



Hayton C of E Primary School

Job Description: 2 x Teaching Assistants (1 Special Educational Needs, Autism; 1 SEND support in-class and interventions)

Position: Teaching Assistant (Special Educational Needs, Autism)

Qualification: NVQ Level 3 or working towards

Location: Hayton C of E Primary School

Employment Type: Temporary contracts attached to EHCP funding: 1 x 30 hours per week term time only plus 1 week INSET; 1 x 25 hours per week term time only plus 1 week INSET.

Pay Scale: PCD5 £23893 per annum pro rata (FTE) term time only plus 1 week INSET

About Us: Hayton C of E Primary School is a vibrant and inclusive primary school committed to providing a nurturing and stimulating environment for all our pupils. We believe in fostering a sense of community and encouraging our pupils to develop both academically and socially.

Job Overview: We are seeking 2 dedicated and compassionate Teaching Assistants: one to support children with Special Educational Needs (SEN), particularly those on the autism spectrum, and one to support children with SEND, being able to support in-class and running small-group interventions. The ideal candidates will hold an NVQ Level 3 qualification or be working towards it, possess excellent communication skills, and be proactive team players. Both of these roles require flexibility to adapt to varying schedules and needs and the ability to work collaboratively within a dynamic educational environment.

Key Responsibilities:

- **Pupils' Support:**

- Assist in the educational and social development of pupils with SEND
- Implement personalised learning plans and support strategies under the guidance of the SENDCo, classroom teachers and other colleagues and specialists
- Foster a positive and inclusive classroom environment to encourage pupils' engagement and participation.

- **Classroom Assistance:**

- Provide one-on-one or small group support to pupils, adapting teaching methods to meet their individual needs.
- Assist with classroom management and organisation, ensuring a conducive, calm and purposeful learning environment.
- Prepare and maintain educational materials and resources.
- Show initiative and hold high expectations for all pupils

- Display a professional attitude at all times and desire to continue their professional development

- **Collaboration:**

- Work closely with the SENDCo, classroom teachers and other educational staff and parents to deliver cohesive support.
- Participate in team meetings and contribute to the development of individual education plans (IEPs).
- Communicate effectively with parents and caregivers regarding pupil progress and any concerns.
- Work as part of the wider #teamhaton family.
- Go 'above and beyond' for the greater needs of the school and its pupils.

- **Administrative Duties:**

- Keep accurate records of pupils' progress and support provided.
- Assist with the preparation of reports and documentation as required.
- Support with the supervision of pupils during non-classroom activities, such as lunch breaks and school outings as directed by the head teacher.

Qualifications and Skills:

- **Essential:**

- NVQ Level 3 in Supporting Teaching and Learning or equivalent, or working towards it.
- Experience working with children with Special Educational Needs, particularly autism.
- Strong understanding of autism and associated strategies for support.
- Experience of working within school, delivering interventions to pupils – in particular phonics, reading and mathematics interventions.
- Excellent communication and interpersonal skills.
- Ability to work flexibly and adapt to changing needs.
- The desire for all 'little acorns' to become 'mighty oaks' no matter what.

- **Desirable:**

- Additional training or qualifications in SEND or Autism.
- First Aid certification.
- Experience with assistive technology and learning aids.

Personal Attributes:

- Patience, empathy, and a positive attitude towards ALL children within our school family.
- Strong organisational skills and attention to detail.
- Ability to work independently and as part of a team.
- Commitment to ongoing professional development.

We can offer you:

- A FANTASTIC school team and family who are all dedicated and passionate to give ALL of our children the very best educational experiences
- A vibrant and welcoming environment with enthusiastic children who love to learn.
- A school where love, joy aspiration and wonder are celebrated each and every day.
- Supportive and collaborative team environment.
- Opportunities for professional growth and training.

Application Process: Interested candidates are welcome and are actively encouraged to make a visit to the school by making an appointment with the school office on 01228 670491. Application forms and covering letters are to be submitted to admin@hayton.cumbria.sch.uk

Hayton C of E Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Therefore, an enhanced DBS check including the barred list will be required for the successful candidate and other procedures and checks will be followed as laid out in our Safeguarding Policy.

Closing date for applications will be Friday 24th May 2024 3pm
Shortlisting will take place on Friday 24th May 2024 at 3.30pm
Interviews will take place on the week beginning 3rd June 2024.