



Parlaunt Park Primary Academy Langley, Berkshire

Teaching Assistant Application Pack

Contents

Thank you for your interest in the post of Teaching Assistant at Parlaunt Park Primary Academy

This pack contains:

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- The job description and person specification

We hope that you find the pack informative and useful. If you do have any further questions, then please contact Parlaunt Park Primary Academy via the details below:

Cheryl Laws
Communications Manager and PA to the Head Teacher
cheryl.laws@parlaunt.slough.sch.uk
01753 542269



Kennet Road
Langley
SL3 8EQ

Dear Applicant,

I am delighted that you have shown an interest in applying for the Teaching Assistant position at Parlaunt Park Primary Academy. I would like to set out the reasons why this opportunity is so exciting.

Parlaunt Park Primary Academy became part of The Langley Academy Trust in 2014. We are a 3 form entry school, with approximately 90 children in each year. We also have a nursery on site with capacity for up to 100 pre school aged children.

We have fantastic school grounds and we strive to find new ways to engage the children in outdoor learning through our animals. Our fantastic vision for outdoor learning means that we are continuously developing the outdoor opportunities for the children.

We are committed to developing each and every one of our pupils to enable them to become the best they can be by providing each child with an outstanding educational experience. We are proud of our excellent pastoral care which provides a complete support package for our children alongside our creative leadership team.

Every child who attends Parlaunt Park Primary Academy is viewed as unique and treated as such. We encourage them to become independent thinkers with a love for life and learning. Children from Parlaunt Park Primary Academy become responsible, global citizens who can reach for the stars.

To support us in our aims, we need support staff who are innovative, energetic and nurturing with knowledge and understanding of teaching and learning the primary curriculum. You will also need to have a passion to support us in creating a motivating environment which inspires children.

As a member of our growing team we are looking for a Teaching Assistant who is:

- Clear about their values and are passionate about the role a primary school can play in transforming children's lives
- Able to work as a supportive, reflective member of our team
- Excited by working in a collaborative environment across The Trust
- Professional with a 'can-do' approach
- Flexible, quick thinking with lots of great ideas
- Energetic, creative and able to use your initiative
- Approachable with excellent communication skills
- Role model for the school community

We will look to you to support our teaching team to create a supportive, learning environment, which entuses children and gives them the motivation to do well. In return, you will benefit from the support of our team and The Langley Academy Trust. As part of a dedicated team, you will have opportunities to develop your wider skills and interests to benefit our children.

As an academy we offer you the following benefits:

- Access to a weekly CPD programme that includes various Leadership programmes.
- A subsidised Christmas policy is offered to all staff across Trust.
- Flexible and supportive team with a shared vision/ethos.
- Flu vaccinations are offered every September to staff across the Trust
- Opportunity to work alongside practitioners across The Trust
- Comprehensive internal and external CPD programmes to assist in the development of your skills
- Priority admission for children of Langley Academy Trust staff (see admissions policy for further Information)
- A generous contribution made towards pension

We are on an exciting journey at Parlaunt Park Primary with a vision to work toward outstanding status and provide the best possible outcomes for our pupils and staff. We encourage you to book a show round of the school with our Communications Manager prior to your application.

Yours sincerely,



Polly Bennett
Headteacher

About the Trust and the Sponsor

The Langley Academy Trust is a Multi-Academy Trust (MAT) established to build on the successes of The Langley Academy to enhance the life chances of all the children who attend our schools. Being a MAT allows us to take advantage of synergies between primary and secondary education. We are able to learn from best-practice and share resources across the Trust.

The Langley Academy Trust encompasses Parlaunt Park Primary Academy, The Langley Academy Primary and The Langley Academy. The Trust is at the heart of the Langley Academy community and is aspirational, we want to be the best MAT in the country with each school rated Outstanding as soon as possible. We believe in the economies of scale, the cross-phase opportunities for staff, the ability to respond to each other's needs quickly and the 'can-do' approach to everything we do, thus making the working environment very exciting.

The Langley Academy Trust is sponsored by The Arbib Foundation.

The Annabel Arbib Foundation is a registered charity established in 1987 that supports the philanthropy of Sir Martyn Arbib, and his direct family. The Foundation provides charitable donations and financial support to organisations and causes around the UK, with a focus on the Thames Valley. The Annabel Arbib Foundation, took a leading role in establishing the River & Rowing Museum in Henley-on-Thames, which opened in 1998 and attracts over 100,000 visitors per year. The Annabel Arbib Foundation continues to be the main sponsor of the educational side of the museum.

Sir Martyn's daughter, Annabel Nicoll is the Chair of The Langley Academy Trust. She works passionately with energy, commitment and determination to ensure The Trust makes a difference to the children and staff, offering opportunities that many elsewhere in the country may not get.



