Severn Bridges
Multi-Academy Trust

Radbrook Primary School

Teaching Assistant Recruitment Pack



Severn Bridges Multi-Academy Trust

Radbrook Primary School

Teaching Assistant Level 2 Recruitment Pack



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Radbrook Primary School

Teaching Assistant Level 2

Headteacher's Welcome

Our School:

Radbrook Primary School is a thriving, happy and caring school, with a strong commitment to working in close partnership with parents and the wider community. We are positioned on the south edge of Shrewsbury bordering on the beautiful Shropshire countryside.

The school originally opened in 1989 and is a larger than average sized primary school for Shropshire. Most of our pupils live within the surrounding village of Radbrook and the wider Shrewsbury area.

The school leadership team consists of the Headteacher and a Deputy Head, along with a SENDCo and EYFS Manager. The school has a very supportive Local Governing Body, who are very much involved in the school throughout the year. We had a very successful Ofsted inspection in January 2020, maintaining our 'Good' rating.

Here at Radbrook we want to foster a love of learning by inspiring every child to be their best; developing self-confidence and a positive mind-set, believing that they can be whatever and whoever they want to be. Our role is to equip our children for their next steps in life and enable them to thrive both academically and pastorally but also to make a difference as our citizens of the future.



Radbrook Primary School

Teaching Assistant Level 2

Our School cont'd

The Radbrook team are committed and passionate educators who strive to enable every child to achieve their best.
Supporting us within the community we have a busy Parents and Friends team, who work closely within the school and the local community, raising vital funds throughout the year.
It is a huge privilege being Head of Radbrook Primary School and we believe that this is a wonderful opportunity to make a significant contribution to our school and join a dedicated, successful and highly successful school team.

Emma Thelwell
(Headteacher)



Radbrook Primary School

Teaching Assistant Level 2

Our School Vision

We believe in encouraging a life-long love of learning about ourselves, each other, the local community and the world around us; we believe a true measure of someone is how well they succeed at being the very best version of who they are.

The Governors, staff, pupils and parents here at Radbrook encourage each other to be proactive in our own learning and problem solving, mindful of how we learn best, with a belief that it is the learning journey itself that is key. Our belief is that every one of us matters and makes a difference.

Doing something a little incredible every day adds up to a whole lot of amazing! We believe this and we believe in each other. We are a supportive learning community, always prepared to enable each other to improve.



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Welcome to our MAT

Severn Bridges Multi-Academy Trust provides a secure and welcoming environment for our children and staff.

We value each child as a unique individual and seek to nurture and support them to become positive, well balanced people equipped for their next steps in life.

Our curriculum is balanced and inclusive, helping every child to achieve the highest academic standards possible, while developing their individual skills, talents and attributes.

The holistic approach of our Darwin Growth Curriculum supports this and encourages non-academic success and extra-curricular opportunities.

We are fully committed to quickly identifying children's barriers to learning and offering first rate support to children with additional needs. We value and celebrate diversity and offer equitable opportunities for all, ensuring children are happy and well motivated.

As a close knit family of schools we work in partnership towards our shared vision; learning from each other and sharing good practice, while celebrating each school's uniqueness and contribution to its own community.

Severn Bridges Multi-Academy Trust · Greenfields Primary School · Harlescott Junior School · Mount Pleasant Primary School & Nursery · Radbrook Primary School · Short Wood Primary School · Sundorne Infant School & Nursery

Radbrook Primary School

Teaching Assistant Level 2

About the Role

The Governors wish to appoint an enthusiastic and experienced EYFS Teaching Assistant.

The role will be exciting, working 121 with pupils in our new EYFS department with children aged 3-5 years (Pre-School and Reception).

The role will enable you to support children both academically and developmentally. The successful candidate will be passionate about EYFS and have an understanding and experience of working with children in these age groups. They will be able to demonstrate a range of skills in managing pupil's emotions in a proactive, positive and supportive way, enabling them to get the very best out of their learning and development.

We are looking for candidates to be part of our forward thinking and creative team and welcome new ideas and enthusiasm.

