



Dean Field Community Primary School



Early Years Teaching Assistant Job Applicant Pack



Contents

Cover Letter.....	3
The Early Years Teaching Assistant vacancy	4
EYFS Teaching Assistant.....	4
Safer Recruitment at Dean Field School	5
Early Years Teaching Assistant - Job Description.....	7
Teaching Assistant - Person Specification.....	10
Application Guidance	12
“My school” Life at Dean Field – Pupil Voice	14
The Family of Learning Trust Ethos and Vision.....	13



INVESTORS IN PEOPLE®
We invest in people Platinum



Cover Letter

Dean Field Community Primary School

Cousin Lane
Ovenden
Halifax
HX2 8DQ
Tel: 01422 258258



Dear Applicant,

I am glad our advert caught your attention and I am pleased to provide you with further information about a new and exciting opportunity at our school. Please find enclosed in the application pack the following to assist you with your application:

- Job Description
- Personnel Specification
- "My School" – children's views on life at Dean Field Community Primary School
- Our ethos and vision

When completing the application form you need use your personal statement to address the requirements of the person specification, you must meet the essential criteria to be shortlisted. Please note we do not accept CV's the enclosed application form (including a supporting statement) must be completed in full.

We are a school at the heart of the community and we serve many vulnerable families; families who deserve the very best and this is what we aim to give them. The best start in life, the best education, the best teachers and support staff.

We work very closely with our families and parental engagement is high on our agenda. We also work closely with organisations and charities within our community and teach our pupils to be responsible, tolerant citizens; preparing them for life in modern Britain.

To get a glimpse of what life is really like at Dean Field please visit our school website www.deanfieldschool.co.uk for more information about both Dean Field and the Family of Learning Trust.

If you feel excited about the opportunity to work with us and change children's lives, then we would welcome your application.

Please return your application to the school via email to dedwards@deanfieldschool.co.uk by **noon on Friday 8th November 2024**.

Applicants who have been shortlisted for interview will be contacted by email, therefore it is important that you check your emails.

Good luck and best wishes,

Fiona Pether

Headteacher

The Early Years Teaching Assistant vacancy

Dean Field School is vibrant one form entry primary school at the heart of the Ovenden community. Dean Field is part of the Family of Learning Trust and is a key partner working in collaboration with schools across the Trust to drive strong educational development, particularly in schools that face challenging circumstances.

At Dean Field we are determined to continue to improve standards and outcomes across the school. We are committed to providing a nurturing and secure environment for our pupils to learn. **Our recent Ofsted rating of “Good” (April 2022) demonstrates this commitment and we are looking for likeminded colleagues to join our school and Trust.**

We have following post available to commence as soon as possible:

EYFS Teaching Assistant

Grade: Scale 2, NJC point 4.

Hours: 27.5 hours per week, 8:30 to 15:00 Monday to Friday

Actual salary: £14, 734 per annum (pay award pending)

Term: Permanent

We are seeking to appoint an enthusiastic Teaching Assistant to work with our pupils in Early Years, supporting the teacher with delivering a rich and exciting curriculum. The post holder will work collaboratively with all colleagues across the school to ensure pupils are able to access and meet national curriculum expectations. Preferably you will have recent EYFS experience in a similar role, although any necessary training will be given. The successful candidate will be expected to provide outstanding support to the class teacher and work as part of a team ensuring that we maintain high expectations and aspirations within our school.

We are looking for candidates who:

- Relate well to children
- Are educated to a level that enables them to understand the national curriculum at all levels
- Are able to work as part of a team
- Are enthusiastic, caring and self-motivated
- Have a positive approach
- Can use their initiative

In return, we offer a benefit package that includes:

- Membership of Local Government Pension Scheme with employer contribution of approximately 16.8%
- An Employee Assistance Programme, offering support and access to resources to help you maintain a healthy work life balance
- Commitment to professional development for all staff recognised through our Investors in People Platinum award (July 2020)
- Free refreshments and light snacks available in the staff room

Our school also offers you the opportunity to:

- Work in a friendly, caring and inclusive community where everyone is valued.
- Engage with enthusiastic children who enjoy learning.
- Support teachers to deliver a rich and exciting curriculum, recognised through a range of curriculum awards.

- Work with an experienced, supportive and successful team who love to work collaboratively.
- Development that will support you on your chosen career path

Please visit our website: www.deanfieldschool.co.uk for an application pack.

Please note we do not accept CVs, only a **fully completed** Dean Field School application form will be accepted.

