

CAERLEON COMPREHENSIVE SCHOOL
Ysgol Gyfun Caerllion

Cold Bath Road, Caerleon, Newport, S Wales NP18 1NF

Tel: 01633 420106 Email: enquiries@caerleoncomprehensive.net

May 2022

Dear Applicant

Thank you for your interest in the post of Teacher Assistant at Caerleon Comprehensive School. Given are details of the school and the Job Description.

Caerleon Comprehensive School is a thriving learning community. We currently admit 248 students to each year group and have a flourishing and expertly supported post-16 learning community in excess of 300 learners. Students often come from the local area, whilst some choose to travel to our school. Our main aim is to maximise the potential of all in a safe, secure learning environment in which all learners make good progress and experience the highest quality teaching and learning. Our priority is to ensure that we build on our strong foundations and continue to aim to be outstanding in all aspects of school life so that each individual can achieve their full potential in their academic, creative, personal, physical, moral and spiritual development. We are an ambitious school community with high expectations of ourselves as well as our learners.

Staff at Caerleon Comprehensive School are talented, extremely hard working and fully committed to helping our students achieve their aspirations. Both teaching and support staff are valued equally for the contribution they make to the success of the school and much value is placed on teamwork, with leaders at the forefront of promoting and developing effective teams. The school is committed to professional development, keeping learning and pupil progress at the heart of all we do.

I have been Headteacher since September 2015 and have thoroughly enjoyed each and every day at school. I can truly say that Caerleon Comprehensive School is an exceptional place in which to work. I hope that the information we have provided is of assistance and that you are encouraged to seek appointment at this school.

Yours faithfully,



Lana Picton
Headteacher

CAERLEON COMPREHENSIVE SCHOOL

Ysgol Gyfun Caerllion

Teacher Assistant

Grade 2

(Permanent)

SCP 3-5

£18,887 - £19,650 (pro rata)

32.5 hours per week, term time only; hours of work are 8.30 am – 3.30 pm Monday – Friday.

The Governing Body of Caerleon Comprehensive School, a popular high-achieving school with a student role of over 1500, is seeking to appoint a motivated, organised and hard-working individual to the post of Teacher Assistant.

The appointment is offered on a part time basis of 32 hours and 30 minutes per week, working term time. Holidays must be taken during school holiday periods.

Further details and application form can be found on this website. Please return completed application form and letter of application to the school; victoria.corken@caerleoncomprehensive.net

The post is to commence: September 2022

This post is exempt from the Rehabilitation of Offenders Act (1974) and is subject to a successful Disclosure and Barring Service (DBS) check.

Closing date; Monday 6 June 2022, 10:00am.

Job Description



Date Created	April 2016
Date Evaluated	
Post Title	Teaching Assistant – Level 1
Post No.	
Job Evaluation ID	
Grade	Grade 2 (SCP 3-5)
Service Area	Education
Service Team	
Responsible To	Head Teacher

Job Purpose

To work under the direct instruction of teaching/senior staff. To support access to learning for pupils and provide general support to the teacher in the management of pupils in the classroom.

Key Results Areas

Support for Pupils

- Following training, administer medication in accordance with the procedures for LEA and school policies.
- Supervise and support pupils ensuring their safety and access to learning.
- Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs.
- Promote the inclusion and acceptance of all pupils.
- Encourage pupils to interact with others and engage in activities led by the teacher.
- Encourage pupils to act independently as appropriate.

Support for the Teacher

- Prepare classroom as directed for lessons, clear afterwards and assist with the display of pupils' work.
- Be aware of pupil problems/progress/achievements and report to the teacher.
- Undertake pupil record keeping as requested (pupil information).
- Support the teacher in managing pupil behaviour, reporting difficulties as appropriate.
- Provide clerical administrative support e.g photocopying, typing, filing, collecting money.

Support for the Curriculum

- Support pupils to understand instructions.
- Support pupils in undertaking literacy and numeracy tasks as directed by the teacher.
- Support pupils in using ICT as directed.
- Prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use.

Support for the School

- 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.

- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Be able to work with KS2 Pupils.
- Appreciate and support the role of other professionals.
- Attend relevant meetings as required, including staff meetings.
- Participate in training and other learning activities and performance development as required.
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes.
- Accompany teaching staff and pupils on visits, trips and out-of-school activities as required.

Qualifications and Experience

5 GCSEs Grade A- G or equivalent level qualifications.
Good numeracy / literacy skills.

Supervisory Responsibilities

None

Supervision Received

Head Teacher/Deputy Head Teacher/Class Teacher

Principal Contacts

Head Teacher
Deputy Head Teacher
Classroom Teachers
Other Support Staff
Pupils
Parents

Special Conditions

Disclosure and Barring Service Disclosure

This post will result in you having substantial contact with children, the elderly, sick or disabled. The Authority, therefore, requires that by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, the Children's Act 1989 and/or the Police Act 1997, you reveal any criminal convictions, bind over orders or cautions, including those which would normally be regarded as spent. You must complete the relevant section on the application form – your application will be returned if this section is incomplete. If successful in your application, you will be subject to a Disclosure and Barring Service Disclosure. Further information about Disclosure and Barring Service Disclosures and the Council's approach to recruiting ex-offenders should follow the application form, if not contact the person named in the advertisement.

This job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

Job Requirement

Post Title **Teaching Assistant – Level 1**

Service Area **Education**



Requirement		Essential (E) / Desirable (D)	How Tested (Application Form / Interview) (S) = used at Shortlisting
Education / Qualifications / Knowledge			
1.1	5 GCSEs Grade A-G or equivalent level qualification	E	Application Form (S)
1.2	Good numeracy/literacy skills.	E	Application Form (S) / Interview
1.3	First Aid qualification.	D	Application Form
Experience			
2.1	Experience of working with or caring for children with additional educational needs.	D	Application Form / Interview
2.2	Experience of working in KS2.	E	Application Form (S) / Interview
2.3	Experience of working in a school environment.	E	Application Form (S) / Interview
Aptitudes and Skills			
3.1	Ability to use relevant equipment / resources.	E	Application Form (S) / Interview
3.2	Good verbal and written communication skills and ability to relate well to children and adults.	E	Interview / Application Form
3.3	Ability to work constructively and flexibly as part of a team, understand school roles and responsibilities.	E	Application Form (S) / Interview
3.4	Ability to identify own training and development needs and participate in on-going training.	E	Interview

	Personal Attributes		
4.1	Ability to deal calmly with different situations as they arise.	E	Interview
4.2	Develop good relationships with pupils, parents and staff.	E	Interview
4.3	Understand and respect the principles of confidentiality.	E	Interview
4.4	Approachable with a good sense of humour.	E	Interview
4.5	Good verbal communication skills	E	Interview
	Circumstances		
5.1	None		
	Equal Opportunities		
6.1	Understand and demonstrate a willingness to promote positively the Equal Opportunities Policy of Newport City Council.	E	Interview