We can offer candidates a positive and thriving school environment, a great team of staff, a commitment to continuing professional development and some pretty fantastic children too!



Radbrook Primary School
Teaching Assistant Level 2

The Post: - EYFS 121 Teaching Assistant Level 2

Contract Type: Permanent, 28.75 hrs a week

W**ork Base:** Radbrook Primary School

Required from: January 2027

Closing Date: Wednesday 25 Nov @9.00am

Interviews: Thursday 3 December



Salary
Grade 5, (scp 5-6) £17,330 - £17,609 per annum,
Permanent contract,
28.75 hours per week, Term time plus 2 PD days
Monday - Friday - 8.45 - 3.15

There will be an unpaid 15 minutes break and a 30 minute lunch break Monday to Friday.

Equal Opportunities
Severn Bridges Multi-Academy Trust is an Equal Opportunities Employer. Applications are welcome from suitably qualified candidates regardless of race, colour, nationality, ethnic or national origin, age, marital status, sex, sexual orientation or disability.

Safeguarding
The Severn Bridges Multi-Academy Trust is committed to safeguarding and promoting the welfare of children, and expect all staff and volunteers to share the same commitment. This post is exempt from the Rehabilitation of Offenders Act 1974; pre-employment checks will be carried out, references will be sought and successful candidates will be subject to an enhanced DBS check and other relevant checks with statutory bodies. Should you be shortlisted, further information relating to criminal records, sanctions and disqualifications will be requested and discussed at interview.

Please see Severn Bridges MAT's safeguarding statement at: www.severnbridgesmat.co.uk/our-policies/

How to apply
All applications should be made online through MYNEWTERM. Please refer to the vacancy page on the school website www.radbrook.shropshire.sch.uk and click onto the MYNEWTERM vacancy where you will be able to apply directly.
Sorry but CVs will not be accepted.

Visits
Visits to our school are strongly encouraged. If you would like to book a visit please contact us on 01743 232895 or email **admin@radbrooksbmat.com**

Radbrook Primary School

Teaching Assistant Level 2
Job Description

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Details of Post

Post title: EYFS 121 Teaching Assistant Level 2
Salary: Grade 5, (scp 5-6) £17,330 - £17,609 per annum
Hours: 28.75 Hours per week, Term Time plus 2 PD Days
Location: Radbrook Primary School

Severn Bridges Trust is committed to creating a diverse workforce. We will consider applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership. The Trust is committed to safeguarding and promoting the welfare of its pupils and expects all staff and volunteers to share this commitment. All appointments are subject to an enhanced Disclosure and Barring Service (DBS) check.

All posts are subject to the Asylum and Immigration requirements.

Purpose of Post

Work under the guidance of the teaching staff and nominated Teaching Assistants and within an agreed system of supervision, to implement agreed work / care / support programmes with individuals or groups, in or out of the classroom. This could include those requiring detailed and specialist knowledge in particular areas, and those who need particular help to overcome barriers to learning. Assistance will be provided to teachers over the whole planning cycle, and with the management and preparation of equipment and resources. In addition, the professional work of teachers will be complemented by taking responsibility for specific learning activities under an agreed system of supervision. Staff may also occasionally supervise whole classes during the short-term absence of teachers, the primary focus being to maintain good order and keep pupils on task by responding to questions and assisting pupils to undertake set activities.

Radbrook Primary School

Teaching Assistant Level 2
Job Description cont'd

Principal Duties and Responsibilities

Support for Pupils

- Attend to pupils' personal needs, and assist with the development and implementation of Individual Education/Behaviour/Support/Mentoring Plans and Personal Care Programmes/strategies.
- Supervise and support pupils, including those with special needs and those excluded from, or otherwise not working to, a normal timetable, ensuring their safety and access to learning.
- Establish constructive relationships with pupils and interact with them according to individual needs.
- Promote the inclusion and acceptance of all pupils.
- Encourage pupils to interact and work co-operatively with others, and engage in learning activities.
- Set challenging and demanding expectations and promote self-esteem and independence.
- Provide feedback to pupils in relation to progress, achievement, behaviour, attendance etc.
- Use specialist skills/training/experience to support pupils.
- Provide pastoral support to pupils, and assist in their social, health, and hygiene development.
- Develop 1:1 mentoring arrangements with pupils, and provide support for distressed pupils.
- Promote the speedy/effective transfer of pupils across phases/integration of those who have been absent.
- Provide information and advice to enable pupils to make choices about their own learning/behaviour/attendance.

