



# Costock C of E Primary School

(Nottinghamshire Voluntary Controlled Church School)

Main Street, Costock, Loughborough, Leics. LE12 6XD

[office@costock.notts.sch.uk](mailto:office@costock.notts.sch.uk)

[www.costock.notts.sch.uk](http://www.costock.notts.sch.uk)

## 1:1 Teaching Assistant Vacancy x 2

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**Costock C of E Primary School**  
Head Teacher Mrs JE Mellor Bed (Hons)  
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May 2023

Dear Applicant,

Thank you for your interest in the position of a 1:1 teaching assistant at Costock C of E Primary School. Please find enclosed an application form and relevant information relating to this post:

- Job Description
- Person specification
- School information
- Safeguarding Policy
- Application form and guidance notes

If you wish to visit the school before deciding whether to apply for the post please contact Mrs Kerry Rhodes, Office Manager, on 01509 852084 to arrange an appointment. Contact can also be made by e-mail to [office@costock.notts.sch.uk](mailto:office@costock.notts.sch.uk)

The school is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff and volunteers to share this commitment. Please note that in line with the safeguarding due diligence requirements, if you are shortlisted,

- references will be requested prior to interview from your current or last employer. Where there has been a break in employment, references will also be sought from your previous school/employer. Referees may also be contacted by telephone.
- you will need to bring with you to the interview original documentation to prove your identity and that you have a right to work in the UK
- you will need to bring with you to the interview original qualification certificates essential to the post.
- In accordance with KCSIE 2022, an online search of publicly available information will be undertaken on all shortlisted candidates to help identify any incidents or issues, which the school may wish to explore with an applicant at interview.

Further details will be given if you are invited to an interview. Please also note that if you are successful for a post in a school a disqualification under the childcare act 2006 check will be required.

The school, together with the recognised trade unions, is committed to the development of positive policies to promote equal opportunities in employment and in the delivery of our services, regardless of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership, pregnancy and maternity or trade union membership status. This commitment will apply to recruitment and selection practices, training and development, promotion and in the application of national and local agreements in respect of pay and conditions of service. Disabled candidates who meet the essential requirements of the post will be guaranteed an interview.

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Completed application forms should be returned to the school office **by noon on Friday 9<sup>th</sup> June 2023** by hand or by post (please ensure the correct postage is used to ensure your application is received on time) or by email to [office@costock.notts.sch.uk](mailto:office@costock.notts.sch.uk)

Please note that only fully completed application forms will be accepted and these should be accompanied by a covering letter describing why you are applying for the post and what skills and attributes you can offer us. Please note that the school will not accept CVs in lieu of the application form. If you have any queries or questions about the post please do not hesitate to contact the school office.

Yours sincerely



Jane Mellor  
Head Teacher



## COSTOCK CE PRIMARY SCHOOL

### JOB DESCRIPTION

**Job Title:** 1:1 Teaching Assistant

**Scale:** NJC Grade 2, Point 2

**Hours of work:** Part-time (1 vacancy for 5 x am and 1 vacancy for 5 x pm)

**Responsible to:** The Head teacher and the Governing Body of the school

**Relationships:** Liaison with the teaching and non-teaching staff of the school, Governors, Parents, Children, Advisers and other Professionals

#### **As a teaching assistant:**

You will 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 and the classroom. Work may be carried out in the classroom or outside the main teaching area, alongside a teacher/senior member of staff. As the position is for a 1:1 teaching assistant, the role will have similar responsibilities as those described below but they will be focussed on a specific pupil who is non-verbal autistic.