Previous applicants need not apply

For further information about the role please view our website or contact Fiona Pether (Headteacher) on 01422 258258.

CLOSING DATE: noon on Friday 8th November 2024

You will be contacted by email to inform you if you have been selected for an interview.

The trustees of the Family of Learning Trust and the Governors of Dean Field School are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff to share this commitment. Applicants to posts that are exempted from the Rehabilitation of Offenders Act will require a DBS (formerly CRB) from the Disclosure and Barring Service and other pre-employment checks before the appointment is confirmed.

Safer Recruitment at Dean Field School

Safer recruitment practice aims to minimise the risk of appointing an individual who is unsuitable to work in a post where they would be in contact with children or vulnerable adults and could cause them harm.

Dean Field School is fully committed to the principles of safer recruitment.

Our selection processes observe best practice in selecting the appropriate candidate by ensuring equality of opportunity for all applicants whilst excluding any who may be unsuitable to work with our children. All candidates are expected to understand their own duties and responsibilities in regard to child protection and safeguarding with due relevance to the specific post advertised.

The Disclosure and Barring Service (DBS) helps employers to make safer recruitment decisions and thus prevent unsuitable people from working with vulnerable groups, including children. It is a criminal offence for a barred individual to be offered (or indeed to apply for, or to accept an offer of) employment in certain designated posts (those which involve working with children in what is defined as regulated activity).

Accordingly, all of the following steps will be taken as part of the recruitment processes:

- ✓ confirmation of identity by sight of original official documents (passport, photocard driving licence etc.)
- ✓ confirmation of professional qualifications (those required to fulfil the post) by sight of original documentation

- ✓ satisfactory references - a minimum of two written references (**one of which must be from most recent employer**) will be taken up prior to interview (the identity of all referees must be open to verification)
- ✓ social media screening on all shortlisted applicants
- ✓ full scrutiny of employment history with clarification to be sought (from candidate or referees as appropriate) in the event of identified gaps or discrepancies
- ✓ all necessary checks relevant to the disqualification requirements relating to childcare in accordance with the 'Childcare (Disqualification) Regulations 2009'.

In line with DBS regulations all candidates for relevant posts are required to provide details of any relevant unspent convictions. Additionally, for those posts involving “regulated activity”, all 'spent' convictions must be disclosed under the Rehabilitation of Offenders Act 1974. The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.

A DBS check will be requested for appointments to all relevant posts and for those involved in 'regulated activity' this will include an additional check of the Children's Barred List. Any conditional offer of appointment will be made strictly subject to both receipt of all required documentation (as specified) and satisfactory verification of all checks as above.



Early Years Teaching Assistant - Job Description

The information given on this job description is intended to provide both postholder and management with an understanding and appreciation of the workload of this particular job and its role within the organisation.

The job description outlines main duties and responsibilities under broad headings only, as it is not possible to specify every item in detail.

Post Title: Early Years Teaching Assistant
Hours: 27.5 hours per week, term time only
Post Grade: Scale 2, point 4
Term: Permanent

Prime Objectives of the Post

To provide practical support for teaching staff and deliver learning to pupils.

To assist the class teachers to raise the standards by creating a stimulating learning environment based on the developmental needs of all the pupils.

Supervisory Responsibility

None

Supervision Received

To work under the guidance and support of the Headteacher, class teacher and outside agencies.

Contacts

Headteacher/Deputy Headteacher
Class teachers
Special Educational Needs and Disabilities Co-ordinator (SENDCo)
Other Education Support Staff
Parents/Carers
Other support agencies

Main Duties and Responsibilities:

Teaching and Learning

1. Assist in the educational and social development of pupils under the direction and guidance of the Headteacher, SENDCo and class teacher.
2. Assist in the implementation of Individual Support Plans or EHCPS for students and help monitor their progress.
3. Provide support for individual pupils inside and outside the classroom to enable them to fully participate in activities linked to the National Curriculum.
4. To assist in the planning, organisation and reviewing of activities for pupils.
5. Work with other professionals, such as speech therapists and occupational therapists, as necessary.
6. Assist class teachers with maintaining learning journals to record pupil progress.

Knowledge and Skills

1. You will be expected to demonstrate an understanding of:
 - key principles and practices of effective teaching and learning
 - principles of assessment for learning
 - good practice in relation to English and Mathematics
 - principles and practices of monitoring/assessment/evaluation
2. Confident at using ICT as a tool in the classroom or to use to record observations of pupils.
3. To support the school's behaviour policy, implementing positive behaviour management strategies across the school.

