

Windhill21

# Recruitment Information Pack

Teaching Assistant – EYFS/KS1

November 2024

## Contents

---

Letter from Sarah Wood Headteacher	3
Teaching Assistant Job Description	4
Teaching Assistant Person Specification	6
Safeguarding Statement	7



## Welcome from Headteacher

---

Dear Applicant

Thank you for your interest in this post. I am delighted to have this opportunity to provide you with some details about our school and information about the post.

Windhill21 is an academy where every child is valued; a school which ignites the spark of curiosity, creativity and individuality. It is through our inspirational teaching and a culture of possibility that the children at Windhill21 achieve their potential. We believe that a 'growth mindset' attitude is essential; a belief that hard work and effort leads to success, not just natural talent or ability. Our outstanding OFSTED report and exceptional academic standards are only part of the story. Through dynamic teaching methods and an inspirational ethos, our children will inherit a lifelong zest for learning; building high self-esteem and a strong determination to succeed. The children at Windhill21 are encouraged to explore, invent and create. By steering their natural curiosity, we inspire children to be confident, bold and resilient, needing challenge.

We live in a global society and it is imperative that young people have an understanding of how their actions and choices impact on the lives of others. Our children represent our diverse community and we value the children's varied contributions. With this in mind, we are committed to developing an inquiry based international curriculum at Windhill21.

Alongside this, we recognise that ICT is progressing at an ever accelerating rate with the capability of exciting and enhancing our curriculum. Come and see our impressive range of technology we offer and how it is used to enthuse, inspire and immerse the children in their learning.

The strong team of Windhill21 consists of outstanding staff and governors who work tirelessly together using their expertise, enthusiasm and experience to move our school forward. Our dynamic approach and dedication will ensure continuing rewards for Windhill21. Rigour and accountability will be maintained along with a will for everyone, pupils and staff alike, to continue to enjoy success.

If the idea of working at Windhill21 excites you and you feel you have the skills detailed in the person specification, we will be delighted to receive your application.

Yours faithfully



Sarah Wood - Headteacher

## Job Description: Teaching Assistant – EYFS or KS1

---

**Pay grade:** H1 to H4 depending on experience (FTE)

**Hours:** Term time only  
Monday to Friday (8.30am to 3.30pm)

**Responsible to:** Headteacher and Class Teacher

**Start date:** ASAP

### **Purpose of the Role:**

To work with teachers to support teaching and learning, providing general and specific assistance to pupils and staff under the direction, guidance and direct supervision of the classroom teacher.

### **Responsibilities:**

- Work with individuals or small groups of pupils in the classroom under the direct supervision of teaching staff and provide feedback to the teacher
- Support pupils to understand instructions support independent learning and inclusion of all pupils
- Support the teacher in behaviour management and keeping pupils on task
- Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate
- Prepare and clear up learning environment and resources, including photocopying, filing and the display and presentation of pupils' work and contribute to maintaining a safe environment.

### **Teachings Assistants in this role may also undertake some or all the following:**

- Record basic pupil data
- Support children's learning through play
- Assist with break-time and lunch-time supervision including facilitating games and activities,
- Assist with escorting pupils on educational visits,
- Support pupils in using basic ICT,
- Administration of tests and assessments,
- Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence.

## Person Specification: Teaching Assistant – EYFS/KS1

---

	Essential	Desirable
<b>Knowledge and Skills</b>		
Numeracy and literacy skills equivalent to NVQ level 1 or GCSE grade C in English and Maths.	X	
Basic knowledge of health, wellbeing and safety		X
Awareness of keeping children safe	X	
Experience working with children of the relevant age.	X	
Understanding of the curricular requirements of the school, these to include statutory requirements.		X
Understanding of the School's ethos, vision and values	X	
Ability to make effective use of ICT to support teaching and learning		X
Ability to manage pupils in a classroom setting	X	
Understanding of the needs of young children in large and small groups and on an individual basis	X	
Experience supporting children with special educational needs and knowledge of speech and language difficulties		X
NVQ Level 2 Early Years	X	
NVQ Level 3 Early Years		X
Higher Level Teaching Assistant Status		X
<b>Competencies</b>		
Communication (written and verbal)	X	
Growth mindset approach	X	
Active listening	X	
Motivation	X	
Customer service	X	
Ability to work with a minimum of supervision and within a team	X	
Flexibility and adaptability	X	

---

## Safeguarding Statement

---

Windhill21 is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the DBS as part of Academy's pre-employment checks. Please note that additional information referring to the Disclosure and Barring Service is in the guidance notes to the application form. If you are invited to an interview you will receive more information.

This role will be reviewed annually as part of the performance management and appraisal process.

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

**Signed:**

**Date:**

