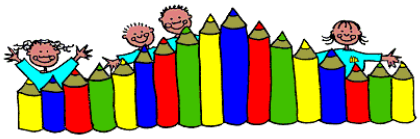
Oldbrook First School

Living and Learning Together



✉ Illingworth Place, Oldbrook, Milton Keynes, MK6 2NH
☎ 01908 604689 Fax: 01908 234280
e-✉ office@oldbrookschool.co.uk
www.oldbrookschool.co.uk

MILTON KEYNES COUNCIL

Teaching Assistant (dedicated specific needs) Level 1

Oldbrook First School
Headteacher: Kirk Hopkins
Salary Range: Grade B1 (£18,795 FTE, £12,068 actual per annum)
27.5 hours per week – 8.30am until 12noon and 1.00pm until 3.00pm
Fixed Term (6th January 2020 until 17th July 2020)

Oldbrook First School is a welcoming and caring school that values the importance of early year's education, providing children with the best possible opportunities to become confident, enthusiastic and successful learners. We value our community where everyone can live and learn together.

We are looking for an enthusiastic and dedicated person to join our friendly team to support individual and small groups of children with additional needs. You will have the ability, flexibility and understanding to further enrich the children's learning through play; an understanding of supporting pupils with special educational needs and disabilities; the skills to develop children's speech and language skills; a passion for early year's education; with experience of the EYFS and KS1 curriculum.

You will have the skills and ability to support learning opportunities within a range of areas, under the guidance and direction of teaching staff and be dedicated to enhancing the learning journeys of all children at Oldbrook First School.

You will need:

- To have a positive, enthusiastic and caring approach
- To be skilled in supporting children's learning, enabling them to make great progress
- To have the confidence and experience to deliver interventions and specific targeted support
- To be flexible, adaptable and follow given instructions
- To be a team player with a good sense of humour.

We can offer a supportive learning environment which values everyone, happy well motivated children who are eager to learn and opportunities for further professional development.

Please come and visit our school in action. Contact our School Business Manager, Miss Vale on 01908 604689 for further details. Application forms can be downloaded from our school website.

Oldbrook First School is committed to safeguarding and promoting the welfare of all our children. The successful applicant will require an enhanced DBS clearance. This school is committed to equal opportunities.

Closing date: Thursday 5th December 2019 at 12 noon
Interview date: W/C 9th December 2019
Start date: Monday 6th January 2020

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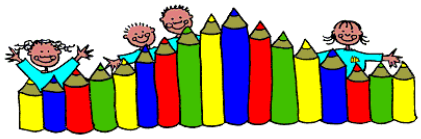

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MILTON KEYNES COUNCIL

Milton Keynes Council – Role Profile

Role Title: **Teaching Assistant L1 (Dedicated Specific Needs)**

Service Group: **Children and Families**

Accountable to: **Head Teacher**

JE Ref: **JE0802**

Grade: B1

Purpose of job

To work under the direct instruction of teaching/senior staff, usually in the classroom with the teacher, supporting access to learning for pupils with special educational needs and providing general support to the teacher in the management of pupils and the classroom.

Key Objectives

1	Support pupils with special needs to understand instructions and encourage independent learning wherever possible
2	Attend to special needs pupils' personal needs and assist the implementation of related personal programmes, including social, basic medical, First Aid, physical, hygiene and welfare matters with appropriate training/support
3	Assist with the planning and preparation of activities and in the delivery of local and national initiatives
4	Prepare the learning environment as directed for lessons and clear up learning environment and resources.
5	Assist with the display of pupils' work
6	Assist with break /lunch time supervision including facilitating games and activities
7	Assist with escorting pupils on educational visits and out of school activities
8	Support pupils in emotional wellbeing, reporting issues to the teacher when appropriate

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Bronze Eco-Schools Bronze Award

schools 4life

ARTS COUNCIL ENGLAND ARTSMARK GOLD

Woughton Liaison Group

ACTIVEMARK 2009 education and skills REWARDING COMMITMENT

school achievement award

Schools benefit from a flexible approach to working arrangements – because of this, the tasks and responsibilities listed here are not definitive. Head Teachers may require particular additional duties to be undertaken to suit the specific school's requirements and these may be incorporated in the role requirements as long as they are at a similar and appropriate level to the other listed duties.

Scope

- Have familiarity with all relevant statements/documents of special educational needs specific to individual children
- Prepare and maintain equipment/resources as directed by the teacher
- Support the teacher in managing pupil behaviour, reporting difficulties as appropriate
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Work is normally carried out in the classroom or similar environment, which may sometimes involve exposure to noise or other unpleasant conditions

Work Profile

- Establish good relationships with pupils, acting as role model and ensure awareness of individual needs, responding appropriately when appropriate
- Encourage pupils to interact with others constructively and engage in activities led by the teacher
- Undertake pupil record keeping as requested
- Gather/report information from/to parents/carers as directed.
- Adhere to school, local and national authority guidelines, exercising professional discretion at all times.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Participate in training and other learning activities and performance development as required
- Contribute to the overall ethos/work/aims of the school
- Attend relevant meetings
- Maintain confidentiality at all times

Other information

Milton Keynes Council is committed to safeguarding and promoting the welfare of children and vulnerable adults. All employees are expected to share this commitment, to follow the Council's safeguarding policies and procedures and to behave appropriately towards children and vulnerable adults at all times, both in work and in their personal lives.

All school based posts are defined as Regulated Activity and therefore this post is subject to an Enhanced with Barred List Criminal Records Bureau check.

Person Specification

Skills and Knowledge			**Level**			**Assess by;**
***A**ttainable*	*Successful applicants will be expected to obtain the denoted qualifications or experience within an agreed period of time*				***A***	***A** Application* ***I** Interview* ***T** Testing* ***R** Reference*
***D**esirable*	*Applications will be preferred from candidates with the denoted qualifications or experience*			***D***		
***E**ssential*	*Applicants without the denoted qualifications or experience will not be considered for this role*	***E***				
Qualifications	Good basic education with proficiency in numeracy, literacy and ICT	X				**A**
Skills / Experience	Experience of working with children in a learning or play environment		X			**A**
	Experience of one-on-one working with children with special educational needs		X			**A**
Competencies			**Level**			**Assess by;**
***A**wareness*	*Demonstrable aptitude and ability to develop in the particular work area*				***A***	***A** Application* ***I** Interview* ***T** Testing* ***R** Reference*
***S**ignificant*	*Clear competence in the work element sufficient for all role requirements*			***S***		
***E**xtensive*	*Sufficient expertise in the work element to lead and mentor others, and influence policy and practice*	***E***				
Planning and organising work	Working under instruction to prepare and deliver learning activities and general classroom support		X			**I,R**
Planning capacity and resources	Use and safekeeping of classroom equipment.		X			**I,R**
Influencing and interpersonal skills	Encouraging inclusivity and engagement in learning, particularly with pupils with special educational needs		X			**I,R**
	Interaction with other pupils, colleagues, parents and others in a positive and inclusive manner		X			**I,R**
Using initiative	Using agreed techniques and processes to deal with day to day issues and problems		X			**I,R**
Working independently	Working with individuals and small groups under the guidance and supervision of the class teacher		X			**I,R**
Managing people	Co-operative working with colleagues		X			**I,R**
Managing resources	Equipment; Keeping accurate records when required		X			**I,R**
Managing risk	Full working knowledge of relevant policies and practices in relation to health and safety, safeguarding, child protection.		X			**I,R**
Managing oneself	Awareness of opportunities for professional self-improvement		X			**I,R**