

# Bowhill Primary School

## Teaching Assistant



Exeter Learning  
Academy Trust  
Creating our future together

Dear Applicant,

Thank you for your interest in the teaching assistant vacancy at Bowhill Primary School.



The Governors of Bowhill Primary School in conjunction with the Exeter Learning Academy Trust are seeking to temporarily appoint a teaching assistant starting as soon as possible for 27.5 hours a week to be part of our team who can help us achieve our ambition of 'caring for our future together'.

Bowhill Primary School is a large, popular school situated on the outskirts of Exeter. Our ethos is based on developing a sense of community, aspiring to excellence, demonstrating a responsibility shown by all and respecting our environment. We have a very supportive community and are striving to achieve high standards in everything that we do.

The post is fixed for 1 term based on SEND funding at NJC Grade C for 39 weeks per year. The role would suit someone with experience of working with children, either at an individual level or within the classroom environment. You will work as part of a team, under the direction of the class teacher and SENDCo to ensure all children are receiving the best possible education to reach their full potential.

Full details of the job description, personal specification and application form can be found on the Exeter Learning Academies Trust website [www.exeterlearningacademytrust.co.uk](http://www.exeterlearningacademytrust.co.uk).

Please send your completed application form to [jobs@elatschools.com](mailto:jobs@elatschools.com)

Closing date is **Thursday 11th April 2024 at Midday.**

Interviews will be held on **Tuesday 16th April 2024.**

If you would like any further information, an informal conversation or to arrange a school visit, please contact the school on 01932 206585.

Yours faithfully,

A handwritten signature in blue ink, appearing to read 'Anna Lopez'.

Anna Lopez  
Headteacher

*The Local Governing Body and Trustees of ELAT are committed to safeguarding and promoting the welfare of children and young people and Headteachers ensure that the highest priority is given to following guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an enhanced DBS.*

# Bowhill Primary School—Values and aims



A lively, happy school with an emphasis on developing the whole child.

We aim for our school to have the highest standards of education which is supported by our close-knit links with our community.



## **We want our curriculum to enable all young people to become:**

- Successful learners who enjoy learning, make progress and achieve
- Confident individuals who are able to live safe, healthy and fulfilling lives
- Responsible for their own learning and behaviour, who make a positive contribution to society

## **We expect our teaching to offer:**

- High quality education in a safe, happy and nurturing environment
- Teachers and support staff who are committed and dedicated
- Opportunities for each child to develop their talents and full potential
- A broad, balanced and varied curriculum which ensures continuity of progression and equality of opportunity

## **We will deliver this through:**

- Well-resourced and attractive classrooms
- Opportunities to learn outside the classroom, within our spacious grounds
- A strong focus on cross-curricular learning
- Separate and well equipped rooms for Art, Music, IT and an airy library
- A wide range of high-quality P.E. opportunities and adventure playgrounds
- Access to specialist instrumental tuition for all children at KS2
- Information Technology across the curriculum
- Enrichment opportunities for all pupils
- Learning support programmes
- Visits and visitors

**Children feel safe at our school**



**Community \* Aspiration \* Responsibility \* Environment**

# About Exeter Learning Academy Trust (ELAT)



ELAT is a family of primary schools situated on the west side of the River Exe. We have high ambitions for our schools and are driven in our mission to ensure that no child is left behind and all are given the opportunity to succeed. Whilst we choose to work closely and align best practice, we also protect the uniqueness of each school and ensure they maintain their identity in order to best serve their community. We value the relationships we can build both within and beyond our school gates and are passionate about our role in supporting the development of a fair and just society.

The Headteachers, CEO and CFO form the Academy Trust Leadership team. We have a central team of staff who run finance, premises and HR operations for school leaders.

The Trust is run by a board of Trustees, but each school also has a local governing body comprised of parent, staff and community representatives. Their role is to ensure the school provides a good quality of education to their pupils and provide challenge and support to the leadership.

As your employer, Exeter Learning Academy Trust will strive to ensure you are supported in your development and are able to work in a happy and stimulating workplace free from discrimination. You can find out more about the Trust by visiting our website [www.exeterlearningacademytrust.co.uk](http://www.exeterlearningacademytrust.co.uk).

