

## **Thank you for your interest in the vacancy at our school.**

Within this pack you will find information about:

- Details of the Recruitment Process
- The School
- An Application Form

We look forward to receiving your application.

## **Recruitment Process**

### **Timetable**

**Closing Date: Midday 27<sup>th</sup> June 2024**  
**Interview: w/c 1<sup>st</sup> July 2024**

### **Application**

Please complete the application form enclosed and submit a letter of application, giving evidence of your experience in relation to the criteria listed in the Job/Person Specification.

You are requested to supply the names and addresses of at least two referees on the application form. One of these should be your present, or last, employer. As this post involves working in a school, we will be looking for information which supports the suitability of candidates for working with children.

### **Applications should be sent to:**

Mr L Coles  
Interim Headteacher  
Priestley Primary School  
Prince Charles Drive  
CALNE Wilts  
SN11 8TG

### **or email:**

[lcoles@priestley.wilts.sch.uk](mailto:lcoles@priestley.wilts.sch.uk)

If you have any questions about this vacancy, please email the headteacher on  
[lcoles@priestley.wilts.sch.uk](mailto:lcoles@priestley.wilts.sch.uk)

Short-listed candidates will be contacted on 27<sup>th</sup> June 2024, by telephone/email. Please provide preferred email address should you be successful. If you do not receive an email on this date, thank you for your interest in working at Priestley Primary School but on this occasion, you have not been shortlisted.



### **Welcome to the Priestley Experience**

Our aim at Priestley is to help create communicative, competent, confident young people who are more than ready for the next challenge in their educational journey. Although we strive to raise academic standards, we also feel that it is vitally important not to lose sight of the child as an individual which was recognised by OFSTED 2018.

*'The school is highly inclusive, and its successes demonstrate your belief in equality of opportunity. You have continued to build on your vision of 'creating opportunity, releasing potential and achieving excellence.'*

At Priestley we value the contribution the children make to their own learning and to the learning of their peers around them. It is important that children enjoy their time at Priestley and develops a healthy attitude to learning creating a bank of memories that will stay with them for years to come.

The all-round development of a child is our paramount importance. We seek to build strong relationships with all our parents and carers and look forward to a working partnership to ensure this happens.

I look forward to answering any questions you have and receiving your application.

*Mr L Coles  
Interim Headteacher*

## Ethos & Aims

The school's vision is:

**'Raising Aspiration, Realising Ambition, Stimulating Curiosity'.**  
Confident to explore an unknown future.

Our mission or how we aim to achieve this vision is:

### **Placing Learning at the Heart of All We Do**

Working in partnership with pupils, parents, staff, Governors and the wider community to provide a safe, happy stimulating and purposeful learning environment where high expectations are set so that all pupils are challenged to achieve their potential, socially and academically.

For our core values which underpin our mission I would like to introduce you to an extremely popular member of the Priestley Team. Spikey is the school's learning character that was both designed and developed by the children themselves. Everyone at Priestley aspires to being 'Spikey', every day. Attached to Spikey are the school's core values. Under an umbrella statement of 'Respect for All' our core learning values are:

Cooperate  
Give it a go  
Stay focused  
Share great ideas  
Take responsibility  
Think things through

*A typical parent's comment was, 'Great school, fantastic teachers. My child feels happy and safe in a supportive learning environment.' (OFSTED 2018)*

## About Our School

Calne is a small town that nestles in the western reaches of the Designated Area of Natural Beauty known as the North Wessex Downs. It sits on the River Marden and the A4 between Chippenham and Marlborough. Its origins date back to Anglo Saxon times and more recently it was known for the imposing Harris' pork processing factory that finally closed its doors during the early 1980's.

The school derives its name from the philosopher and chemist Joseph Priestley who it is believed, whilst staying at the nearby Bowood House in 1774, discovered the existence of oxygen. The story continues that whilst observing the ducks swimming on the Doctors Pond in the town he observed the bubbles appearing on the surface of the water thus observing the existence of oxygen.

Priestley Primary School is a community school. It is ideally situated amongst several housing estates within half a mile of Calne's town centre in Prince Charles Drive. Traditionally a one form entry school Priestley is now enjoying a period of expansion that will in time take the school to two forms of entry. A particular strength of the school is its spacious grounds that allow for three playgrounds and extensive grassy areas. We have worked hard to landscape the school grounds to best support all aspects of the children's learning with a wildlife area, dedicated outside teaching spaces, a range of fixed large play equipment and extensive areas to run and play.



