



TYNDALE  
COMMUNITY SCHOOL

## INFORMATION PACK FOR APPLICANTS

EYFS Teaching Assistant  
Tyndale Community School



Part of the Chapel St family of schools

Dear Applicant,

Thank you for your interest in working at our school. Tyndale Community School in the East Oxford area is a state funded primary school serving local families. It opened its doors as part of the Chapel Street family of schools in September 2013 and has since continued to grow in both reputation and size. In June 2015, the school was rated 'Good' by Ofsted. However, that is just the beginning of the story. We are now on the journey to greatness and would like to warmly invite you to apply to join us as we continue to provide an excellent education for our children.

Tyndale Community School is the result of a dynamic partnership between two charities, Chapel Street Community Schools Trust and Oxfordshire Community Churches, bringing together local initiative and national expertise. Operating within Chapel St's broad and inclusive Christian ethos of grace, love and fellowship, Tyndale is a child-centered, family-focused, and community-minded school serving children and families of all faiths and no faith.

Tyndale Community School offers an enhanced curriculum and enables pupils to thrive, it enriches the lives of local families and enhances community life. In developing a new school, that blends traditional and innovative approaches to learning, Chapel St and our community partners are creating extra school places in an area of growing need.

We are seeking a Teaching Assistant with the potential to be outstanding to join our team in January 2019. We are looking for a TA who is passionate about their role in making a difference to the children and families we serve and who is keen to be innovate in their approach. In return we can offer you a friendly, supportive environment with excellent facilities both in the classroom and outside.

We encourage applicants to come and see our school and you are welcome to make an appointment to visit us. Please contact Julia Tompkins, Operations Manager, on 01865 454 000 or [operations@tyndalecommunityschool.co.uk](mailto:operations@tyndalecommunityschool.co.uk)

We are 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 an enhanced DBS check.

If you have a disability and require any reasonable adjustments that will enable you to apply for this position, please let us know.

I look forward to receiving your application.

Yours faithfully,

**Matthew Watt**  
**Principal**

[www.tyndalecommunityschool.com](http://www.tyndalecommunityschool.com)

[www.chapelst.org](http://www.chapelst.org)



**Part of the Chapel St family of schools**

## EYFS Teaching Assistant application details

<b>Apply by:</b>	<b>9<sup>th</sup> September , 2019</b>
<b>Interviews:</b>	<b>16<sup>th</sup> September 2019</b>
<b>Job start:</b>	<b>1<sup>st</sup> October 2019 (or dependent on notice period for applicant)</b>
<b>Salary:</b>	<b>£18606 FTE, £16,041 for 39 weeks per year dependent on experience and qualifications</b>
<b>Location:</b>	<b>East Oxford</b>
<b>Contract:</b>	<b>Permanent Contract, 37.5 hours per week, 39 weeks per year (term time plus inset days)</b>



# Job Description

## Teaching Assistant

Responsible to: Principal

To work in partnership with class teachers in all aspects of teaching provision. Within an educational plan, contribute to the professional staff team and assist in the development and education of children, using specialist knowledge and experience. Undertake tasks related to classroom activities and individual pupil needs, providing supervision and care skills.

<b>Main duties and activities</b>
<ul style="list-style-type: none"><li>To plan and deliver learning activities across all areas of the curriculum under the direction and guidance of the Class Teacher.</li></ul>
<ul style="list-style-type: none"><li>To understand and keep abreast of changes to the curriculum ensuring these are applied appropriately to learning activities to support pupil progress and attainment.</li></ul>
<ul style="list-style-type: none"><li>To work closely with the Class Teacher to create and maintain a purposeful, orderly and supportive environment to promote the inclusion and acceptance of all pupils in accordance with the school's behaviour policy.</li></ul>
<ul style="list-style-type: none"><li>To be actively involved in the assessment of children and associated record keeping facilitating provision for individual needs to enable pupils to access the full curriculum.</li></ul>
<ul style="list-style-type: none"><li>To establish and promote productive relationships across the school and encourage independence, self-help skills and good standards of personal hygiene in the children through social training and example.</li></ul>
<ul style="list-style-type: none"><li>To carry out classroom activities under own initiative and cover lessons as required.</li></ul>
<ul style="list-style-type: none"><li>To work with the class teacher to plan and resource the classroom as appropriate to encourage the development of all aspects of pupils learning and to encourage pupils towards the independent use of resources and involvement in their learning.</li></ul>
<ul style="list-style-type: none"><li>To work with the class teacher to set high standards in the content and presentation of the pupils work by the quality of displays of work, whilst maintaining a tidy and orderly classroom with attractive, informative, child-centred displays.</li></ul>
<ul style="list-style-type: none"><li>To promote and sustain a productive, disciplined and calm classroom environment, making use of the school's behaviour policy.</li></ul>
<ul style="list-style-type: none"><li>To accompany teaching staff and pupils on educational visits.</li></ul>
<ul style="list-style-type: none"><li>To support the use of ICT in learning activities and develop pupils' competence and independence in its use.</li></ul>
<ul style="list-style-type: none"><li>To ensure that the health, safety and welfare of pupils is promoted and maintained at all times in accordance with school policy.</li></ul>
<ul style="list-style-type: none"><li>To provide support for multi-lingual/bilingual pupils enabling development of target language and full participation in learning activities.</li></ul>
<ul style="list-style-type: none"><li>To provide comfort and immediate care in case of minor accidents and report serious incidents to the appropriate person for action.</li></ul>
<ul style="list-style-type: none"><li>To work in partnership with parents/carers in providing a quality education experience for pupils.</li></ul>



