



Level 1 Teaching Assistant
Line manager: Miss D Ward
Band 4 - SCP 3 – 4
Salary Scale £15,447 to £15,700 and FTE salary range £22,735 to £23,108
(pro-rata for part time TTO actual salary will depend on continuous service)
Permanent- Term Time Only
30 hours per week

A new and exciting opportunity has arisen for an experienced Teaching Assistant to join Cottingley Village Primary School

Cottingley Village Primary School is an inclusive, popular, friendly school. It has a forward thinking, dedicated and mutually supportive team and offers high standards of behaviour and relationships at all levels. The school wishes to appoint a caring and enthusiastic teaching assistant to support pupil learning across the primary age range. The appointed person must be highly flexible and willing to work with staff on all aspects of the curriculum in any area of the school and be prepared to work with any age group where a 1:1 support is required.

Cottingley Village Primary School is part of Exceed Academies Trust, which currently consists of fourteen academies; ten primary schools, an all-through primary-to-secondary academy, two alternative provision academies (Primary and Secondary), and a specialist setting for children/young people who suffer from social, emotional and mental health difficulties. The Trust has an excellent reputation within Bradford and beyond, and an outstanding track record of supporting staff in developing their careers through specialist training lead by the Exceed Teaching School Hub and our Outstanding SCITT.

We are looking for a successful candidate who :

- Has good skills in English and Mathematics –educated to at least NVQ Level 2/GCSE grade C.
- Has experience of and enthusiasm for working with children.
- In particular experience of SEND children, working in small groups or 1:1 basis.
- Has experience of working across school.
- Resilience to deal with children that can display physical and emotional challenges.
- Has a willingness to learn and make the grade!
- Is committed to making a positive difference to all children and to raising standards.
- Is a good communicator, listener and team player.
- Is creative and can use their initiative effectively.
- Will be a dedicated, hardworking member of our close and supportive team.

The essential requirements of this role are;

| Attributes | Essential | Desirable |
|----------------------|---|---|
| Experience | <ul style="list-style-type: none"> • Experience of working in children preferably in a primary school setting. • Experience of working with children with specific or special needs. | <ul style="list-style-type: none"> • Experience of working in a team situation. • A clear understanding of how to safeguard children. |
| Qualifications | <ul style="list-style-type: none"> • GCSE Maths and English grade C or equivalent qualifications. • Meets the fluency duty – see above job description for details. | |
| Training | <ul style="list-style-type: none"> • Willingness to participate in development and training opportunities. • Evidence of previous personal development. | |
| Specialist Knowledge | <ul style="list-style-type: none"> • An understanding of how to seek specific advice and guidance and act on this effectively. • An understanding of the issues relating to pupils who have additional learning needs, more able and special educational needs. | |

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|-----------------------|---|
| | <ul style="list-style-type: none"> • Knowledge of childcare. • Awareness of child development. |
| Disposition/attitudes | <ul style="list-style-type: none"> • Ability to relate well to pupils and adults. • Ability to work constructively as part of a team. • Ability to remain calm under pressure. • Have a positive, can do attitude to the workplace and its differing daily needs • Demonstrate good co-operative, interpersonal and listening skills. • Demonstrate a commitment to working with children of the relevant age. • Ability to reflect on own actions and highlights areas that can be improved to support more effective pupil learning and personal skills. • Good sense of humour. • Flexibility and willingness to accept change. • Approachable, courteous and able to present a positive image of the school to callers and visitors. • Maintain confidentiality in matters relating to the school, its pupils, parents and carers. • Ability to prioritise conflicting demands and pressures. • Ability to support colleagues in respectful and understated manner |
| Circumstances | <ul style="list-style-type: none"> • Will not require holiday leave during term time. • Must be legally entitled to work in the UK (Asylum and Immigration Act 1996). • No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable clients/finance (DBS check required). |
| Physical | <ul style="list-style-type: none"> • Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Disability Discrimination Act 1995. • Ability to cope with requirements of the post, which may include working with pupils who have emotional and behavioural difficulties or physical difficulties. • For posts working with pupils who have physical difficulties, it may be an unavoidable core component of the job for the postholder to be capable of lifting and carrying pupils, within school policies and practices. |

Closing date: 31 May 2024 at 9:30am

Interview date: 10 June 2024

For an informal discussion regarding this opportunity, please contact Miss D Ward on office@cottingleyvillageacademy.co.uk or on 01274 567545 Further details about our Cottingley Village Primary School can also be found on our website <https://www.cottingleyvillageprimary.org.uk>

If you are interested in applying for this role, please do so by requesting then submitting your application form to office@cottingleyvillageacademy.co.uk.

CVs or applications via Indeed will not be accepted.

Exceed Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Shortlisted candidates will be subject to related online content checks, in line with Keeping Children Safe in Education 2023. All appointments are subject to an enhanced DBS check as well as successful completion of a probationary period.

Exceed Academies Trust strives to be an employer of choice. We are an inclusive and diverse multi academy trust and ultimately, our aim is to employ a workforce that reflects the communities it serves. We are committed to achieving a balanced workforce at all levels, whilst ensuring that no individual is disadvantaged or treated less favourably. We welcome applications from candidates of all backgrounds, faiths and ethnicities and will ensure a fair recruitment process without discrimination, in compliance with the Equality Act 2010.