



ROYAL  
WOOTTON  
BASSETT  
ACADEMY TRUST

# Application Pack

## Lawn Manor Academy Named Teaching Assistant

Fixed term - 1:1 TA

Scale C/D Point 2-6 £18,198-£19,698 FTE  
25 hours, term time only - £9.43ph paid weeks 44.65

Deadline: 9:00 am 3<sup>rd</sup> December 2021  
Interview: w/b 13<sup>th</sup> December 2021

Lawn Manor  
T 01793 487286  
E [admin@lawnmanor.org](mailto:admin@lawnmanor.org)  
W [www.lawnmanor.org](http://www.lawnmanor.org)



Dear Applicant

Thank you for your interest in working for Lawn Manor Academy. These guidance notes will assist you in completing your application form, which is the first step in our recruitment process.

The Royal Wootton Bassett Academy Trust (RWBAT) is built around the one word of 'Excellence.' Together the Schools strengthen each other, sharing good practice and building capacity for all. Within the MAT we strive to maximise the potential of each person within our community and are absolutely committed to continuous improvement. We value developing the whole person equally to the achievement of academic success.

We are seeking to appoint a Teaching Assistant to work as part of a team to promote the emotional, physical and educational development of pupils. Working with a pupil on a 1:1 basis.

The ideal candidate will be able to:

- demonstrate a commitment to the school's pupils
- act as a role model for both staff and pupils
- stay calm and objective when presented with unusual or challenging behaviour

In return we can offer you a supportive team and the full benefits of our excellent support and CPD programmes both internally and through the Royal Wootton Bassett Academy Trust.

#### Job Description

The job description lists all the main duties of the post, together with further details of the competencies (skills), experience, qualifications, knowledge and abilities required to do the job. The criteria listed within the job description detail how each of these areas will be assessed. It is important that you identify the competencies, experience, qualifications, knowledge and abilities that will be assessed by application form, as you will need to provide evidence that you meet these criteria. Your application will be assessed in three key areas: qualifications; experience and literacy.

#### References

We will require two satisfactory references before a job offer is confirmed; one of which must be your current Headteacher in your present or most recent employment. Please remember to check that your referees are actually available to provide a reference, as failure to do this could cause a delay in confirming your appointment.

**There is a lot of information about the school available on our website [www.lawnmanor.org](http://www.lawnmanor.org)**

We hope you will feel inspired to apply for the post of Year Leader at Lawn Manor Academy.

Yours sincerely

Sandra Muir  
Headteacher LMA



## Job Description

### Job Purpose:

**Under the direction of the Assistant Headteacher (SENDCO) or teacher, work as part of a team to promote the emotional, physical and educational development of pupils.**

### Key Accountabilities:

Under the direction of the classroom teacher or designated supervisor:

#### Supporting the pupil

1. Participate in activities designed to meet the emotional, physical and learning needs of individual children and groups of children.

#### Supporting the teacher

2. Assist with the organisation of the learning environment.
3. Under direction of the class teacher, maintain accurate records in accordance with school policies and data protection.

#### Supporting the curriculum

4. Assist in the organisation and delivery of learning activities, including numeracy, literacy or ICT.

#### Supporting the school

5. Provide consistent and effective support for colleagues in line with the responsibilities of this role.
6. Assist with the implementation of a behaviour management programme.
7. Support the maintenance of pupil safety and security and minimise the risks from health emergencies.

#### Supporting the Teaching Assistant

8. Participate in regular performance reviews to ensure that any personal development needs are identified and met. Attend relevant inset training.

#### Other duties

9. In accordance with the provisions of the Health & Safety at Work Act 1974, to take reasonable care for the health and safety of yourself, colleagues and pupils who may be affected by your omissions at work, and to co-operate with the school so far as is necessary to enable the school to perform or comply with their duties under statutory health and safety provisions.
10. Undertake any other duties that can be accommodated within the grading level and nature of this post.

