



## The Vacancy

### Teaching Assistant – Stoke Gabriel Primary School

**NJC Grade C £12.18ph (and MTA duty to be at Grade A £11.59ph)**

**Part Time post to commence May 2024 – approx. 19 hours per week**

*This position will be a mix of general TA work, mealtime duties, some 1:1 focussed work with pupils with special educational needs and covering a secondment of another member of staff. So flexibility and enthusiasm is essential to join a really strong support team at Stoke Gabriel where you will be most welcome.*

We are looking for an enthusiastic, passionate and talented individual to join our dedicated team at Stoke Gabriel Primary School. You will provide general class support across the key stages including delivering phonics, tailored interventions and small group work or 1:1 tasks as directed by the teacher. We are looking for an individual with a sensitive and nurturing approach to children's needs, who can be flexible, communicate effectively and think creatively.

We offer you the support of clear systems, protocols, expectations and structures to help you to succeed. You will need to show initiative, creativity and demonstrate the aptitude to work as part of a successful and growing team to improve the life chances of our pupils and make every child feel 'special'.

We want you to come and join our happy, positive learning environments where our consistent vision is that through collaboration we will always be 'Stronger Together'.

Ideally, you will:

- Have excellent literacy and numeracy skills;
- Be able to build positive relationships with children, staff and parents;
- Have high expectations of children's behaviour and be able to maintain consistent boundaries;
- Be willing to work as part of a team;
- Be energetic, positive and enthusiastic;
- Be able to use your own initiative when required

What we can offer you:

- Salary Sacrifice offers, including Bike2Work, Tech Scheme and Gym Membership
- Substantial workplace pension
- Term time 'Give Back Day' to take for personal reasons
- Staff Wellbeing support
- CPD opportunities for all staff

A good knowledge of phonics is desirable, but not essential as training can be provided. You should have English and Maths qualifications of GCSE A-C or equivalent. **We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. This post is subject to an enhanced DBS disclosure and Social Media online check.**

To download an application form, please visit the school website [Stoke Gabriel Primary School - Vacancies \(eschools.co.uk\)](https://www.stokegabrielprimaryschool.co.uk) Completed applications should be emailed to the Trust HR Operations Manager, Sue Howard at [hr@thelink.academy](mailto:hr@thelink.academy)

Closing date: 7<sup>th</sup> May 2024 12noon

Interview date: tba

# **The Role**

## **POST DETAILS**

<b>TITLE</b>	Teaching Assistant
<b>LINE MANAGER</b>	Executive/Academy Head
<b>GRADE</b>	<b>C</b>

## **PURPOSE OF JOB**

To work under the instruction/guidance of teaching/senior staff to undertake work/care/support programmes, to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or may regularly take place outside the main teaching area.

## **MAJOR RESPONSIBILITIES**

To work under instruction/guidance to enable access to learning by:

- Attending to the welfare and personal care of pupils including those with special educational needs
- Delivering pre-determined learning/care/support programmes
- Implementing literacy/numeracy programmes
- Assisting with the planning cycle if required
- Undertaking general clerical/administrative support for the teacher/department
- Support the whole trust vision and values and the individual school ethos and culture through understanding and adhering to whole school policies and processes e.g. behaviour statement

## **DUTIES**

Support the teacher by:

- Creating and maintaining a purposeful, orderly and supportive environment, in accordance with lesson plans
- Assisting with the display of pupils work
- Using strategies, in liaison with the teacher, to support pupils to achieve learning goals
- Assisting with the planning of learning activities on a regular basis and deliver activities planned by the teacher or, in small group/one to one sessions, to be able to adapt tasks as needed in response to pupils understanding, knowledge or progress.
- Monitoring pupils responses to learning activities and accurately recording achievement/progress as directed
- Providing detailed and regular feedback to teachers on pupils' achievement, progress, problems etc.
- Promoting good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and the school's behaviour statement and encouraging pupils to take responsibility for their own behaviour
- Establishing constructive relationships with parents/carers and where appropriate participating in feedback sessions with parents alongside the teacher
- Administering routine tests and undertaking routine marking of pupils work
- Providing clerical/administrative support e.g. photocopying, typing, filing, money, administration of course work completing any relevant records, e.g. behaviour etc.

