

Model non-teaching job advert

This guidance will help you with placing a non teaching role job advert on <https://jobs.ealing.gov.uk>.



Model advert

Teaching Assistant Special Educational Needs - Plum Tree Primary School (enter into school job field)

Grade 4 £XXX to £XXX

32.5 hours per week, Monday to Friday 8:30am – 3:30pm

39 weeks, term-time only (including training days)

Required: April 2021 (or earlier)

Plum Tree Primary School is seeking to appoint an experienced and enthusiastic special educational needs (SEN) teaching assistant to work within our special educational needs and disabilities (SEND) additionally resourced provision (ARP), unit classes. This is an exciting challenge for a committed teaching assistant with some previous experience to come and work within a specialist SEND unit at the school.

About the school

Plum Tree Primary School is a well-resourced, two-form entry school that offers a very supportive environment to staff and pupils. Its ARP provision enjoys a range of specialist facilities and additional therapy support along with dedicated outdoor learning spaces and sensory and soft playrooms.

About you

You will have:

- NVQ level 2 or equivalent in an aspect of childcare/early years or SEND practice
- Some experience of working with pupils with specific SEND needs including autism spectrum disorder (ASD)
- Excellent numeracy and literacy skills (equivalent to GCSE Grade A-C)
- Willingness to provide personal care and hygiene to children as required
- Ability to co-operate and work as part of a team and to be proactive in using own initiative
- A commitment and passion for inclusive education along with a patient, flexible and positive manner.

You also will be able to:

- Work closely with our inclusion leader, ARP staff and other school staff as part of a team
- Communicate effectively, both orally and in writing as well as being IT literate
- Consistently implement agreed pupil behaviour programs and contribute to team strategy discussions
- Follow differentiated planning, other specialist programmes and individual support plans with patience and calmness to ensure pupils are fully participating in activities and sessions
- Build and maintain effective relationships with pupils, treating them with respect and consideration.

How to apply

Application forms and job descriptions can be downloaded from the school website XXX. You can also contact the school to request further information by emailing XXX or telephone: (020) 8XXX XXXX.

The school is committed to safer recruitment, safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. The successful applicant will be required to apply for an Enhanced Disclosure from the Disclosure and Barring Service (DBS). Further information can be found at: <https://www.gov.uk/government/collections/dbs-checking-service-guidance--2>

Please note we do not accept CVs, and these will not be shortlisted.

Closing date

Application forms to be submitted to the school by noon on Wednesday 3 March 2021.

Make sure the weblink works and that it links directly to the school jobs page rather than the schools home page