#### **Key Responsibilities**

1. Attending to the pupils' personal needs and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters, including the use of specialist equipment where necessary
2. Providing support for students with emotional, social and behavioural problems
3. Providing practical assistance in relation to other identified physical needs
4. Supervising and supporting pupils ensuring their safety and access to learning and play
5. Working to establish a supportive relationship with the children and parents/carers and families concerned
6. Promoting the inclusion and acceptance of all pupils
7. Encouraging pupils to interact with others and engage in activities led by the teacher
8. Encouraging pupils to act independently as appropriate
9. Preparing classroom as directed for lessons and clear afterwards and assist with the display of pupils' work
10. Being aware of pupil barriers to learning/progress/achievements and report to the teacher as agreed
11. Supporting the teacher in managing pupil behaviour, reporting difficulties as appropriate
12. Gathering/reporting information from/to parents/carers as directed
13. Working with and acting upon guidance provided by teachers and other professionals/outside agencies
14. Providing support for such tasks as clerical, administrative, photocopying, display, collection and recording of money
15. Supporting pupils in their learning in all areas of the curriculum
16. Supporting pupils in respect of local and national learning strategies e.g. literacy, numeracy, as directed by the teacher
17. Supporting pupils and teacher during PE and other practical activities
18. Preparing and maintaining equipment/resources as directed by the teacher and assist pupils in their use



19. Assisting with the supervision of pupils at break times
20. Accompanying teaching staff and pupils on visits, trips and out of school activities as requested.

### General Responsibilities

21. Be aware of and comply with school policy and procedures particularly in respect of Child Protection and Health and Safety
22. Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
23. Contribute to the overall ethos/work/aims of the school
24. Ensure the safe organisation of learning activities and the physical teaching space and resources for which they have responsibility
25. Appreciate and support the role of other professionals
26. Attend relevant meetings as required
27. Participate in training and other learning activities and performance development as required
28. Be aware of confidential issues linked to home/pupil/teacher/school work and to keep confidences as appropriate
29. Any other curriculum duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms, following consultation with the Recognised Trade Unions
30. To promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact with during the course of your duties and responsibilities. Your conduct must at all times be in accordance with the school's policies and procedures
31. To report any causes for concern relating to the welfare and safety of children to the designated person, and the head teacher, or if unavailable the designated safeguarding governor or a member of the senior leadership team
32. To attend safeguarding training as required by the school and maintain your knowledge and understanding of your responsibility for safeguarding children in this school

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from the Head Teacher to undertake work of a similar level that is not specified in this job description.

### PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
<b>Experience of:</b>		
Working with 4-11 year olds	*	
Working in partnership with other adults in the classroom	*	
Working with groups and individual pupils	*	
Working 1-1 with a SEN child		*
Working using both the Foundation Stage Curriculum and National Curriculum		*
Working on Speech and Language programmes		*
Differentiating activities for SEN pupils	*	
Planning work for a pupil(s)		*
Supporting a child with attachment issues		*

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<b>Education and Training</b>		
Teaching/Classroom Assistant qualification (NVQ level 3 or equivalent) (or relevant more advanced qualification)	*	
English and Mathematics at GCSE level C or above (or equivalent)	*	
Evidence of continuous INSET and commitment to further professional development		*
<b>Knowledge of:</b>		
Pupil assessment tools		*
Delivery of phonics		*
Pupil behaviour management strategies	*	
Child development and the ways in which children learn	*	
Strategies for developing speech and language		*
<b>Skills/Aptitudes, ability to:</b>		
Promote the school's aims positively, and use effective strategies to manage pupil behaviour and motivation	*	
Develop good personal relationships within a team	*	
Implement specific programmes and adapt them to meet pupils needs	*	
Work under direction and use initiative	*	
Use Information Technology to support teaching and learning		*
Maintain detailed records	*	
Provide information for other professionals	*	
Be reflective and self-evaluative	*	
<b>Specific requirements</b>		
Ability to provide objective, accurate and both summative and formative feedback to pupil, teacher and other professionals	*	
Ability to teach the same knowledge, understanding or skill in many ways	*	
<b>Suitability to work with children</b>		
Previous experience of working with young children	*	
An understanding of child protection issues and responsibilities	*	
Satisfactory DBS (when offer of employment is made)	*	

## SCHOOL INFORMATION

We are proud of our friendly 'team-working' approach and the way in which we make a difference to the children we serve. To help you consider your application, here is some information about how we operate. We hope that this will help you to get to know more about us, and encourage you to visit if you have not already done so.

