge</b>		
Know how to scaffold learning in Key Stage 2	•	
Secure knowledge of skills and concepts in National Curriculum for English and for mathematics in Key Stage 2	•	
Experience of delivering intervention programmes		•
<b>Personal Qualities</b>		
A commitment to safeguarding children	•	
The ability to work individually and as part of a team	•	
Be reliable and punctual	•	
Willingness to undertake training	•	
To uphold the good reputation of the school and ensure complete confidentiality is maintained	•	
Evidence of excellent attendance	•	
Positive and sensitive attitude towards children with special educational needs and their parents and to those from varying social and cultural backgrounds	•	
Sense of humour	•	
<b>Equal Opportunities</b>		
Candidates should indicate a commitment to equal rights regardless of age, gender, ethnicity or religion	•	

LINCOLNSHIRE COUNTY COUNCIL	
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>	
<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>	<p><b><u>School Related:</u></b></p> <ul style="list-style-type: none"> <li>i. Act in accordance with school policies and procedures and relevant legislation, particularly in relation to child protection and behaviour management.</li> <li>ii. Assist with the planning and preparation of activities, and in the delivery of local and national initiatives e.g. literacy and numeracy strategy</li> <li>iii. Participate in the preparation of the classroom</li> <li>iv. Monitor children's needs and reporting these to a designated person.</li> <li>v. Keep records as required by the school</li> <li>vi. Have familiarity with all relevant statements of special educational needs specific to the child.</li> </ul> <p><b><u>Child Related</u></b></p> <ul style="list-style-type: none"> <li>i. Promote development and learning (physical, emotional, educational and social). Foster growth, self-esteem and independence, observe and record development.</li> <li>ii. Support those with special needs</li> <li>iii. Carry out reasonable daily personal care/hygiene duties and administer basic first aid</li> <li>iv. Assist with the movement of children in and around the school</li> </ul>
<b>3.</b>	<p><b>MANAGEMENT OF PEOPLE</b></p> <p><b>SUPERVISION OF PEOPLE</b></p> <p>No direct line management responsibilities but is required to occasionally demonstrate duties, give advice and guidance to employees, students or trainees.</p>
<b>4.</b>	<p><b>CREATIVITY AND INNOVATION</b></p> <p>Required to be creative when assisting with planning of activities.</p>
<b>5.</b>	<p><b>CONTACTS AND RELATIONSHIPS</b></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>
<b>6.</b>	<p><b>DECISIONS</b></p> <p>a) <b>Discretion –</b></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>

	<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>		
	<b>a) 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.		
	<b>c) Working Conditions –</b> School based and may be required to undertake reasonable duties of a personal nature.		
	<b>d) 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> 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. Desirable for the postholder to have GCSE or equivalent in Maths, English or equivalent level of competency.		
<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]	.....	.....	.....