



Wren's Nest Primary School



Level 2 Teaching Assistant Application - 16.25 hours per week





Contents

- Welcome!
- What are we looking for?
- What do we offer?
- How to apply.
- Job description and person specification.

Wren's Nest Primary School
Marigold Crescent
Dudley
DY1 3NX

Dear Applicant,

Thank you for replying to our advertisement for the position of Level 2 Teaching Assistant at Wren's Nest Primary School. I hope that you will find this pack helpful. If you would like to learn more about our school, we would be delighted to give you a tour and answer any questions you may have.

Wren's Nest Primary School is based in the heart of the Black Country in Central Dudley. It is a successful school with a growing pupil roll of 550 pupils. We are a dynamic and exciting school with a passion for making a difference and improving outcomes and achievement for every child.

We have a skilled team of highly committed and professional teachers and leaders who work hard. However, there is always much to do and we are always reflecting, improving and developing our school. As part of our ongoing journey, we are now looking to recruit a part-time teaching assistant to work with, motivate and support our younger children, in an outstanding EYFS setting.

If you are kind, calm and want to make a positive contribution to the education of children please come and visit us.

Kind regards,

Sarah Parkes
Headteacher

Are you looking for a new challenge?

We are looking for a Level 2 Teaching Assistant (16.25 hours) who has what it takes to truly make a difference to children. The purpose of this job is to initially support a small group of children within our Early Years setting.



We can offer you:

- A 'good' school with 'outstanding' features (Section 5 OFSTED March 2022).
- 100% focus on improving outcomes for the children in our school.
- Strong support for your further professional development.
- A strong forward thinking leadership team.
- Highly motivated staff and supportive governors.
- A beautiful school building and learning environment in which to work.

To become part of our team as a Level 2 Teaching Assistant you will need to:

- ✓ Have high expectations of yourself and the children you work with.
- ✓ Have excellent interpersonal and communication skills and be willing to share your classroom practice with others.
- ✓ Be highly organised and motivated.
- ✓ Good understanding of child development and learning processes.
- ✓ Have experience of working within an EYFS and play an active role in the Foundation Stage team.
- ✓ Demonstrate the vision and values of the school in everyday work and practice.
- ✓ Have experience of delivering and evaluating speech and language and other interventions.



How to apply

1. Read the job description and person specification carefully.
2. Complete the application form electronically and submit through WM Jobs.
3. Include a detailed account of how your experiences in training and/or practice have equipped you to meet the children's needs and a description of your personal interests and strengths and how these might benefit these particular children and the year group in particular. This will be part of your letter of application (supporting statement) and should address the selection criteria detailed in the person specification.
4. If possible, we would like you to visit Wren's Nest, please contact school for the visiting time on offer.

Closing date for applications is: **Friday 24th January 2025.**

Interview: **Wednesday 29th January 2025.**

As part of the interview process applicants may be asked to prepare and present a short activity to the interview panel (no children will be present) which is designed to support an aspect of the needs of this group of children. Details of this will be sent out with a letter should you be successful, inviting you to an interview.

Wren's Nest is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.

References will be sought for the shortlisted candidates as part of the recruitment process. Successful candidates will be required to complete an Enhanced DBS.

If you have any queries then please contact the school on: 01384 818515.

We look forward to receiving your application!



**Job Description for Level 2 Teaching Assistant
at
Wren's Nest Primary School**

This post is 16.25 hours per week to support children within the EYFS (morning session).

Main Purpose of the Job:

Level 2 staff provide more specific support and work under the supervision and guidance of a classroom teacher. The basic entry requirement is NVQ 2.

Key Features: To undertake work/care/support programmes, to enable access to learning and to assist a teacher in the management of children and the learning environment. To support teaching staff in the development and education of children including the provision of specialist skills as appropriate. Understanding and/or experience of the teaching of early reading through phonics.