Annabel Nicoll, Sponsor

Parlaunt Park Primary Academy

Parlaunt Park Primary Academy is a popular community school with recently modernised buildings that became a sponsored Academy within The Langley Academy Trust and opened in September 2014. The Langley Academy Trust provides support and expertise to Parlaunt Park to allow the new Headteacher and staff to focus on providing an outstanding, holistic and exciting education for all of its pupils.

Parlaunt Park caters for children between the ages of 3 and 11 years. The school was originally built in 1952 as a separate Infant and Junior School. The two schools were amalgamated in 1987 under one Headteacher. The school has three classes in each year group with 635 children on the roll plus a Nursery of 87.

Every child who attends Parlaunt Park is viewed as unique and treated as such. They are encouraged to become independent thinkers with a love for life and learning. Parlaunt Park is known for its wide variety of extra-curricular activities with children competing and performing at a local and sometimes national level. Their enthusiasm is stimulated by dedicated staff members who share the ambitions of The Langley Academy Trust to motivate the pupils to be inquisitive and thoughtful learners who will go on to success at secondary school and beyond.

About The Langley Academy Primary

The Langley Academy Primary is a three-form primary school for pupils aged 4 to 11 years old. It opened in September 2015 for 90 Reception pupils. From then on, our intake will grow year on year until we reach our full capacity of 630 pupils in 2021. At the end of Year 6, pupils from The Langley Academy Primary will be given priority admission to The Langley Academy (secondary), creating an 'all-through' Academy. September 2016, will also see the opening of our Nursery class.

We are committed to providing an outstanding educational experience that will meet the needs of all children, whilst developing their love for learning, based on our strapline: 'Curiosity, Exploration and Discovery'.

Our vision is to create an outstanding all-through school. We provide a 21st century curriculum that puts children first. Pupils learn from first-hand experiences, stemming from our Museum-Learning focus; they develop skills to be independent, reflective, critical thinkers with a passion for learning. We teach the whole child by offering a holistic curriculum. We ensure we build on children's skills and interests to promote their readiness to learn. These experiences are enriched through extra-curricular projects and trips, supported through our Secondary Academy. Our staff are key in turning vision into a reality.

As a new school, we are determined to bring the best opportunities to our pupils and their families. Our new building has been designed to support the curriculum and ensure our pupils have an outstanding education.

The Langley Academy

The Langley Academy opened in September 2008 through the Department for Education's Academies Programme. It is a unique Academy that serves the young people of Langley, Slough and further afield. Housed in an iconic building, it specialises in Science, pioneers the use of museum learning and aims to become a centre of excellence for sports, notably rowing and cricket. At the heart of its vision, The Langley Academy aims for the highest achievement for all and to provide a welcoming, imaginative and creative environment which enriches the lives of all involved. We aspire to instil traditional values and promote respect for other beliefs. The Academy strives to be at the forefront of science education and has developed links with national and regional museums to add an external dimension to learning.

We are proud of what we and our students have achieved and we are confident that we will continue to achieve high standards for all our students and our local community.

In its most recent Ofsted inspection in 2013 The Langley Academy was rated good with outstanding elements. The Ofsted report states that:

'The main reason why achievement is good is because the majority of teaching is typically good and sometimes outstanding, and it is well matched to the needs of most students. Students have outstanding attitudes to learning. Behaviour is excellent. Relationships throughout the academy are extremely positive and this ensures that the academy is a calm, purposeful environment in which to learn. The sponsors' vision permeates all aspects of academy life and the Principal, leadership team and those who lead subjects and house groups are relentless in driving improvement.'

Parlaunt Park Primary Academy

Job Description

Teaching Assistant

Job title:	Teaching Assistant
School:	Parlaunt Park Primary Academy
Line Manager:	Class Teacher/SENCO
Supervisory Responsibility:	None
Hours:	8:15am – 3:45pm (with half an hour lunch break) Term Time + INSET Days
Salary:	FTE Salary £16,139 Actual Salary approx. £13,800

Main purposes of the job

To work under the direct instruction of teaching/senior staff, usually in the classroom with the teacher, to support access to learning for pupils and provide general support to the teacher in the management of pupils and the classroom. The role will involve supporting a whole class or individuals on a 1:1 basis depending on the needs of the school.