## Trust vision and values

***Working together, we will provide an excellent education that enables all children to succeed and broaden their horizons.***

## Our values

We have the **highest expectations** for every child and believe it is our job to ensure they have the opportunity to achieve their dreams and be the best they can be.

Building **strong relationships** are at the heart of what we do, and our children will know they are loved and have a role to play as future citizens in creating a fair and kind world.

Our staff team will be **successful and valued** in the workplace. They will strive to continuously get better and do their utmost to ensure all children reach their potential.

Our schools will be **inclusive**, ensuring all children can access a stimulating and broad curriculum that gives them the skills, knowledge and experiences they need to achieve well and become resilient learners.

Our schools will be **beacons in their communities** and reach out beyond the school gates to create positive relationships that will support our children's futures.



Creating our future together

## About Exeter



Exeter is a vibrant city, full of historic buildings, cultural attractions and contemporary restaurants. The city has a real sense of individuality, its varied cultural scene is embraced by proud locals, and the diverse mix of eateries means it is renowned as one of the foodie capitals of the South West. Head to the West Quarter or the cobbled Gandy Street to discover a great mix of independent shops and boutiques, cafes and bars.

When it comes to culture, Exeter is renowned in the south west for its independent arts scene. It is also firmly on the map as a destination for top sporting events and music. A good mix of independent venues such as the Exeter Phoenix, and large venues such as nearby Powderham Castle play host to a packed calendar of events and festivals throughout the year.

Exeter's unique location also makes it ideal for pursuing many leisure activities including moor walking, mountain biking, caving, rock climbing, white water kayaking and sea related sports/activities. Devon's many beautiful beaches and coastlines are just a short drive away.



With an airport and strong rail and road transport links, it is also a city that can open doors to many other places within the UK and further afield.



## Job Description

|                        |                                      |
|------------------------|--------------------------------------|
| <b>Employer:</b>       | <b>Exeter Learning Academy Trust</b> |
| <b>Location:</b>       | <b>Bowhill Primary School</b>        |
| <b>Salary Grade:</b>   | <b>C</b>                             |
| <b>Hours:</b>          | <b>27.5 hours per week</b>           |
| <b>Title:</b>          | <b>Teaching Assistant Fixed Term</b> |
| <b>Responsible to:</b> | <b>Headteacher</b>                   |

This job description is not a comprehensive definition of the post. Discussions will take place on a regular basis to clarify individual responsibilities within the general framework and character of the post as identified below.

### Main Purpose of the job

To take a pro-active role in the support of the educational, social and physical needs of the pupils; to support the curriculum and the school through the provision of assistance to the teacher in the practical organisation of class activities and small group work. To meet the needs of pupils with specific special education needs.

Be responsible for promoting and safeguarding the welfare of children and young people. Staff must adhere to and ensure compliance with the relevant ELAT Child Protection Policy and Procedures at all times. If in the course of carrying out the duties of the role, staff identify any instance that a child is suffering or likely to suffer significant harm either at school or at home, they must report any concerns to the Designated Safeguarding Lead or to the Headteacher or to the CEO so that a referral can be made accordingly to the relevant third party services.

This role requires the ability to fulfil all spoken aspects of the role with confidence and fluency in English.

### Duties and responsibilities

- To assist individuals and groups of children in developing knowledge, skills and attitudes as defined by the Curriculum. To take into account the learning support involved to aid the children to learn as effectively as possible.
- To establish supportive relationships with the pupil/s concerned and to encourage acceptance and inclusion of all pupils.
- To encourage social integration and individual development of pupils. To develop methods of promoting and reinforcing pupils' self-esteem.
- To assist in preparing, using and maintaining relevant teaching resources, including wall displays and cleaning up classrooms after activities. To ensure that basic classroom materials are available for use.
- To assist with lunch and break time supervision of children on a rota basis in accordance with the School's Policy for Playground Supervision.
- To accompany children on educational visits and outings as supervised by the Teacher.