Supporting pupils by:

- Supervising and providing particular support for pupils, including those who are disadvantaged or those with special needs, ensuring their safety and access to learning activities
- Assisting with the development and implementation of Individual Education/Behaviour Plans and Personal Care Programmes
- Establishing constructive relationships with pupils and interacting with them according to individual needs
- Promoting the inclusion and acceptance of all pupils
- Encouraging pupils to interact with others and to engage in activities led by the teacher
- Setting challenging and demanding expectations and promoting self-esteem and independence
- Providing feedback to pupils in relation to progress and achievement under the guidance of the teacher

Support the curriculum by:

- Undertaking structured and agreed learning activities/teaching programmes and adjusting activities according to pupil responses
- Undertaking programmes linked to the English and Maths curriculums and early years, recording achievement and progress and feeding back to the teacher
- Supporting the use of ICT in learning activities and developing pupils competence and independence in its use
- Preparing, maintaining and using equipment/resources required to meet the lesson plans/relevant learning activity and assisting pupils in their use

Support the academy by:

- Being aware of and complying with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, and reporting all concerns to an appropriate person
- Being aware of and supporting difference and ensuring all pupils have equal access to opportunities to learn and develop
- Contributing to the overall ethos/work/aims of the academy
- Appreciating and supporting the role of other professionals
- Attending relevant meetings as required
- Participating in training and other learning activities and performance development as required
- Assisting with the supervision of pupils out of lesson times, including before and after school and at lunchtimes as required
- Accompanying teaching staff and pupils on visits, trips and out of school activities as required and taking responsibility for a group under the supervision of the teacher



# Welcome to the Link Academy Trust

We have designed this recruitment pack to give you an insight into our Trust, the academies within it and how you can become part of it by working with us.

The Link Academy Trust incorporates the nineteen small schools of Bearnese, Broadhempston, Cheriton Bishop, Diptford, Drake's, Harbertonford, Hennock, Ilsington, Landscope, Littleham, Morchard Bishop, Moretonhampstead, Otterton, Sparkwell, Stoke Gabriel, Tedburn St Mary, Widecombe-in-the-Moor, Wolborough and Yeoford. Five of the schools are situated in rural villages around the town of Totnes, set within the beautiful South Hams region of Devon, with Sparkwell All Saints primary near Plympton. Hennock, Ilsington, Moretonhampstead and Widecombe-in-the-Moor are on Dartmoor near Bovey Tracey. Bearnese and Wolborough are set within the heart of Newton Abbot, Cheriton Bishop, Tedburn St Mary, Yeoford and Morchard Bishop are in the area just to the north east of Dartmoor, near Crediton and Drake's, Littleham and Otterton are situated in East Devon.

Whilst all the Academies gain expertise by work closely together, each school is unique with its own particular character and each Hub of schools, Totnes, Moorland, Raleigh and Woodleigh, have their own School Board. Our Academies achieve high academic standards through the provision of an exciting curriculum that makes the most of our rich surroundings. We offer a caring, nurturing environment, with dedicated staff who strive to meet the needs of every child and a culture of high expectations through first rate systems and procedures that ensure we are effective and efficient in all that we do.

Working together, our Academies can achieve more for our children than by working alone. We learn together, support each other, share our expertise and ensure we are always current, ready to offer the very highest standards of teaching and provide exceptional learning opportunities for all our children.

The Academies within our Multi-Academy Trust are vibrant and exciting places to work in, yet our small size enables us to know every child and build strong relationships with each family. All Academies have good reputations built on high standards and a caring ethos, but we are always looking for ways to improve so that we meet the challenges of preparing children for the future.

We maintain excellent links with other schools in the area and we have close ties with the successful local secondary schools of Ivybridge, Kingsbridge, South Dartmoor, Totnes, Newton Abbot, Teign, Exeter, Okehampton and Crediton as well as with the grammar schools in Torbay and Plymouth.

