



CHILTON FOLIAT PRIMARY SCHOOL

# Teaching Assistant Information Pack

*Information for Candidates*



## Our School Christian Vision

*“With thankfulness, courage and love, we strive to improve heart and mind.”*

At Chilton Foliat Primary School we honour our educational heritage, supported by a strong Christian ethos. We strive to provide a diverse education that inspires children to develop a **thirst for knowledge**. This is delivered in a safe, supportive, and nurturing environment promoting self-discipline, motivation, and excellence in learning. We encourage strong partnerships and positive relationships amongst pupils, parents, carers, staff, and the wider community.

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Jesus said, “Everyone who drinks of this water will be thirsty again, but whoever drinks the water I give him will never thirst”. John 4:13



**CHILTON FOLIAT PRIMARY SCHOOL**

**Chilton Foliat CofE (VA) Primary School  
Teaching Assistant**

FULL SCHOOL ADDRESS: Stag Hill  
Chilton Foliat  
Wiltshire  
RG17 0TF

SCHOOL TELEPHONE NUMBER: 01488 682630

SCHOOL EMAIL ADDRESS: [admin@chiltonfoliat.wilts.sch.uk](mailto:admin@chiltonfoliat.wilts.sch.uk)

NUMBER ON ROLL: 94 and rising

PAY GRADE: D

HOURS: 2 part time roles

COMMENCEMENT DATE: As soon as possible

ADVERTISEMENT CLOSING: 12.00 noon Thursday 30<sup>th</sup> June 2022

INTERVIEW DATE: Tuesday 5<sup>th</sup> July 2022



**Chilton Foliat CE (VA) 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. All applicants will be subject to a full Disclosure and Barring Service check before appointment is confirmed.**

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**Teaching Assistant  
Job Description**

<b>Post title &amp; Grade</b>	<b>Teaching Assistant</b>
<b>Liaising with</b>	Class Teacher, SENCO, Headteacher. Parents/Carers, external agencies when appropriate
<b>Main Purpose of Post</b>	<ul style="list-style-type: none"> <li>To work under the guidance/ instruction of teaching staff to undertake work/care/support programmes to enable access to learning for all pupils and to assist the class teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area.</li> </ul>
<b>Key Functions</b>	<ul style="list-style-type: none"> <li>Supporting pupils learning, either in groups or through 1:1 work. The exact tasks will depend on the learning support needs of the pupil/s but may include: <ul style="list-style-type: none"> <li>clarifying and explaining instructions</li> <li>ensuring pupils are able to use equipment and materials provided</li> <li>motivating and supporting pupils - assisting in weaker areas, e.g., language, reading, spelling, handwriting, presentation</li> <li>helping pupils to concentrate on and finish work set</li> <li>meeting physical needs as required while promoting independence</li> <li>deliver interventions programmes where necessary</li> <li>liaising with class teacher and Special Educational Needs Co-ordinator about Individual Education Plans - as specified by the Teacher, developing appropriate resources to support pupils.</li> </ul> </li> </ul>
<b>Supporting pupils' self-esteem, inclusion and behavioural development, e.g.</b>	<ul style="list-style-type: none"> <li>encouraging an acceptance and inclusion of the pupil with special needs</li> <li>developing methods of promoting/reinforcing the pupil's self esteem and independence</li> <li>providing individual supervision in and out of the classroom for pupils with behavioural problems</li> <li>establishing a supportive relationship with pupils</li> <li>reinforcing the school ethos, e.g., expectations of behaviour within class and elsewhere on the school site</li> <li>supervising pupils on outings, school activities.</li> </ul>
<b>Supporting the teacher/s, e.g.,</b>	<ul style="list-style-type: none"> <li>as directed by the Teacher, adapting and interpreting lessons and instructions to pupils</li> <li>in conjunction with the class teacher (and other professionals as appropriate) to develop system/s of recording pupil progress and contribute to the maintenance of this record</li> <li>providing regular feedback about pupils to the Teacher/s</li> <li>prepare pupils beforehand for a task</li> <li>attend formal and informal meetings with teachers to contribute to planning lessons/activities.</li> </ul>
<b>Supporting the curriculum</b>	<ul style="list-style-type: none"> <li>support the delivery of the Literacy and Mathematics strategy along with other aspects of both the National Curriculum and the enhanced curriculum offered by the school.</li> </ul>

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<b>Supporting the school</b>	<ul style="list-style-type: none"> <li>• assisting with setting up, storing and retrieving and general maintenance of classroom equipment and teaching aids, e.g., computers and computer software, resources, indoor and outdoor play equipment, photographic equipment etc –</li> <li>• helping to ensure the hygiene of the teaching environment in cases of sickness or soiling</li> <li>• administering minor First Aid under the guidance of a qualified person</li> <li>• be available to cover additional break time or lunchtime supervision if required</li> <li>• to cover unexpected absence of teaching assistant colleagues.</li> </ul>
<b>Professional Development</b>	<ul style="list-style-type: none"> <li>• attend appropriate and relevant courses, including in house staff professional development</li> <li>• engage fully in the Performance Management Appraisal process</li> <li>• ensure all Child Protection training is up to date in line with Local Authority and national statutory requirements.</li> </ul>
<b>Behaviour and Conduct</b>	<ul style="list-style-type: none"> <li>• to model the Christian ethos and core values of the school whilst teaching pupils and maintain the highest standard of professional conduct</li> <li>• to maintain high standards in your own attendance and punctuality</li> <li>• take all reasonable steps to maintain good order, discipline and safety of those pupils assigned to you in line with the school's Behaviour and Discipline Policy, both when children are in school and when they are engaged in authorised school activities offsite</li> <li>• adhere to support the school's Safeguarding of children policy and procedures fully and actively.</li> </ul>
<b>Key Contacts and Relationships</b>	<ul style="list-style-type: none"> <li>• the jobholder has extensive contact with pupils, which involves mentoring, motivating and imparting skills and/or knowledge. Information is exchanged with Teachers and other school staff, school management, parents/carers and at times representatives of other Agencies e.g., Health, Social Care.</li> </ul>
<b>Decision Making</b>	<ul style="list-style-type: none"> <li>• the jobholder is expected to follow school procedures, and plans made by the Classroom Teacher.</li> </ul>
<b>Working Environment</b>	<ul style="list-style-type: none"> <li>• the jobholder is mainly based in a classroom setting and there is regular background noise. The work involves some crouching, stretching, or working in other constrained or awkward positions e.g., when dealing with pupils. There may be the need to deal with body fluids when giving personal care to pupils.</li> </ul>
<b>Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>• It is desirable, however, new entrants are not required to have any background in learning support work but must have good general skills at dealing with children/young people and have the ability, through an extended induction period, to learn and apply learning support techniques. Good literacy and numeracy skills are essential as well as the requirement to communication both orally and in writing effectively. By the time the jobholder is fully competent in the job he/she will be operating at NVQ 2 (or equivalent) level with an understanding of different learning support needs and ways of meeting these.</li> </ul>