### Values & Vision Statement

#### ***Every Child's a Star!***

*"As God's children we shine like Stars" Philippians 2 v.15*

Every day at Costock Church School we are experiencing and learning; **S**ervice to God, each other and ourselves, **T**ruth, **A**gape and **R**espect. As we leave each day we take these Christian Values with us.

### General Information

In our school, we aim to provide a wide range of learning experiences where children will gain a positive self-image to help them on their path as successful and happy, lifelong learners. There are many opportunities for children to develop their skills whatever their level of ability, in an environment of equal opportunity, irrespective of race, gender, religion or disability. It is important for us that we provide as many opportunities as possible at this age, so that children will have a wide range of experiences to draw from in later life. This is achieved through a supportive and purposeful three-way partnership between the school, the parents and the children, so that all partners can enjoy learning together and be helped towards reaching the highest possible standards.

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We have a big focus on Growth Mindset in our school that all the children and staff buy in to. We believe that everyone can improve their intelligence and talents through purposeful effort, accepting guidance and support, and dedication to improvement without comparison to others. We firmly embrace the power of 'Yet' by focusing on the process, not just the outcome and we have cultivated an environment where children are not afraid to fail – we see this as a 'First Attempt In Learning'.

The school aims to engender a family atmosphere in which children are cared for and supported in a broadly Christian ethos. The school plays an active part in the life of the local church, participating in services and highlighting the main Christian festivals. Our latest SIAMS report found that the school is '*a very happy and effective learning community*'.

The children are organised into four classes; a Reception class and 3 further classes with mixed year groups and we are part of the East Leake family of Schools. Our catchment areas include the villages of Rempstone and Wysall, and we also have many children from East Leake in school. The number of pupils currently on roll is 82.

There is an active Parents' Teachers Association and a supportive Governing Body which is committed to a high quality education for all children and the involvement of the school in the community.

## **SAFEGUARDING CHILDREN POLICY STATEMENT**

Nottinghamshire County Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. We will respond robustly to all concerns about the safety and welfare of children, young people and vulnerable adults that are reported to us. This commitment applies equally to children and young people that we work with directly and those that we come into contact with. We expect all staff and volunteers to share this commitment.

### **Safeguarding and Promoting the welfare of Children**

Safeguarding and promoting the welfare of children is defined as:

- Protecting children from harm;
- Preventing impairment of children's health or development;
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care; and
- Undertaking that role so as to enable those children to have optimum life chances and to enter adulthood successfully.

Child protection is a key element in work to safeguard and promote the welfare of children. Child Protection refers to work undertaken with children identified as being at risk of significant harm.

All those who come into contact with children and families in their everyday work, including practitioners who do not have a specific role in relation to safeguarding children, have a duty to safeguard and promote the welfare of children. If you have a specific role in relation to safeguarding children, this issue will be covered with you fully in your induction and form part of your ongoing professional development and training. If you do not have a specific safeguarding responsibility you are likely to be involved in one of three main ways:

- You may have concerns about a child, in which case they must be referred to children's social care or the police. School staff (both teaching and support staff) should be made aware of the local procedures to be followed for reporting concerns about a particular child. This will normally be via the school's designated officer or their nominated deputy or if neither are available, another senior member of the school's staff. In emergencies, however, contact the police direct;

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- You may be approached by children's social care and asked to provide information about a child or family or to be involved in an assessment. This may happen regardless of who made the referral to children's social care;
- You may be asked to provide help or a specific service to the child or a member of their family as part of an agreed plan and contribute to the reviewing of the child's progress.

If your job does not involve direct work with children and families, you are still required to bring to the attention of the appropriate authorities any concerns that you may have in relation to children. The contact details for Children's Social Care teams are set out below.

The government have produced guidance that outlines these responsibilities in more detail.

For staff with Internet access the link below will take you to this document. Paper copies will be provided for staff without Internet access. KCSIE

All staff are required to read this document and make sure that they are clear about what is required of them during their induction period. If, having read the document, you have any queries please discuss these with your line manager.