## **TEACHING ASSISTANT JOB DESCRIPTION**

**Post Title:** Teaching Assistant – Fixed term Contract  
**Responsible to:** Class Teacher / SENCo

### **MISSION STATEMENT**

#### **Placing Learning at the Heart of All We Do**

Working in partnership with pupils, parents, staff, Governors and the wider community to provide a safe, happy stimulating and purposeful learning environment where high expectations are set so that all pupils are challenged to achieve their potential, socially and academically.

The teacher's job description adheres to the conditions laid down in the School Teacher's Pay and Conditions Document.

The school is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment.

### **MAIN PURPOSE**

We are looking for someone who is flexible and able to support across the school from EYFS through to KS2.

### **KEY ACCOUNTABILITIES/TASKS**

#### **SUPPORT FOR THE PUPIL**

- Under the specific supervision of the class teacher, to work with individuals and groups of pupils to deliver learning programs.
- To encourage pupils to interact with others and engage in activities led by the teacher.
- To assist with the general pastoral care of the pupils, including helping pupils who are unwell distressed or unsettled.
- To assist the pupils with personal needs as appropriate.

#### **SUPPORT FOR THE TEACHER**

- Have a sound knowledge and/or experience of the EYFS/KS1/KS2.
- Experience of delivering Phonic and Speech and Language programmes.
- Use strategies, in liaison with the teacher, to support pupils to achieve their learning objectives and goals.
- To provide regular feedback to teachers on pupils' achievement and progress.
- To provide feedback on pupils in relation to progress and achievement under guidance of the teacher. This may include feedback on pupil progress in meeting Individual Education Plan targets.
- Monitor pupils' responses to learning activities and accurately record achievement/progress as directed
- To be aware of the planning of work and activities.
- To provide general clerical support to the teacher.

### **SUPPORT FOR THE SCHOOL**

- To be aware of and comply with policies and procedures relating to child protection, health, safety and security, SEN/Inclusion and data protection reporting all concerns to the appropriate named person.
- To assist with the supervision of pupils out of lesson time but during the school day, within contracted hours as necessary for their safety.
- To accompany teaching staff and pupils on visits, trips and out of school activities within contracted hours as required
- To assist with the general pastoral care of pupils, including helping pupils who are unwell, distressed or unsettled.
- To attend relevant meetings and participate in training opportunities and professional development as required.
- To attend relevant meetings and participate in relevant training and performance development as required
- To adhere to school health and safety policy including risk assessment.
- To adhere to school policy on equality and diversity

### **SUPPORT FOR THE CURRICULUM**

- To assist with the development of basic Literacy, Numeracy and IT skills and to support their use in learning activities.
- To undertake broadly similar duties commensurate with the level of the post as required by the head teacher



## **TEACHING ASSISTANT PERSON SPECIFICATION**

The Person Specification is related to the requirements of the post as determined by the Job Description. Short listing is carried out on the basis of how well you meet the requirements of the Person Specification. You should refer to these requirements when completing your application. Short listed candidates will be required at interview to complete a variety of activities directly related to the Person Specification, forming an evidence base for the appointment.

### **QUALIFICATIONS AND PROFESSIONAL DEVELOPMENT**

#### **QUALIFICATIONS & DEVELOPMENT**

##### **Essential**

- Good numeracy and literacy skills, GCSE Grade C or above.
- Knowledge of child development
- Good understanding of the National Curriculum
- Good understanding of child development and learning.

##### **Desirable**

- Experience of working within a primary school environment.
- Have a sound knowledge and/or experience of primary education.
- Have experience of delivering phonic or speech & language programmes.

### **KNOWLEDGE, SKILLS & COMPETENCES**

##### **Essential**

- Ability to work well as part of a team.
- An understanding of classroom roles and responsibilities.
- Able to use basic IT including computer, audio equipment and photocopier.
- Good keyboard skills and knowledge of relevant IT packages
- Knowledge of relevant policies and codes of practice and awareness of relevant legislation.
- Ability to relate well to children.
- Ability to relate well to adults
- Ability and willingness to identify own training needs and participate in training.
- To be responsible for promoting and safeguarding the welfare of children and young people within the school
- Ability to provide necessary personal care to children, including stoma care. Training will be given as appropriate.