## Job Description

### Duties and responsibilities

- To assist with the assessment, monitoring and recording of children's progress, health, behaviour and general wellbeing. To feed back any information (including concerns) regarding the well-being and educational needs of children to the Teacher or Headteacher as appropriate.
- To be aware of confidential issues linked to home/pupil/teacher/school work and to ensure the confidentiality of such sensitive information.
- To supervise an individual or small group of children within a class under the overall control of the teacher.
- To administer minor first aid (as trained), assist in the dispensing of medically prescribed controlled drugs (as per the approved procedure) and to assist with the personal hygiene, intimate care and physical needs of children with regard to health and safety as required.
- To carry out administrative tasks associated with all of the above duties as directed by the teacher.

### Support the school by:

- Being aware of and complying with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, and reporting all concerns to an appropriate person
- Being aware of and supporting difference and ensuring all pupils have equal access to opportunities to learn and develop
- Contributing to the overall ethos/work/aims of the school
- Appreciating and supporting the role of other professionals
- Attending relevant meetings as required
- Participating in training and other learning activities and performance development as required
- Assisting with the supervision of pupils out of lesson times, including before and after school and at lunchtimes as required
- Accompanying teaching staff and pupils on visits, trips and out of school activities as required

*This job description does not form part of the contract of employment. It describes the way in which the post holder is expected and required to perform and complete the particular duties as set out above and will be reviewed on an annual basis (or as need arises) and following consultation with you, may be changed to reflect changes in the job requirements.*

***At ELAT we expect staff to model the behaviours of a professional at all times.***



# Person specification - Teaching Assistant

| Essential   | Assessed through                   |
|---|------------------------------------|
| Good English and Maths Skills (GCSE Grade C equivalents or above)   | Application                        |
| NVQ 2 for Teaching Assistants or equivalent qualifications/experience   | Application                        |
| Ability to form positive relationships with children with social, emotional and mental health needs                     | Application                        |
| Good understanding of child development and learning and special educational needs.                                     | Application/interview              |
| Care about the wellbeing of all children; understanding and commitment to safeguarding and equality                     | Application/interview              |
| Willingness to go the extra mile to secure high levels of pupil performance and engagement                              | Interview                          |
| Good interpersonal skills   | Interview/references               |
| Good ICT skills   | Application/references             |
| Ability to be flexible and use own initiative   | Interview                          |
| Ability to relate well to children and adults   | Application/references             |
| A genuine love of teaching and rapport with children  | Interview                          |
| Commitment to further professional development and learning   | Application/references             |
| A sense of humour   | References/interview               |
| Excellent relationships with colleagues and ability to work within a team   | References                         |
| Maintaining a professional and confidential approach to information about pupils, families and staff                    | Interview                          |
| Desirable   | Assessed through                   |
| Evidence of a willingness to contribute to extra-curricular and enrichment programme                                    | Application/references/interview   |
| Evidence of having effectively supported children who are working below age-related expectations or who have SEND needs | Application/interview              |
| Understanding of relevant policies/codes of practice and awareness of relevant legislation                              | References/interview               |
| A working Knowledge of the national curriculum  | Application/ Interview             |
| Prior experience of working in a school setting   | Application/ References/ Interview |
| Teaching Qualification  | Application                        |



## The Application Process

### Application forms:

Application forms and the recruitment pack are available from the Trust website. Please send completed applications to [jobs@elatschools.com](mailto:jobs@elatschools.com)

### Visits:

Visits to our school is welcomed. Please contact us on 01392 276854 to arrange a visit and meet the Headteacher, Anna Lopez. If you are unable to visit then we are happy to talk to you on the phone.

### Closing Date:

Please send completed applications directly to [jobs@elatschools.com](mailto:jobs@elatschools.com) by **12 Midday on Thursday 11th April 2024**. Applications received after this time will not be considered.

### Shortlisted candidates invited for interview:

Shortlisted candidates will be invited for interview on **Tuesday 16th April 2024**. References will be taken up and proof of identity , birth certificate and qualifications will be required.

## Contact

Bowhill Primary School

Buddle Lane

Exeter

EX4 1JT



01392 206585



[admin@bowhill.devon.sch.uk](mailto:admin@bowhill.devon.sch.uk)



[www.bowhill.devon.sch.co.uk](http://www.bowhill.devon.sch.co.uk)