Support for the Pupil

1. Developing an understanding of the specific learning needs of the pupils considering the type of teaching and learning support involved.
2. Undertaking teaching and learning activities with individuals, groups or whole classes of pupils to ensure their safety and facilitate the physical, emotional and educational development.
3. Promote the inclusion and acceptance of all pupils within the classroom.
4. Support pupils consistently whilst recognising and responding to their individual needs.
5. Using clearly structured teaching and learning activities that motivate and interest pupils and advance learning.
6. Promoting and supporting the inclusion of all children including the implementation of Individual Educational Plans.
7. Using behaviour management strategies, in line with the school's policy, which contribute to a purposeful learning environment.
8. Organise and manage safely the learning activities, the physical teaching space and resources for which the post holder has been given responsibility.
9. Promote independence and employ strategies to recognise and reward achievement of self-reliance

Administrative duties

1. Assist the preparation of displays and teaching materials.
2. Undertake other duties from time to time as the Headteacher requires

Standards and quality assurance

1. Support the aims, ethos and continued development of the school
2. Set a good example in terms of punctuality and attendance

3. Attend team and staff meetings as required and contribute to the development of the school
4. Undertake professional duties that may be reasonably assigned by the Headteacher
5. Be proactive in matters relating to health and safety

Safeguarding

1. Have an awareness of safeguarding policies and procedures and Child Protection policies and procedures.
2. To be responsible with the teachers for the care, welfare and supervision of pupils attending the setting.
3. Well-developed sense of empathy and effective communication skills.

Other duties and responsibilities

1. To work as part of a team to establish positive links with parents in order to develop a co-operative working relationship.
2. To assist the class teacher in keeping up-to-date records relating to pupil progress.
3. To attend relevant in-service training
4. To work within the framework of the school's policies

Review arrangements

The details contained in this job description reflect the content of the job at the date it was prepared. However, it is inevitable that, over time, the nature of the jobs may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the school will expect to revise the job description from time to time and will consult with the post holder at the appropriate time.



Early Years Teaching Assistant - Person Specification

	Essential	Desirable	How identified
1. Knowledge and skills (including any relevant or required qualifications)	<p>A-C grades in GCSE Maths and English or equivalent</p> <p>Excellent ICT skills.</p> <p>Ability to supervise pupils in any areas in school as required.</p> <p>General understanding of the national curriculum and other basic learning programmes/strategies that are used within a primary school.</p> <p>Knowledge and understanding of behaviour management strategies.</p> <p>Ability to work as part of a team, understanding classroom roles and responsibilities and own position within these roles.</p> <p>Knowledge of relevant policies/codes of practice e.g. child protection</p> <p>Excellent communication skills, both oral and written.</p>	<p>Educated to degree level.</p> <p>Knowledge of first aid, holding a relevant valid first aid certificate.</p> <p>Knowledge of the EYFS framework.</p>	<p>Application Form</p> <p>Interview</p>
2. Personal Development and Additional Learning	<p>Proven commitment to own self development and evidence of relevant CPD for the role.</p> <p>Willing to participate in further training and development activities.</p>		<p>Application Form</p> <p>Interview</p> <p>References</p>
3. Experience	<p>Experience of displaying work effectively.</p> <p>Recent experience of working (or volunteering) in a relevant classroom/school environment.</p> <p>Experience of working within a team.</p>	<p>Experience of working in a setting with outdoor learning/forest school</p> <p>Experience of administration work.</p> <p>Making and maintaining basic teaching resources.</p>	<p>Application Form</p> <p>Interview</p> <p>References</p>

	Essential	Desirable	How identified
4. Initiative	<p>Able to receive instructions and guidance from teachers and other members of staff.</p> <p>Take a flexible approach to ensuring workplace demands are always met.</p> <p>Ability to work under pressure.</p>		<p>Application Form</p> <p>Interview</p> <p>References</p>
5. Circumstances	<p>Understand the importance of confidentiality and work in a discreet manner where appropriate.</p>	<p>Positive attitude to working with children and adults (e.g. parents, carers).</p> <p>Full clean driving licence with D1 to be able to drive school mini buses as required.</p>	<p>Application form</p> <p>Interview</p> <p>References</p>



Application Guidance

Please read these Guidance Notes carefully before completing the application form. The application form is the first step in the recruitment process, which may lead to an interview and the possible offer of a job. It is therefore important that you complete the application form as fully as you can. We do not accept CV's and therefore the information that you supply on the application form is the only information that we consider when deciding whether you should be shortlisted.