This organisation is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. Staff must work in accordance with the South West Child Protection procedures and Child Protection/safeguarding Policy and understand their role within that Policy.

The postholder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not of themselves justify the re-evaluation of a post. In cases, however, where a permanent and substantial change in the duties and responsibilities of a post occurs, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation. (Officers temporarily undertaking additional duties are covered by NJC Conditions of Service, Section Three Paragraph 35).





### Person Specification

Criteria which will be measured at application and interview

#### Knowledge & Experience

(E essential - D desirable)

- 5 GCSE's including Maths and English or equivalent (E)
- Good general knowledge (E)
- Good administrative/IT skills (D)
- Good communication skills (E)
- Willing to take part in ongoing training/update skills including completing a Vocational Qualification (D)
- Classroom Assistant Stage 1 certificate (NCFE)

#### OTHER

Training:

New entrants will be expected to complete the DFES Induction Level 2 course. All TA's at this level will be given the opportunity to obtain the Level 2 NVQ for Teaching Assistants.

Discretion:

Working under the direction of the line manager/classroom teacher, some discretion to make minor decisions

Creativity and Innovation:

Assist in the delivery of learning outcomes

Emotional Demands:

Working with children and supporting behaviour management

In accordance with the provisions of the Data Protection Act 1998, jobholders should take reasonable care to ensure that personal data is not disclosed outside the school's procedures, or use personal data held on others for their own purposes.

In accordance with the provisions of the Freedom of Information Act 2000, ensure requests for non-personal information are dealt with in accordance with the school's procedures.

In accordance with the provisions of the Health & Safety at Work etc. Act 1974 and the Management of Health & Safety at Work Regulations 1999 you must take reasonable care so as not to endanger yourself or other persons whilst at work. You must also co-operate with the school to enable it to comply with its statutory duties for health & safety.

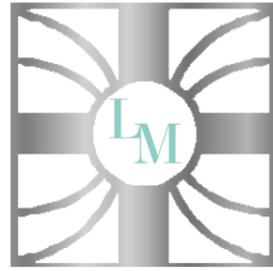
You must work in accordance with training or instruction given, make proper use of any personal protective equipment provided and inform your manager of any hazardous situations or risks of which you are aware.

You must ensure you undertake responsibilities relating to your position as detailed within the school's Health & Safety Policy.

#### NOTE:

This job description is intended as a general guide to the duties attached to the post and is not an inflexible specification. It may therefore be altered from time to time to reflect the changing needs of the school, always in consultation with the postholder.





## How to apply

Candidates must return a completed application form and can attach a supporting letter (no more than 1 side of A4).

Closing date for applications: **9:00am 3<sup>rd</sup> December 2021**

Please be advised that any applications received after this date/time will not be accepted, candidates are responsible for ensuring their application is received.

Completed application forms should then be returned marked confidential to the following address:

James Lawrence  
Lawn Manor Academy  
Salcombe Grove  
Swindon  
SN3 1ER

or sent via email to: [jlawrence@lawnmanor.org](mailto:jlawrence@lawnmanor.org)

Applicants are welcome to visit the academy during the application period by appointment only. Please call or email to book, 01793 427742

Candidates who are successfully selected for interview will be informed after shortlisting has taken place.

Candidates should apply using the correct application form (see last page for link). CVs will not be accepted.

Lawn Manor Academy is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. Please note any position that involves working with children requires declaration of ALL convictions/cautions regardless of whether these are deemed as spent and a DBS check will be carried out before any employment commences. References will be obtained before interview at shortlisting stage and may be used in the interview process. If previous employment has included working with children then at least one referee must be from this employment regardless of whether this is the current or most recent employment. Any gaps in employment must be detailed and an explanation provided in the relevant section.



Useful information

[Application Form: Click Here](#)

[Lawn Manor Academy website: Click here](#)

[Royal Wootton Bassett Academy Trust website: Click here](#)