



**Applicant pack for the post of  
Teaching Assistant, including 1:1 SEND TA duties**

**Salary**

Grade 4, level 1-4

Pro Rata – Term time Only

£23,151 - £24,213 *(pending April 2024 increase)*

Pro Rata – Term time Only

**Hours:**

24 hours and 40 minutes per week

**Working Pattern:**

Tuesday – Friday

08:45 – 15:25 *(30 minute lunch break)*

**Contract Type:**

Temporary

*Contract runs alongside the length of time a named child remains at the school. Should the child leave, there may be other opportunities available.*

**We are delighted that we have captured your interest with this post.  
We hope you enjoy learning more from this applicant pack and feel  
inspired to apply.**

Ralph Butterfield Primary School is situated in the picturesque town of Haxby, on the outskirts of York. It was named after the late Dr Ralph Butterfield, a local man and chairman of the old North Riding Education Committee, who became pro-Chancellor of the University of York. The school is well positioned within the town and enjoys spacious grounds. There are two separate playgrounds at the front of the building and to the rear there is a large playing field and a sensory garden. We also have a 'quiet area' at the side of the school, which we are hoping to develop further in the near future.

We would love our 1:1 SEND Teaching Assistant to be someone who:

- can nurture, inspire, challenge and motivate children
- has good communication and organisational skills
- is committed to working in partnership with staff, parents/carers and the community
- will support our school ethos and value all aspects of school life
- has a positive and calm disposition
- is committed to raising achievement for children

We are certain that you would enjoy working in our friendly and supportive environment, in which you would be offered every opportunity to develop your skills.

### **Within this pack you will find**

- A letter from our Headteacher
- Information about the post
- Job Description
- Person specification
- Application Information



**Ralph Butterfield Primary School**

Station Road, Haxby, York, YO32 3LS

Telephone: 01904 768325

**Teaching Assistant Post including 1:1 SEND Support**

Dear Applicant

I am delighted that you have an interest in applying for the Teaching Assistant Post including 1:1 SEND Support duties, to start on Monday 25<sup>th</sup> November 2024 or as soon as possible thereafter.

What we have at Ralph Butterfield Primary School is really special. Our staff team is highly dedicated, very hard working and passionate about what they do. Everyone gets on exceptionally well and provides a highly supportive environment for each other. The children are absolutely at the heart of every decision we make and first and foremost comes our care for the wellbeing of every child. We pride ourselves on the outstanding level of care shown for each individual. All staff go to every effort to build positive relationships with the children and to ensure that individual needs are appropriately met. We work hard, with kindness, to nurture a culture in which every child develops a respect for each other, including a tolerance and appreciation of differences, and in which there is mutual respect between all children and all adults in our school community.

Our positive behaviour management procedures are based on the pivotal approach and restorative practices.

We take our safeguarding responsibilities very seriously and work hard to ensure that every child is, and feels, safe, and has a caring and supportive environment in which to work, grow and enjoy time.

If you decide to apply for this post and are successful, you will be working at a fantastic school at a very exciting time. It is a time full of opportunities for development and improvement, building on previous success, and you would be an integral and important part of this process. We know that you would enjoy being part of our wonderful team of children and staff.

Within my role as acting Headteacher for the autumn term, during the temporary absence of Mrs Clark (Headteacher), I look forward to receiving your application.

Yours sincerely

A handwritten signature in black ink that reads 'H C Stephenson'.

Mrs H Stephenson

*Acting Headteacher*

## Information about the post

We have a wonderful opportunity for a positive and caring Teaching Assistant to join our warm and supportive staff team. The successful candidate will primarily be providing 1:1 support for a Year 2 child with an Education, Health and Care Plan (EHCP), including some aspects of intimate care.

The successful candidate will work with our existing amazing team of teachers and teaching assistants to ensure that children are accessing the curriculum and making positive progress with their emotional development and academic learning.

The successful candidate will be:

- providing support for a child with an EHCP who has ASC and speech and language needs\*
- supporting children with their learning and play in the classroom, small groups or on a one-to-one basis
- liaising closely with the class teachers
- calm and consistent in their approach

\*The child has limited language and uses body language, actions and vocalisations to communicate their needs. They love music and crafts. Sometimes their communication difficulties can cause frustration and they may bite, scratch, kick or pull hair when dysregulated.

*Please refer to the job description on the next page for more detail.*

**Ralph Butterfield Primary School**  
**Job Description: Teaching Assistant Post including 1:1 SEND Support**

**Employment Details**

Job title:	<b>Teaching Assistant including 1:1 SEND Support</b>
Department:	Key Stage 1
Reports to (job title):	The Headteacher and the Special Educational Needs Coordinator (SENCO)
Type of position:	Temporary. Term time only
Hours of work:	24 hours and 40 minutes Tuesday to Friday, 08:45 – 15:25
Level and scale point:	TA2 Grade 4, Scale Point 1 to 4
Main Purpose: To assist in promoting the learning and personal development of pupils, to enable them to make best use of the educational opportunities available to them.	