If you are interested in learning more about the Link Academy Trust, or would like to visit us, we would be very happy to show you around any of our Academies so that you can meet the children and staff.

We look forward to receiving your application

Nicky Dunford, CEO

## Our Academies



**Bearnes** is situated in the centre of the busy market town of Newton Abbot. The pupils of the school are encouraged to benefit from and respect the diversity of their environment, learning through educational opportunities from the locality and being involved with the community at all levels. The school has a strong ethos of self-fulfilment for the pupils, while of equal importance is the development of a caring and nurturing attitude to life. All the staff endeavour to provide all children with a safe and secure environment that has high expectations and supports them to fulfil their potential.



**Broadhempston** is a traditional small village school, bijou but perfectly formed, with a warm and friendly family atmosphere. Situated just a short distance from Totnes, making the most of the idyllic rural setting throughout the year. The school offers an exciting and relevant curriculum which provides excellent opportunities and experiences and great foundations for life. Whilst focussing on the highest academic achievement, they always have the 'whole' child in mind and have an excellent team of inspirational staff who help the children develop into positive and enthusiastic learners.



**Cheriton Bishop** is vibrant school with a warm and friendly family atmosphere who believe their pupils should clearly understand their responsibility for learning by actively engaging with the creative curriculum. They are encouraged to value their educational opportunities and enjoy the learning experiences it provides. In return they offer an excellent team of staff who work incredibly hard to provide a broad range of activities and challenges, whilst greatly valuing and actively promoting the partnership between home and school because they understand that it is only through joint support that every child will reach their full potential.



**Diptford** is a thriving and vibrant school, yet their small size enables them to know every child in real depth; to understand their talents and what motivates them. The staff aim to help every child discover their unique and individual potential and support them to develop it. Offering a caring, nurturing environment with a unique family atmosphere, the school has an excellent reputation and achieves high academic standards through the provision of a rich and exciting curriculum that makes the most of its beautiful surroundings.



**Drake's** is very special school, where a dedicated emphasis on teaching and learning to high standards sits comfortably alongside the provision of a safe and happy space for their children to learn and develop as rounded, vibrant individuals. The school is also a valuable part of the community offering an excellent environment for all children and they believe in supporting all pupils to enable and inspire them to grow as confident, independent learners, fully equipped and ready for life's challenges.



**Harbertonford** is a thriving small Church School situated just outside the town of Totnes and achieves high academic standards through the provision of an exciting curriculum that makes the most of its beautiful surroundings and caring, nurturing environment. It is a vibrant and exciting place aiming to help its pupils to discover their potential and enable them to fulfil it, whilst valuing their individuality and developing the whole child. Harbertonford has a good reputation, built on high standards and a caring ethos and they strive to meet the challenges of preparing children for the future, instilling a lifelong love of learning on the way.



**Hennock** is vibrant school with a warm and friendly family atmosphere. Situated on the doorstep of Dartmoor, they make the most of their idyllic rural setting throughout the year and work in close partnership with parents and the community. Learning effectively happens most successfully when children feel happy, safe and actively involved with purposeful experiences. Hennock aims to ensure children believe in themselves, trust those supporting them and are provided with inspirational learning experiences.



**Ilsington** is a small rural school nestling in the Devon countryside on the edge of Dartmoor with an integrated pre-school working alongside the primary classes, ensuring the highest standard of transition as the children reach primary age. Ilsington has a long history of providing a warm, caring, and creative environment where all children are welcome and where they are encouraged to be independent, active learners. The school's culture is firmly rooted in its Christian values of *Friendship, Kindness, Honesty, Resilience, Respect and Compassion*.



**Landscape** is a thriving small church school, surrounded by rolling fields and farms. Well known for creating a safe and secure learning environment where all the children can grow and flourish. The children are given lots of learning opportunities outside the classroom and exciting experiences in all areas of the curriculum. Landscape has an excellent reputation built on high standards and a caring ethos with staff experienced and committed to meeting the individual needs of every child.