If you have concerns about the safety or welfare of a child, you must follow the steps set out above. If you wish to discuss your concerns with a social worker, please contact the reception and assessment duty social worker in the area the child lives. If you are not sure where the child lives please contact any of the numbers below and the duty social worker will still assist.

All new referrals must go through to the MASH team (multi agency safeguarding hub), telephone 0300 500 8090.

### **EQUAL OPPORTUNITIES POLICY STATEMENT**

Nottinghamshire County Council, together with the recognised trade unions, is committed to the development of positive policies to promote equal opportunities in employment and in the delivery of our services, regardless of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership, pregnancy and maternity or trade union membership status. This commitment will apply to recruitment and selection practices, training and development, promotion and in the application of national and local agreements in respect of pay and conditions of service.

The operation of this policy is monitored and reviewed periodically through established joint consultation procedures with staff and trade unions. If any employee considers that she or he is the subject of unequal treatment on any of the above grounds, a complaint may be made through the agreed procedures for dealing with grievances.

### **GUIDANCE NOTES FOR COMPLETING APPLICATION FORMS**

These notes have been put together to help you complete your application form. Please read them carefully, along with any other information supplied, before you start.

Candidates will be short listed solely on the information supplied in the application form, measured against the person specification. Be clear that you can demonstrate that you meet the essential requirements of the person specification before proceeding.

Successful candidates must fully meet all the essential criteria e.g. qualifications, experience and any other requirements in relation to working with children and young people. If you are shortlisted the interview process will be designed to assess your ability to meet the essential requirements of the post (including suitability to work with children). For shortlisted candidates any discrepancy or anomalies in the information provided or issues arising from references will be followed up during the interview.





## Migrant workers

In order to comply with the provisions of the Illegal Working Regulations, employers are required to see and retain copies of documentary evidence that confirms the entitlement of all new employees to work in the UK.

**If you are shortlisted you will be asked to take your documents to the interview where the Appointing Officer will photocopy these and check your right to work in the UK for the purposes of the Illegal Working Regulations.**

If you are the successful candidate copies of your documents will be kept on your personal file. If you are unsuccessful then copies of your documents will be destroyed.

## Filling in the form

Please note CVs will only be accepted if accompanied by a fully completed standard school application form.

- We will not make any assumptions about your abilities and do not take into account any previous applications or any prior knowledge of you.
- The form needs to be legible and should be completed in black ink or typed.
- It may be helpful to make a rough draft of the form and to retain a copy.
- If the advert states the post is available for job share, make sure you indicate if you want to apply on that basis.
- If you would like to receive the form in an alternative format, please contact the school office.

### **1. Personal details**

Enter fully and clearly your details in block capitals. If you do not have an NI number, contact your local Department for Work and Pensions (DWP) office.

### **2. Present or last employer**

State clearly your present or last employer's name, address and post held.

### **3. Previous employment**

In accordance with statutory requirement for all school-based appointments it is essential that you include and give accurate dates and provide reasons for all breaks in your employment history. Please therefore include dates of all periods of education / training /employment /voluntary experience and any periods of unemployment or other breaks. Please start with the most recent first. (Please continue on separate sheet if necessary)

### **4. Education, qualifications and relevant training attended**

Provide full details of your education at secondary level and above, where applicable. Include details of any special skills training, day release, evening classes or other relevant knowledge. If a qualification has been asked for, make sure you give all the information required and levels of any examinations taken. **You will be expected to provide documentary evidence if invited for an interview.**

### **5. Additional information in support of your application**

This section is **very important**. It gives you the opportunity to detail why you are the best person for the job and why you are applying. Use the **job description** and **person specification** as a guide, and focus on how your skills, knowledge and experience meet the **job requirements**, giving specific examples. Also include any voluntary work you may have been involved in, experience at school or any relevant experience outside work.



## 6. a) References

Give the name and address of **two people** who can provide a reference in support of your application. One of these **must** be your manager in your present (or most recent) employment (or tutor/head teacher if in full time education).

