



Castle Newnham School

TRADITIONAL VALUES, BRIGHT FUTURES, ONE JOURNEY

SEND TEACHING ASSISTANT Application Pack



CN **CORE** School Values

Community Opportunity
Excellence Respect



Castle Newnham School

TRADITIONAL VALUES, BRIGHT FUTURES, ONE JOURNEY

Dear Applicant

June 2024

SEND Teaching Assistant – to start September 2024

Thank you for your interest in this exciting post with our all-through federation.

Castle Newnham is an all-through school where ambition and care for each of our pupils are at the heart of everything we do. We came together as Castle Newnham in January 2016 to develop all-through schooling in the community from reception right up to 16. Our aim is to serve the needs of our local community for high standards and a coherent and smooth transition throughout each child's 'one journey'. Knowing pupils throughout their time in education and close working with families is a central component of our vision. Pupils who attend come from the immediate local area, as well as from further away in Bedford. We also have a 'soft' federation partner in nearby Hazeldene School. Pupils from Hazeldene and other local schools join in Year 7 to make up our secondary cohorts.

Our primary provision is awaiting its first Ofsted inspection for EYFS - Year 6, with the previous Ofsted grade of 'outstanding' being given to Castle Lower School in 2013. Our secondary provision was graded 'good' in all areas at its first inspection in September 2018. The challenge now is to ensure that pupils' experience of education remains excellent throughout their education, whatever their starting point and to achieve the best possible GCSE outcomes and we actively seek colleagues with a positive outlook and enthusiasm for teaching as well as great subject knowledge.

Our school is well thought of in the community and both school sites are set relatively close to the centre of Bedford in a pleasant suburb. The South site is situated in a listed Victorian building on Goldington Road. On this site, are classrooms leading off two main halls, offices, a dining room and a new building housing the nursery and care club. The North site is a short walk away near the University of Bedfordshire on Polhill Avenue, of which we are a lead school in a very well-reputed teacher training partnership with the university. Most classrooms are in the main building which includes the four storey towers. There is a separate newly refurbished self-contained primary block which houses Years 5 and 6, a new sports hall and a new science lab, a new drama teaching area and music hub, all of which are available for use by pupils and staff across the federation.

I hope this application pack, alongside our website, will give you a flavour of the wide and growing range of opportunities our pupils enjoy and participate in. Our senior leaders, teachers and support staff are a committed and dedicated team and our pupils are a source of great pride in their enthusiasm, courtesy and care for others. They demonstrate our 'traditional values' of hard work, good behaviour and kindness on a daily basis. One colleague recently tweeted the following message 'I'm so proud to work in a school where I honestly feel like I can legitimately have a work/life balance and still manage to do well at work. Having a supportive and understanding set of colleagues makes all the difference'. I think this sums up the school's ethos. We encourage strong links with families, with our local partners and, increasingly, with international partners.

We are keen to recruit a new teaching assistant to a permanent post within primary. We are looking preferably for someone with experience of a similar role within the education system and/or the personal skills and resilience to develop in the role. Working alongside teaching staff and existing pastoral systems you will provide an extra layer of support for pupils. You may also be asked to deliver

programmes of support for literacy or numeracy to small groups of pupils. The post would provide excellent experience for a person wishing to move on to a career in teaching.

Also included within this application pack: -

- Job Advertisement
- Job description and personnel specification

Full details and an application form are available to download on our website in the vacancies section.

Please email Lauren Crowley at lcrowley@castlnewnham.school for a telephone appointment if you wish to discuss the role in more detail.

I hope this information will encourage you to submit an application for what we believe is a superb opportunity for the right candidate.

Yours sincerely



Mrs Ruth Wilkes
Federation Principal



Castle Newnham School

TRADITIONAL VALUES, BRIGHT FUTURES, ONE JOURNEY

Teaching Assistant

NJC level 2A point 3-4

Full time 31.67 hours, term time only

Permanent to start in September 2024

We are keen to recruit a new teaching assistant to a permanent post to work within our Reception classes. We are looking preferably for someone with experience of a similar role within the education system and/or an early years setting. Working alongside teaching staff and existing pastoral systems you will provide an extra layer of support for pupils in the Reception classes. You may also be asked to deliver programmes of support for literacy or numeracy to small groups of pupils. The post would provide excellent experience for a person wishing to move on to a career in teaching.

As well as a supportive team and strong professional development Castle Newnham offers:

- well-behaved, happy, confident and enthusiastic pupils who are keen to learn;
- a school highly valued and supported by parents and the community;
- a nurturing, enthusiastic and committed staff, who can rise to a challenge;
- great opportunities to make your mark and to be part of something exciting and unique

To discuss the role in more detail, please contact Lauren Crowley (lcrowley@castlnewnham.school) to arrange a telephone appointment.