<b>Main duties and activities</b>
<ul style="list-style-type: none"><li>• To attend and participate in appropriate training and meetings based in school where appropriate.</li></ul>
<ul style="list-style-type: none"><li>• To take an active part in personal development and appraising own work against agreed priorities and targets in accordance with the school's performance management process.</li></ul>
<ul style="list-style-type: none"><li>• To undertake any other duties which may be reasonably required by the Class Teacher or Headteacher.</li></ul>
<ul style="list-style-type: none"><li>• To support the vision and ethos of the school at all times and contribute to the wider school community including supporting school events and extra-curricular clubs.</li></ul>
<ul style="list-style-type: none"><li>• To be responsible for promoting and safeguarding the children who you are responsible for or come into contact with.</li></ul>



# Person Specification

## Higher Level Teaching Assistant

Responsible to: Principal

E = Essential D = Desirable

Specification	E	D
<b>Knowledge/Understanding</b>		
An understanding of safeguarding children as it relates to a school	E	
An understanding of the National Curriculum and awareness of recent developments in those areas	E	
An understanding of the varied needs of children and their families including issues relating to children who have special educational needs e.g. dyslexia, ADHD, autism, SLCN	E	
Understanding of the principles of child development and learning, including barriers to learning	E	
<b>Skills/Abilities</b>		
Ability to demonstrate strategies for improving behaviour and sustaining high standards of learning and achievement for pupils	E	
Ability to plan and implement support for children at risk of underachieving	E	
Ability to work as part of a team and communicate effectively with children and adults	E	
Good organisational skills	E	
Ability to understand and carry out instructions	E	
Ability to work on own initiative and make decisions	E	
<b>Experience</b>		
Experience of working with primary aged pupils and knowledge of appropriate play, games and activities.	E	
Experience of working with, and leading successful interventions for, children with additional needs (eg SEN, EAL) including those with challenging learning behaviours	E	
Experience of promoting pupils' spiritual, moral, social, cultural, and emotional development.	E	
<b>Education/Qualifications</b>		
Have an appropriate NVQ qualification (or equivalent) at least at level 2, but preferably at level 3	E	
Good standard of literacy, numeracy & ICT skills	E	
GCSE Maths and English at grade C or above		D
Paediatric first aid or first aid at work qualification		D



# Application process

**Applications will only be accepted from candidates completing the enclosed application form. Please complete ALL Sections of the application form that are relevant to you as clearly and fully as possible. CVs will not be accepted in place of a completed application form.**

## Safeguarding Children & Young People

We are 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 an enhanced DBS check.

1. Candidates should be aware that all posts at Chapel St schools will involve some degree of responsibility for safeguarding children and young people, although the extent of that responsibility will vary depending on the nature of the post. Please see the job description enclosed in this application pack for further details.
2. Accordingly, this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as “spent” must be declared.
3. If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including those related to children or young people (whether the disciplinary sanction is current or time-expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any investigation or disciplinary proceedings. If you are not currently working with children, but have done in the past, that previous employer will be asked about these issues.
4. Where neither your current or previous employment has involved working with children, your current employer will be asked about your suitability to work with children, although it may where appropriate be answered not applicable if your duties have not brought you into contact with children or young people.

## Interview process

After the closing date, short listing will be conducted by a panel who will match your skills/ experience against the criteria in the person specification. At this stage, two references will be taken on shortlisted candidates. You will be selected for interview entirely on the contents of your application form, so please read the job description and person specification carefully before you complete your application form.



In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours
- Attitudes to use of authority and maintaining discipline.

### **Conditional offer pre-employment checks**

Any offer to a successful candidate will be conditional upon:

- A satisfactory enhanced DBS check
- Proof of qualifications relevant to post
- Two satisfactory references
- Evidence of right to work in the UK, in accordance with the Asylum and Immigration Act 1996
- A satisfactory childcare disqualification declaration, in accordance with the Disqualification under the Childcare Act 2006
- An occupational health assessment
- Where the successful candidate has worked, or been resident overseas in the previous five years, such checks and confirmations as may be required in accordance with statutory guidance.

Please note provision of false information could result in your application being rejected or summary dismissal if you have been selected.