**Main Duties/Responsibilities**

1.	<p>To aid pupils to learn as effectively as possible both in group situations and on their own by, for example:</p> <ul style="list-style-type: none"> <li>▪ Clarifying and explaining instructions</li> <li>▪ Motivating and encouraging pupil(s) as required by providing levels of individual attention, reassurance and help with learning tasks as appropriate to pupils' needs and level of development</li> <li>▪ Monitoring pupils' responses to learning activities and, where appropriate, modifying or adapting the activities as agreed with the teacher to achieve the intended learning outcomes</li> <li>▪ Consistently and effectively implementing agreed school strategies to support emotional regulation</li> <li>▪ Helping to make appropriate resources to support pupils</li> </ul>
2.	To establish supportive relationships with pupils.
3.	To liaise with class teacher, SENCO and other professionals about group and individual support plans, contributing to the planning, delivery and review of pupils' progress as appropriate.
4.	To promote acceptance and inclusion for all, encouraging pupils to interact with each other in an appropriate and acceptable manner.
5.	To give positive encouragement, feedback and praise to reinforce and sustain pupils' efforts and support them in developing independence and self-esteem.
6.	To support pupils in developing social skills both in and out of the classroom.
7.	To provide additional pastoral/nurture support to individuals when requested by the class teacher or SENCO.
8.	To support the use of ICT in learning activities and with specific programmes to support learning.
9.	To accompany teachers and pupils on educational visits

10.	To provide regular feedback on pupils' learning to the teacher/SENCO, including feedback on the effectiveness of any strategies or approaches used.
11.	To value and develop relationships with parents to foster links between home and school, and to keep the school informed of relevant information.
12.	To be aware of confidential issues linked to home/pupil/teacher/school.
13.	To comply with legal and organisational requirements for maintaining the health, safety and security of yourself and others in the learning environment.
14.	To take part in continuous professional development (CPD) opportunities offered by the school.
15.	To know and apply school policies on Child Protection, Health and Safety, Behaviour, Teaching and Learning, Equal Opportunities, etc.
16.	To carry out the above duties in accordance with the Education Department's Equal Opportunities Policy.

This job description is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the school. The post-holder will be expected to participate in this process and we would aim to reach agreement on any change



## Ralph Butterfield Primary School Person Specification

	<b>Essential</b>	<b>Desirable</b>
Qualifications and experience	<ul style="list-style-type: none"><li>• Previous experience working with children.</li><li>• Education to secondary school level at least.</li><li>• Knowledge and understanding of child development and children's and families' needs.</li></ul>	<ul style="list-style-type: none"><li>• Previous experience working in a school setting.</li><li>• Relevant qualification with regard to working with children, such as NVQ 2.</li></ul>
Organisation	<ul style="list-style-type: none"><li>• Ability to plan and organise.</li><li>• Ability to recognise and identify problems.</li><li>• Ability to record and pass on information accurately.</li><li>• Understanding of the importance of parental involvement and engagement.</li></ul>	<ul style="list-style-type: none"><li>• Ability to cope with many roles/ responsibilities.</li></ul>
Special skills and interests	<ul style="list-style-type: none"><li>• Ability to encourage and enable others to develop their full potential.</li></ul>	<ul style="list-style-type: none"><li>• Any extra interests related to childcare.</li></ul>
Disposition and attitudes	<ul style="list-style-type: none"><li>• Ability to build relationships and to work as part of a team.</li><li>• A friendly, helpful, caring, calm and flexible approach.</li><li>• Open-mindedness and patience.</li><li>• A commitment to equal opportunities.</li><li>• Ability to maintain confidentiality in all school matters.</li></ul>	<ul style="list-style-type: none"><li>• Ability to relate well to other professionals.</li></ul>
Physical attributes and other circumstances	<ul style="list-style-type: none"><li>• Ability to physically fulfil the responsibilities of the post.</li><li>• Willingness and ability to attend appropriate meetings and training.</li><li>• Excellent punctuality.</li></ul>	



## **Application Information**

An application form can be found, on our website; please include detailed supporting information that shares any relevant experience and expertise and takes account of the contents of this pack.

Applications should please be sent by email to [Danielle.Walker@rbp.yorkschoools.net](mailto:Danielle.Walker@rbp.yorkschoools.net)

Please use subject heading 'TA Application'. Mrs Walker will be able to facilitate any questions that you may have.

The closing date for applications is **midnight on Sunday 10<sup>th</sup> November 2024** and the anticipated interview date is Thursday 21<sup>st</sup> November. This date will be confirmed when invited to attend.

We are committed to safeguarding and promoting the welfare of children. We have a culture of vigilance.

We will require the successful applicant to undertake an enhanced criminal record check via the DBS. We will conduct an online search in relation to shortlisted candidates.

It is an offence to apply for this role if the applicant is barred from engaging in regulated activity relevant to children.