

October 2019

Dear Applicant

Thank you for your interest in the role of Teaching Assistant based in our Resource Base at Castle Mead School.

Castle Mead is an expanding school with a nursery. Our Resource Base provides specialist support for children with a range of complex needs. The school offers an exceptional learning environment, with hall, library, and outstanding resources; it also offers a music and technology room, and group rooms. All teaching spaces are equipped with interactive whiteboards. The Resource Base classes have access to enclosed outdoor play areas that can be used all year round. There are also extensive grounds, which have been landscaped and provide a fantastic outdoor space. We grow our own fruit and vegetables and have chickens as part of our school environment.

Castle Mead School is part of The Mead Academy Trust, alongside The Mead School, River Mead School and The Mead at Wingfield. The school opened in brand new purpose-built accommodation in September 2014. The school started as a one form entry primary school but has been extended to provide two forms of entry in all year groups.

**What does The Mead Academy Trust offer?**

- Attractive well-resourced schools
- Excellent provision for music to include a specialist teacher
- Laptop suites and interactive whiteboards in all classes
- Delightfully motivated children and interested, supportive parents
- A fantastic teaching assistant team
- A strong ethos of mentoring and co-operative working
- Excellent staff development opportunities and opportunities for professional learning

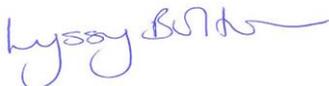
We are looking for a Teaching Assistant to work in our Resource Base. We would be particularly interested if you have experience working in Special Educational Needs and Disabilities and emotional support.

**We are seeking applicants who are:**

- Passionate about improving learning opportunities for children with complex needs, within a creative curriculum - preferably experienced Teaching Assistants with SEN knowledge and practise evidenced within an educational environment
- A strong motivation to support children with additional and complex needs
- Flexible, with a strong commitment to teamwork
- Energetic and enthusiastic with a good sense of humour
- Committed to ongoing professional development

I very much look forward to receiving your application.

Yours sincerely,



Lyssy Bolton  
EXECUTIVE HEAD TEACHER

# **Teaching Assistant based in Complex Needs Resource Base**

## **Candidate Information Brief**

## **Job Description: SEN Teaching Assistant**

**Reports to:** Class Teacher, Head of School and SENCO  
**Start Date:** As soon as possible  
**Salary:** Grade D £18,426 - Grade E £19,945 prorata

### **The Roles**

The Mead Academy Trust has 3 schools; The Mead Community Primary School; a highly successful primary school, operating on two sites at Hilperton and Wingfield; Castle Mead School, a new school that opened in September 2015 to serve a newly built community and River Mead School in Melksham. In addition to the schools the Trust has well-established roles as both National Support School and National Teaching School, and a reputation for excellence and disciplined innovation.

We have one vacancy for a Teaching Assistant based in our Resource Base at Castle Mead School. The role offers an exceptional opportunity for an energetic, caring and friendly Teaching Assistant to join our committed team.

Working as member of a team in the school the post holder will assist teachers in all aspects of the children's learning to provide a stimulating and effective programme of education.

### **Qualification Criteria**

- Level 2 (minimum)
- Level 3 (preferable)
- Certificate in First Aid or willingness to train
- SEND and emotional support experience is desirable

### **Duties and Responsibilities**

- Work with groups of individuals within the school in all curricular areas under the direction of the teacher, in a variety of tasks to develop the physical, intellectual, emotional and social skills of the children
- Assist in the support and inclusion of children with a wide range of special educational and complex needs
- Assist with learning activities across the six areas of learning. Develop children's knowledge through support and encouragement in the learning activities undertaken. Provide opportunities for children to work towards the Early Years Learning Outcomes
- Establish supportive working relationships with pupils. To develop methods of promoting/reinforcing self-esteem
- To be aware of the teacher's aims and under his/her supervision to ensure that learning objectives and IEP targets are met effectively
- Feedback information regarding the well-being and educational and developmental needs of children to the teacher, parents and Head of School as appropriate
- To undertake and reinforce/extend where appropriate, specific tasks
- To make observations of the children's progress, attitudes and behaviour and to contribute to the keeping of appropriate records
- Where appropriate to participate in the planning, execution and evaluation of activities
- To be involved in the preparation for activities, ensuring that appropriate materials/equipment are available, and to assist in clearing away afterwards
- To assist in the preparation and adaptation of teaching aids, games, worksheets etc as directed
- To display work, progress charts etc in support of children's achievements
- To assist in meeting pupil's pastoral needs for praise, comfort, encouragement, reassurance and care
- To take responsibility for the welfare and hygiene of pupils, including changing and cleaning as necessary
- Carry out domestic duties such as tidying up, serving snacks, organising cooking activities
- Where appropriate to liaise with parents, agencies, and therapists, always having high regard for the rights of pupils and parents to confidentiality
- To administer first aid and medication following relevant training and guidance
- To acknowledge and respond appropriately to Health and Safety requirements, as detailed in the school's policy document, where both pupils and colleagues are concerned. To report any accidents and hazards immediately, following school procedures
- To supervise, in conjunction with other staff, pupils during breaks and lunchtimes, and on educational outings
- To promote consistent, positive behaviour
- To undertake organisation relating to outings – including preparation of first aid kit, and taking responsibility for groups of children
- To participate in staff meetings and planning meetings as required, including training days and other appropriate training
- To participate in training and meetings arranged for your own professional development and self-review
- To contribute to the development of displays in the school, in accordance with school policy

- To accept responsibility for areas of school organisation as agreed with the Head of School. These may include general duties around the school (tidying resources, library etc.) and specific tasks

### **Vision and Values**

- Vision aligned with the Trust's high aspirations, and holds high expectations of self and others
- Determined to secure outstanding learning and progress for every child
- Deep commitment to a collegiate approach and to working with others as a means of securing the best outcomes for children

### **Personal Characteristics**

- Demonstrate high standards of personal organisation
- Be able to follow direction and use initiative
- Highly positive, creative and energetic
- Relish accountability and take personal responsibility for own actions
- Able to build trust and mutual respect between pupils, families and staff
- Strong interpersonal, written and oral communication skills
- Demonstrate commitment to continuing professional development
- A good health record
- Good and appropriate sense of humour

### **Safeguarding**

- Value and respect the views and needs of children
- Have up to date knowledge of relevant legislation and guidance in relation to working with, and protection of children
- Display commitment to protection and safeguarding the welfare of children
- Demonstrate commitment to CPD in relation to safeguarding/child protection

The Mead Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an enhanced Disclosure and Barring Service check before appointment is confirmed.

If you would like to be part of our team please return your application form together with a covering letter detailing any additional information.

### **To:**

Mrs Tracy Boulton  
 Head of School  
 Castle Mead School  
 Mascroft Road  
 Hilperton  
 Trowbridge  
 BA14 6GD  
 Email: [office@castlemead.wilts.sch.uk](mailto:office@castlemead.wilts.sch.uk)

**Closing Date: 9am, Monday, 14<sup>th</sup> October 2019.**

**Interview Date: To be confirmed.**

Visits to the school are warmly welcomed. We look forward to hearing from you.

**The Mead Community Primary School  
 (Hilperton site)**  
 Hackett Place  
 Hilperton  
 Trowbridge  
 BA14 7GN  
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