Specific duties and responsibilities

Support for Pupils

- To support pupils with their learning and behaviour, including pupils with special educational needs and/or emotional difficulties
 - To develop an understanding of the specific needs of pupils taking into account the type of teaching and learning support involved and the requirements of the IEP, ensuring that the advice is carried out.
 - To have regard for the safety and well-being of the pupil at all times
 - To work alongside the individual and groups of pupils in activities specified by the class teacher, establishing good relationships and acting as a role model
 - To meet the physical/medical needs of the pupil according to a pupil's individual care plan whilst encouraging independence wherever possible. (Medical needs, provided appropriate training has been given by an appropriate person.)
 - To encourage inclusion within the classroom
 - To encourage pupils to interact with others and engage in activities led by the teacher
 - To assist in the supervision of pupils around school or on outings/visits
 - To encourage good personal hygiene and assist with necessary self-help skills (feeding, toileting, dressing etc.)
 - General support to pupils in line with a statement of special needs or planned provision
 - Listening to and assisting children to read
 - Routine support for pupils with literacy and numeracy skills
- Support for Teachers
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- To receive instruction from teachers regarding the daily/weekly programme of activities and events
 - To set out, prepare, use, tidy and clean equipment after use. Assist in the general preparation and tidying of the classroom under supervision
 - Check and maintain teaching and learning equipment and materials including control of stock within the classroom
 - To be aware of pupils' problems/progress/achievements and report to the teacher as agreed and pass on information from parents/carers
 - Report behaviour difficulties appropriately and support the teacher in basic management of pupil behaviour.
 - Provide administrative and clerical support e.g. record keeping, photocopying, filing, receiving and passing money to the school secretary
 - To assist in the display of pupils' work to reflect their achievement
 - To assist with tasks within the school's assessment procedures
 - To work within an established discipline policy to anticipate and manage behaviour constructively, promoting self-control and independence

Support for the School

- To attend appropriate staff briefings/meetings as required
- To be aware of all Health & Safety issues
- To treat all information relating to a child as strictly confidential and to refer all enquiries, other than from professionals, to the Headteacher
- To assist with the general supervision of children during breaktimes and/ or when required
- To be a proactive member of the school and class team
- To attend relevant professional development, in order to update knowledge
- To promote the policies and ethos of the school

Support for the curriculum

- To prepare and assist specific activities, supporting pupils to understand instructions in respect of any learning strategies
- To support pupils in using basic ICT as directed
- To set out and prepare equipment, indoors & outdoors

General

- The Teaching Assistant may be called upon to perform other duties that the Headteacher considers reasonable, that are commensurate with the grading and designation of the post
- Contribute to the overall ethos /work/aims of the school.
- All staff in school will be expected to accept reasonable flexibility in working arrangements and the allocation of duties in pursuance of raising pupil achievement. Any changes will take account of salary/status/hours and will be subject to discussion, in accordance with the guidance note on contractual changes.
- Understand and apply school policies in relation to health, safety and welfare
- Comply with individual responsibilities, in accordance with the role, for health & safety in the workplace

The Langley Academy Primary

Person Specification

Teaching Assistant

The Langley Academy Trust is committed to Safeguarding and promoting the welfare of the children and expect all staff and volunteers to share this commitment. In choosing a Teaching Assistant, The Langley Academy Trust will be looking for a candidate who closely matches the following:

Qualifications and Training	Essential	Desirable
NVQ Level or equivalent		✓
Education to a minimum of GCSE standard (or equivalent) in Maths and English or be willing to undertake the relevant qualification	✓	
Paediatric First Aid training		✓
Child protection / safeguarding training		✓
Excellent written and oral communication skills	✓	
Suitable training in phonics/interventions		✓

Relevant Experience and Knowledge	Essential	Desirable
Proven experience of positive impact on pupil progress		✓
Prior experience of working collaboratively as a member of a team in a primary school		✓
Clarify and explain instructions to pupils	✓	
Ability to show initiative and undertake work with minimal direction and supervision	✓	
Communicate effectively with adults and pupils	✓	
Motivate pupils to learn	✓	
Demonstrate relevant Numeracy, Literacy and ICT skills	✓	
Ability to prepare resources for teaching and learning activities and creating displays	✓	
Follow and interpret instructions and guidance	✓	
Assist with the organisation of the learning environment	✓	
Undertake administrative procedures to support the work of the teacher		✓
Knowledge and understanding of the primary curriculum		✓

Personal Qualities and Attributes	Essential	Desirable
Model high standards of safe working practice to create an enabling environment	✓	
High aspirations and a belief in all children reaching their full potential	✓	
Inspirational, enthusiastic and motivated to create the highest quality care	✓	
Flexible approach to working	✓	
Adaptable and able to cope with a range of tasks	✓	

Understanding of safeguarding issues	✓	
Strong interpersonal skills	✓	
Resilient	✓	
Possess a positive approach to work	✓	
Use initiative to create solutions to problems	✓	
Ability to maintain confidentiality at all times	✓	
Demonstrate an understanding and commitment to equal opportunities	✓	
Committed to developing a new school as we grow to fulfil The Trust's vision of creating "A School for Life"	✓	

How to apply

Please send your completed application to:

Cheryl Laws
 Communications Manager and PA to the Headteacher
 Parlaunt Park Primary Academy,
 Kennett Road
 Langley, SL3 7EQ

or email it to:

cheryl.laws@parlaunt.slough.sch.uk

Closing date: Friday 28th April 2018
 Interview date: Tuesday 8th May 2018

References will be sought when we shortlist. Your application will be treated in the strictest confidence.