- **The postholder may be expected to carry out duties other than those given in the job description where the level of responsibility is similar and he/she has appropriate qualifications or received appropriate training to carry out those duties.**

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**CHILTON FOLIAT PRIMARY SCHOOL**

**Chilton Foliat CofE (VA) Primary School  
Teaching Assistant – Person Specification**

	<b>Essential</b>	<b>Desirable</b>
<b>Professional Qualifications, training &amp; experience</b>	<ul style="list-style-type: none"> <li>• Strong academic record including Maths and English GCSE grade C (or equivalent) or better. (Please include this information in your application form)</li> <li>• Successful DBS and Safeguarding clearance.</li> </ul>	<ul style="list-style-type: none"> <li>• Qualifications relating to the role of TA (or evidence of working towards gaining such qualifications)</li> <li>• Grade A or B in both English and Maths GCSE or equivalent.</li> <li>• First Aid qualifications.</li> </ul>
<b>Knowledge and Understanding</b>	<ul style="list-style-type: none"> <li>• Experience of working with and or coaching children</li> <li>• Experience of using strategies to managing challenging behaviour</li> <li>• Excellent literacy knowledge and skills</li> <li>• Understanding of how to monitor and track the progress of pupils</li> <li>• Understanding of Safeguarding.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of:</li> <li>• Experience of working in a school and/or nursery context</li> <li>• Teaching and supporting children with SEN</li> <li>• Working with and supporting children with challenging behaviour</li> <li>• Running intervention programmes.</li> <li>• Knowledge of EYFS or KS1/2 assessment, curriculum and planning.</li> </ul>
<b>Personal Skills and Attributes</b>	<ul style="list-style-type: none"> <li>• Enjoy working with children</li> <li>• Dedicated to safeguarding and promoting the welfare of children</li> <li>• The ability to remain calm and work well under pressure</li> <li>• Enthusiastic, hardworking, flexible and motivated</li> <li>• Team player and excellent interpersonal skills</li> <li>• Demonstrably professional, honest and loyal</li> <li>• Good verbal communication skills including ability to communicate effectively with carers and parents</li> <li>• Able to take the initiative</li> <li>• Confidentiality and sensitivity</li> <li>• Supportive of the Christian ethos of the school</li> <li>• Committed to equality.</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to work with and manage children with challenging needs – EAL, SEN and very able pupils.</li> <li>• Ability and experience of communicating with parents</li> <li>• Good IT skills.</li> <li>• Skills and interests that could help enrich children's learning e.g., MFL, cooking, gardening, music and so on.</li> </ul>

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## CHILTON FOLIAT PRIMARY SCHOOL

### The School

Chilton Foliat Primary School is situated on the edge of the beautiful village of Chilton Foliat. We are very close to the county boundary between Wiltshire and West Berkshire, about two miles from the market town of Hungerford and close to Junction 14 on the M4 (with easy access from any direction).

The school was founded in 1771 and later given Grant Aided status, enabling it to remain faithful to its original Church of England foundation. The present school, built in 1970 is nestled in beautiful grounds allowing tranquil views of the surrounding countryside and farmland.

We are a vibrant village school, with numbers on the rise. The whole school team, governors and families are determined to enable our children to grow both as individuals and community members in the most enriched, creative, active and fulfilling primary school environment possible. We have a strong family and community ethos which we live out in acts and deeds. We love to get out and about and invite visitors in so that we can share our life experiences. We are proud of our "Growth Mindset" model of building resilience and independence in all that we do and our children love challenge and taking on new educational adventures.

We have recently undergone a programme of building development resulting in a new purpose built community club house and new classroom, as well as extended hall and bathroom facilities. We have recently completed the development of our Early Years Outside Area, working with Action for River Kennett (ARK) to include a rain garden and other environmentally supportive features. We are blessed with plenty of outside space, which allows children to run freely each day and to learn in an outdoor environment. We are also able to make use of these facilities each day with sport and recreation. Having our own kitchens allows us to provide healthy nutritional school meals easily for all the children and staff at the school. With our own off road parking we offer a safe, secure drop off and pick up as well as a designated entrance for staff, parents and carers to access safely.

You are encouraged to look at our website to find out more about us and to read our most recent Ofsted Report (Jan 2020). It is also strongly recommended that you make an appointment to visit and see for yourself what it could be like to be part of our fantastic and welcoming team. Please call the office on 01488 682630.



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