**For further details of this post and an application pack
please go to the school's website www.castlnewnham.school/vacancies**

Castle Newnham Federation is committed to safeguarding and promoting the welfare of children
The position requires an enhanced criminal records bureau (DBS) disclosure



Castle Newnham Federation

Job Description

| | |
|---------------------------|--|
| Post: | Teaching Assistant |
| Responsible to: | SENDCo |
| Grade: | NJC Level 2a pt 3-4 |
| Key relationships: | Federation senior leadership team; teaching and associate staff |
| Location: | Castle Newnham - willing and able to work on both sites. |
| Working pattern: | Usual school hours |
| Disclosure level: | Enhanced |
| Job purpose: | Under the instruction and guidance of teaching staff/managers, to undertake educational activities and attend to the educational, personal and social needs of pupils in order to support their learning and development and to ensure their safety. |

Support for pupils:

- To attend to the educational, personal and social needs of pupils and any other requirements depending on the pupil's special needs and, wherever possible, make these part of the learning experience (this may include toileting, other hygiene needs, help with dressing and/or assisting with feeding if necessary).
- Under agreed school procedures, to give first aid/medicine where necessary; assist with programmes of special care such as physiotherapy, hydrotherapy or speech therapy under the direction of the appropriate specialist.
- To promote and support the inclusion of all pupils in the learning activities in which they are involved.
- Whilst there may be a specific requirement to support a named pupil or pupils with a Statement of Special Educational Needs, support to other pupils may also be required, at the direction of the Principal.
- To assist with preparation for school visits and the supervision of pupils on such visits, in liaison with the Educational Visits Coordinator.

Support for teachers:

- Within the overall plan set by the class teacher to assist in devising and extending educational activities and in preparation of the curriculum. This may include contributing to the development and implementation of One Page Profiles and Personal and Pastoral Support Plans.

- To help assess and systematically record pupils' progress and achievements, using the results of this monitoring in further support work.
- To efficiently prepare, maintain and use classroom teaching materials and equipment, including organising the use of audio/visual and ICT equipment, bearing in mind the efficient use of school resources (this may include photocopying, arranging displays of work etc.).
- To assist in maintaining classroom discipline by working with individuals and groups of pupils in developing expectations of acceptable personal and social behaviour and help make them part of the learning experience.

Support for the Curriculum

- To support the teaching of literacy, numeracy or other specific curriculum areas/specialisms as required
- To lead an intervention or group activity (such as phonics) at the direction of the SENDCo/Primary senior leadership team

Professional standards

- Support the ethos, vision, principles and values of the federation;
- Treat colleagues, pupils and all members of the community, with respect and consideration;
- Treat all stakeholders fairly, consistently and without prejudice;
- Set a good example to staff and pupils in terms of appropriate dress, standards of punctuality and attendance;
- Maintain a high level of confidentiality at all times;
- Support the aims of the federation through attendance at and participation in events such as open evenings, option evenings and the like (as appropriate to responsibilities);
- Take responsibility for own practice and professional development and participate in arrangements as adopted by the federation for the assessment of own performance and that of colleagues, adhering to the federation's policy on staff appraisal;
- Read and adhere to the various policies of the federation, including safeguarding, and implement the relevant sections of federation improvement plans;
- To undertake specific and appropriate tasks as identified by the Primary Headteacher/ Federation Principal as and when required;
- Maintain a calm sense of perspective and good humour when supporting colleagues in potentially difficult situations;
- Play a full part in ensuring that all deadlines are met as published in the school calendar;
- Be proactive and take responsibility for matters relating to health and safety.

Safeguarding children

Castle Newnham Federation is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

General

The above responsibilities are subject to the general duties and responsibilities contained in the Teachers' Terms and Conditions.

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

This job description and person specification may be renegotiated by the Federation Principal if changing circumstances arise.



Castle Newnham Federation

PERSON SPECIFICATION TEACHING ASSISTANT

| Attributes | Essential | Preferred |
|-----------------------------------|--|---|
| Education/ Qualifications | NVQ Level 2 or equivalent English and maths at GCSE grade C or equivalent | NVQ Level 3 |
| Experience | Minimum of 6 months' experience of working with children in an educational setting, within the last 5 years. | 2 years' experience of working with children with SEND in a primary setting |
| Skills/ Knowledge/ Aptitude | Understanding educational needs of children. Ability to contribute to the planning and development of educational activities. Ability to work collaboratively with others. Ability to work without constant supervision. Ability in the use of IT in a classroom setting. Good written English. | Knowledge of planning and development of educational activities. |
| Motivation | Willingness to be flexible. Willingness to undertake appropriate further training. Commitment to equality principles | |
| Physical | Ability to meet the physical needs of pupils. | |
| Other | Willingness to acquire First Aid Qualification | Current First Aid Qualification |