Main Activities

SUPPORT FOR PUPIL

- Assist children with personal hygiene routines including toilet training, changing of incontinent /sick children, dressing and undressing.
- Supervise the activities of individuals or groups of children (normally up to 8) within the setting.
- Under the instruction/guidance of a teacher support children with sensory and/or physical impairment.
- Under the instruction/ guidance of a teacher support children with non-specific learning difficulties.
- Under the instruction/guidance of a teacher support children with behavioural, emotional and social development needs e.g. implementation of behaviour management policies/promotion of school policies relating to pupil behaviour.
- Under the instruction/guidance of a teacher /external agency worker support children with communication and interaction difficulties.
- Assist children in the use of resources including ICT.
- Engage children in motivated by following their interests as well as direct planned activities.
- Support children on an individual and group basis is raising standards within key basic skill areas of learning as well as extending other learning where appropriate.
- Support individual education plans.
- Supervise and provide particular support for children, including those with special needs ensuring their safety and access to learning activities
- Establish a friendly and flexible approach which facilitates the development of effective relationships.
- Provide feedback to children in relation to their progress and achievement under the guidance of a teacher.

SUPPORT FOR TEACHERS/SCHOOL

- Provide support for learning by making a contribution to the planning, evaluating and delivery of lessons as directed by the teacher.
- Understanding of the Early Years Foundation Stage curriculum and Development Matters documentation.
- Making a contribution to organising effective learning environments and maintaining appropriate records.
- Support the continual develop of the learning environment.
- Contribute information to children's records (e.g. assessment information).
- Commitment to working effectively with young children and families.
- Monitor children's responses to learning activities and record achievement/progress as directed.
- Provide regular feedback to teachers on children's achievement, progress and problems.
- Promote good behaviour, dealing promptly with conflict and incidents and reporting in line with school policy.
- Support the use of ICT in learning activities and develop children's' competence and independence in its use.
- Participate in training and other learning activities and performance development as required.
- Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health and safety, security, confidentiality and data protection, reporting all concerns to the appropriate person.
- Contribute to the overall ethos /work/aims of the school.
- Attend and participate in relevant meetings as required.
- All staff in school will be expected to accept reasonable flexibility in working arrangements and the allocation of duties in pursuance of raising pupil achievement. Any changes will take account of salary/ status/hours and will be subject to discussion, in accordance with the guidance note on contractual changes.
- Innovative and creative thinker with a positive attitude to the ever-changing Early Years environment.
- A willingness to learn.
- The ability to work as a member of a large team and relate easily to children, staff, parents and other agencies.

All staff in school will be expected to accept reasonable flexibility in working arrangements and the allocation of duties in pursuance of raising pupil achievement. Any changes will take account of salary/ status/hours and will be subject to discussion, in accordance with the guidance note on contractual changes.

Start date: February 2025

Person Specification
Level 2 Teaching Assistant

This post is 16.25 hours per week (mornings) to support children within the EYFS.

Experience:

- Experience working with children within the EYFS.
- Practical experience of working from the EYFS curriculum and referring to the Development Matters document effectively to support learning.
- An awareness of the role of observations as part of the formative assessment process and the role of child initiated and group work.
- Experience of supporting the teaching of Phonics and early Numeracy and Literacy skills.
- A basic awareness of policies relating to health and safety, equal opportunities, confidentiality, safe guarding, behaviour, attendance and data protection.
- Basic understanding of child development and learning processes.

Qualifications/Training:

- GCSE Grade C and above in English and Maths
- NVQ Level 2 Child care or equivalent (candidates due to qualify are welcome to apply)

Practical Skills:

- An ability to work under the teacher's direction to deliver a curriculum activity to a group of children effectively.
- To have a range of behaviour strategies to promote good behaviour.
- Provide and support children with level of care that specifically enhances their Personal and Social skills effectively.
- Support the School's assessment for learning process.
- Provide feedback to the class teacher regarding set objectives.
- Record and write using correct English and punctuation.

Personal Qualities:

The successful candidate must have:

- A clear speaking voice.
- A sense of humour.
- Good interpersonal skills.
- High expectations of themselves and the children they work with.
- Ability to work as part of a team, understanding classroom roles and own position within these.

The successful candidate must be:

- Creative, organised and supportive.
- Organised and effective in maintaining pupil's records.
- Open and approachable.
- Able to smile when things don't go quite according to plan!
- Motivate children who have some barriers to their learning.
- Passionate about raising standards for children in the EYFS.
- Kind, calm and patient especially with the youngest of our children in their first experience of school life.