If you are applying for a teaching post and are not currently employed as a teacher, we will contact the school, college or local authority at which you were most recently employed to confirm details of your employment and the reasons for leaving.

If you are applying for the post of head teachers one of your two references must be from your current LA and the other reference from your current/last employer. If you are currently unemployed, please give details of your manager in your most recent employment if possible and / or a suitable alternative. Please note that members of your family friends and relatives are **not acceptable referees**. The Authority **and school you are applying to work in** reserves the right to approach any previous employer or manager as part of the pre-appointment checks.

Please note that references will be sought on all short-listed candidates before an interview.

b) Online searches – in line with KCSIE 2022 the recruitment process for shortlisted candidates will include an online search of publicly available information to help identify and incidents or issues which the school may wish to explore with applicants at interview.

## 7. Health/Medical Details

Successful applicants will be required to complete a confidential medical questionnaire and may be required to undergo a medical examination.

## 8. Disclosure of Criminal Background

If the post you are applying for requires a Disclosure and Barring Service (DBS) check, you must provide information about all convictions. The post will be exempt from the Rehabilitation of Offenders Act 1974 and rules relating to 'spent' convictions do not apply.

The amendments to the Exceptions Order 1975 (2013) provide that certain 'spent' convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the DBS website [www.gov.uk/government/publications/dbs-filtering-guidance/dbs-filtering-guide](http://www.gov.uk/government/publications/dbs-filtering-guidance/dbs-filtering-guide)

It is important to note however that some cautions and convictions will never be filtered off a DBS record and must be disclosed by a prospective employee. Please refer to the guidance in the filtering guide in the above website or find the specific link to this list of information at [www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check](http://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check)

Following the interview process, if you are the preferred candidate, you will be required to complete a DBS application form.

If you have queries about the DBS check, or would like a copy of the DBS Code of Practice, please contact the Business Support Centre, tel: 0115 977 2727 (Option 1, Option 3) or visit the DBS website: [www.gov.uk/disclosure-barring-service-check](http://www.gov.uk/disclosure-barring-service-check)<sup>5</sup>.



## **9. General**

For NCC maintained and voluntary aided schools you must indicate whether you are related to a member of the County Council or an employee of the authority. It is not normally permissible to appoint direct relatives to posts involving a direct supervisory role.

## **10. Equalities Act 2010**

Information disclosed in this section is to enable a fair decision to be made and not to discount applicants. It is used to ensure appropriate support is offered through the selection process and to guarantee disabled applicants who meet the essential shortlisting requirements an interview.

## **12. Declaration**

You will need to sign and date your application form to declare that all information is correct. You also need to confirm that you

- are not on the Children's Barred List and not disqualified from working with children
- are not subject to sanctions imposed by a regulatory body e.g. Teaching Regulation Agency
- have the legal right to work in the UK. (You will be asked to provide documentary evidence of this prior to commencing work with the Authority.)

If you are going to send the completed form by e-mail, you will be asked to sign the form, if selected, at the interview.

## **Equality and diversity monitoring**

The school has an Equality Policy and it is important that you provide the information requested on the Equality and Diversity Monitoring Form. It will help us to better monitor the fairness and effectiveness of our employment practices. This part of the form will not be used to shortlist applicants for interview and will not be viewed by the recruitment panel. You are also assured that the personal information you provide will be treated in the strictest confidence and will only be used to monitor the fairness and effectiveness of our service delivery and employment practices.

## **Returning completed forms**

You should ensure your completed application is received before the closing date specified on the job advert. Late applications will not be considered.

You can return your completed application via **e-mail to:** [office@costock.notts.sch.uk](mailto:office@costock.notts.sch.uk)

Post or by hand to: Costock C of E Primary School, Main Street, Costock. Loughborough. LE12 6xd

## **Further information**

If you are offered a post in a school after an interview you may be subject to further pre-employment checks if they are applicable to the post. These checks include Disqualification under the Childcare Act check and the Prohibition from teaching check.