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Teaching Assistant Level 2
Job Description cont'd

Support for the Teacher

- Work with the teacher in lesson planning, evaluating, and adjusting lessons / work plans as appropriate.
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals.
- Prepare the classroom as directed for lessons and clear afterwards. Assist with the display of pupil's work.
- Ensure the timely and accurate design, preparation, and use of specialist equipment/resources/materials.
- Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre – determined learning objectives.
- Provide the teacher with objective and accurate feedback and reports as required, on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.
- Be responsible for keeping and updating records as agreed with other staff, contributing to reviews of systems/records as requested.
- Administer and assess routine tests, invigilate exams, undertake routine marking of pupils' work, and accurately record achievement/progress.
- Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- Establish constructive relationships with parents/carers as agreed with the teacher, exchanging information, facilitating their support for their child's attendance, access and learning, and supporting home to school and community links.
- Provide general clerical/admin. support eg. dealing with correspondence, analysing data on attendance/exclusions etc. administering coursework, producing worksheets for agreed activities, photocopying, typing, filing etc.
- Assist in the development, implementation, and monitoring of systems related to attendance and integration.
- Liaise with feeder schools and other relevant bodies to gather pupil information.
- Contribute to the development and implementation of appropriate behaviour management strategies

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Teaching Assistant Level 2
Job Description cont'd

Support for the Curriculum

- Support pupils in understanding instructions.
- Implement structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses.
- Implement local and national learning strategies eg. Literacy, numeracy, early years etc. as directed by the teachers.
- Support pupils in using ICT, and develop pupils' competence and independence in its use.
- Determine the need for, prepare and maintain equipment/resources as directed by the teacher, and assist pupils in their use.
- Monitor and manage stock within an agreed budget, cataloguing resources and undertaking audits as required.
- Be aware of and appreciate a range of activities, courses, organisations, and individuals to provide support for pupils to broaden and enrich their learning.

Other Responsibilities

- Be aware of and comply with all school policies and procedures
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required.

Safeguarding

- Be aware of and comply with data protection and safeguarding responsibilities as outlined in the Trust's Staff Code of Conduct and related policies and procedures.

Other Duties

Any other duties that the Headteacher, EHT/ CEO/ Governing Body/ Trustees feel is commensurate with the post. Whilst every effort is made to explain the main duties and responsibilities of the post each individual task undertaken may not be identified.

Radbrook Primary School

Teaching Assistant Level 2
Person Specification

Severn Bridges MAT Person Specification – Teaching Assistant Level 2 EYFS/KS1		
Criteria	**Essential**	**Desirable**
Qualifications	5 GCSE's or equivalent, including Maths and English. Good standard level of education. NVQ Level 2 in Childcare and Education, or equivalent. Relevant Early Years DFE approved qualification.	First Aid qualification Makaton.
Work or relevant experience	At least 2 years relevant experience working with children. Ability to plan and organise effectively. Ability to work with small groups or individual children.	Experience with working in an educational setting or other relevant environment. Some knowledge of classroom administration support.
Knowledge and understanding	A good knowledge of child development.	National learning strategies including literacy and numeracy. Non-school based support agencies.

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Person Specification

Skills and Abilities (relevant to post)	Good communication skills and ability to relate well to children, staff and parents Evidence of working well as part of a team Good ICT skills or the willingness to update skills and undertake further training	Specialist skills, training or experience eg. Art,Music,ICT etc
Personal Qualities	Ability to bring to the role, initiative, enthusiasm and commitment Flexibility and reliability Willingness to develop skills with further training	
Special Conditions	Willingness to undertake an enhanced Disclosure and Barring Service (DBS) check	