**Littleham C of E Primary School** is a proud Church of England school, where their foundation is built upon the pillars of aspiration, belonging, and compassion embracing a community spirit that thrives on Christian values. With expansive outdoor spaces, they encourage exploration, creativity, and a deep connection to the natural world. In addition to their main curriculum offer, their specialist Nurture Unit provides bespoke additional support for those who may need it. Littleham understand the importance of addressing each child's unique needs, ensuring that every student feels empowered to succeed.



**Morchard Bishop** is a warm and welcoming church school that strives to provide the best start for all of our pupils. Our vision of being 'Deeply rooted. Individually nurtured. Inspired to flourish.' ensures that we focus on developing children that are driven to become the very best version of themselves. We are incredibly lucky to have varied and spacious outdoor facilities which we regularly utilise as part of our curriculum offer. The school plays a vital role within our community and often support village events.



**Moretonhampstead** is a vibrant school with a warm and friendly family atmosphere. They have kind, curious and engaged children and a staff team who are highly dedicated and strive to do the very best for every child. The school enjoys a positive relationship with parents and the local community and are fortunate to have a superb modern school building with excellent facilities and spacious grounds and outdoor spaces, nestled within Dartmoor National Park.



**Otterton** is in a beautiful village in the heart of East Devon. It is a special place where there is a tremendous amount of academic and lifelong learning brought to pupils through a carefully planned curriculum and a dynamic and dedicated teaching staff. It is a very family orientated and child-centered school, with a whole range of skills and experiences for pupils to develop their learning and unique abilities. An important part of the community with much activity taking place in our wonderful environment.



**Sparkwell** is located in a small village right on the edge of Dartmoor National park with stunning surrounding countryside. The environment at Sparkwell is described by Ofsted as 'calm and purposeful, with pupils across the school being focused, respectful and attentive. Effective pastoral support ensures that all pupils settle quickly and feel safe and happy'. Sparkwell is the small school with a big heart and even have resident Cavapoo, Luna, attending school a couple of days a week to help children socially and emotionally.



**Stoke Gabriel** is a thriving friendly school in the wonderful South Hams which has been designated an Area of Outstanding Natural Beauty. Achieving high academic standards through the provision of an exciting curriculum that makes the most of its beautiful surroundings, a caring, nurturing environment with a family atmosphere and a team of dedicated staff. A vibrant and exciting place to work in, yet their small size enables them to know every child and the things that motivate them.



**Tedburn St Mary** prides itself on being a warm, close-knit school with high educational expectations and standards, appreciating the varying needs and strengths of all pupils, helping them to achieve their full potential. They are committed to providing every pupil with the best possible educational experience within a safe, nurturing environment. Developing, encouraging and motivating children to ensure all pupils become confident and successful lifelong learners.



**Widecombe** is placed in a unique and beautiful location in the heart of Dartmoor. A sense of community is central to their ethos and they want all children to value and understand, not only their own school and surrounding community, but also extremely important that they develop a wider sense of what community means globally. At Widecombe, the curriculum gives frequent and varied opportunities for the children to develop their personal voice, meaning they leave Widecombe as confident, competent individuals.



**Wolborough** is located in the town of Newton Abbot. Their aim is to serve the community by providing an education of the highest quality within the context of Christian belief and practice. The Dedicated staff at Wolborough will nurture a child's self-esteem along with a caring for others, create an inclusive school, help a child achieve his or her full potential in terms of creativity, self-expression and the acquisition of skills needed for future education and life and create a stimulating and happy environment built on a partnership.



**Yeoford** is an integral part of the village and community and they pride themselves on providing a safe, secure and friendly environment for every child to achieve their true potential. They enjoy a good range of resources, including their own football pitch, netball court and children's kitchen. The children also have their own allotments and achieve great success and enjoyment growing vegetables and then cooking them. Everything done at Yeoford is to provide every child with the best possible learning experience so it will inspire, encourage and motivate them to become successful lifelong learners.