General Information

- Please read the job description, person specification, advertisement and any other papers carefully, before filling in the form, and use this information to make your application relevant to the post.
- Please use **black ink** or type your application form – this helps when the applications are photocopied.
- **Do not send a CV with your application** – we believe that asking all applicants to complete an application form ensures fairness and consistency in our recruitment process.
- Do not submit the same application form for more than one job. Tailor each application to fulfil the requirements for a particular job. Please endeavour to keep your application form neat and tidy – the application form provides our first impression of you!
- The selection criteria used for shortlisting are the skills, abilities, knowledge and experience required to do a specific job. No assumptions will be made about these criteria. It is therefore vital that you tell us how you meet the selection criteria.
- Please return the application form by the closing date advertised.

The Application Form

- ✓ **Personal Details** – In accordance with the Data Protection Act and GDPR, the information you provide on the application form will be used solely for the purpose of the recruitment procedure and will not be used or passed on to any third party for any other reason. We prefer to make contact through email, therefore make sure your personal e-mail address is provided clearly and check your inbox regularly after the closing date (and your spam!)
- ✓ **References** – In order to speed up the process of appointment we will make a request for references before we interview you, unless you specify otherwise.
- ✓ **Recruitment Monitoring** – The Family of Learning Trust operates a policy of equal opportunity and fair treatment for employment and development. To assist in monitoring the effectiveness of this policy, and for this reason only, applicants are asked to give details of their ethnic origin, sex and any disability. The information you provide is used solely for monitoring purposes. It will be treated as confidential and will be detached from your application form on receipt. The information will not be seen by those who decide on the list of applicants to be invited to interview.

- ✓ **Education, Qualifications & Training** – Please include all your education, qualifications & training, both informal and formal. You may be asked to produce certificates confirming qualifications at a later stage.
- ✓ **Present/Recent Employment** – Starting with your present employer, please complete this section in date order, beginning with your most recent job and listing all work undertaken, paid and voluntary, since leaving school. Please account for any breaks/gaps in employment history since leaving full time education. Please continue this section on a separate sheet if necessary.
- ✓ **Skills, Abilities, Knowledge & Experience** – This section is the most vital part of the form. You may be one of many people applying for a job, so your application needs to stand out by showing your suitability against the person specification. You should provide **examples** of how you meet the skills, abilities, knowledge and experience identified, these can be non-work based if necessary.



“My school” Life at Dean Field – Pupil Voice

“I like this school because of the staff. My teacher, for example, cares about our future.”

This school has great children and adults!”



“This school is the best because we get to go on fun trips and a residential in year 6!”



“We have lots of visitors in year 6, like Luke Ambler, the Police and Junior Wardens.” They teach us about what life will be like when we grow up.

“I think Dean Field is the best school because the teachers challenge us and make us think.”

“I like this school because I like to see people working together, playing together and being nice to each other.”



“Dean Field is the best because we have a big playground with lots of fun equipment.”

We asked our pupils: What qualities do you want your teaching assistant to have?

We want somebody who:

- Cares about us
- Pushes us to make progress
- Makes learning exciting
- Makes us smile
- Is firm but fair



The Family of Learning Trust Vision

'Learning Without Limits'

The Principles of our MAT

- A commitment to a culture of lifelong learning for all hence our ethos is 'Learning Without Limits.'
- Relentless pursuit of excellence in all aspects of school life.
- A bespoke curriculum, tailored made to meet the needs of our children with strong links to the community and the outdoors.
- Strong pastoral care for all children. Rigorous and Robust systems for monitoring important areas of school life
- Successful partnerships with parents, families and the local community

Our behaviours

These are our expectations for our staff:

- I am honest
- I am respectful
- I am positive
- I am supportive
- I communicate
- I am flexible

Dean Field is a friendly caring school with high expectations for all our pupils. Our children are encouraged to explore, discover and question through a range of exciting learning opportunities both within and outside the classroom. Our curriculum is rich and inspiring and offers pupils a broad range of experiences and opportunities. The staff endeavour to provide a calm and stimulating environment where good behaviour and mutual respect is modelled by everyone and where everyone is valued. Interwoven throughout our curriculum are key 'characteristics of learning' which we hope to instil in our pupils. We encourage children to take risks and teach them that it is ok to fail.

