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| **Post:** | Teaching Assistant Level One |
| **Organisation:** | Kimbolton St-James C.E. Primary School |
| **Grade:** | 03HC (£11,750 - £11,963 per annum) |
| **Hours:** | 25 hours per week, 38 weeks per annum |
| **Term / Duration** | Permanent Variable |
| **Closing Date:** | 10th May 2023 8am |
| **Interview Date:** | W.C 15th May 2023 |
| **Start Date:** | ASAP |

An exciting opportunity has arisen to join our team here at Kimbolton St-James C. E. Primary School.

We are looking to appoint a teaching assistant to work within our team. You will need to have a caring and nurturing approach which enables our children to reach their potential in all areas of the curriculum. Commitment to being part of a team and a willingness to learn from others and share good practice are essential.

**Duties as part of this role will entail;**

• Assist in designated areas of the curriculum including preparation and clearing away of resources, including IT.

• Promote pupil achievement in learning and re-enforce pupils’ self-esteem.

• Ensure that children are able to use equipment and materials provided.

• Assist with the support of group activities within and away from the classroom.

• Assist with movement of pupils around the building and surrounding areas and with activities away from the classroom, both within and outside lesson time.

• Participate in general school activities including assembly, break and lunch-time activities, sports day, school visits etc. as required.

• Be aware of and promote children's general welfare and follow the school’s health and safety procedures.

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• Assist with health, hygiene and first aid. This may include assistance with toileting.

• Assist with the preparation and mounting of display materials.

• Share general domestic duties with the teachers and other staff.

• Maintain and update records as directed by the teacher.

• Support inclusion of children with special needs.

• Assist with the delivery of individual education plans.

• Provide feedback about the children to the teacher.

• To undertake designated administrative and clerical tasks, in order to support teaching and learning.

• To undertake First Aid at Work training and Fire Warden training

• To support a child with medical needs and training relating to this.

This is a permanent position and is term time only plus inset days (currently 38 weeks per annum) and will include lunchtime supervision of our pupils. The weekly working pattern is as below with possibility of additional hours as requried

**Monday to Friday 8.30 – 1.30**

In return for your proven expertise and commitment, we can offer you an opportunity to work for our School, which aspires to grow and deliver outstanding opportunities for our children. We will support you within our team through our knowledge, regular appraisals and training opportunities.

**Visits to our School are strongly encouraged and you can arrange a convenient time and date by contacting us on 01568 612691.**

**Applications packs are available from our admin team by emailing** [**admin@kimbolton-st-james.hereford.sch.uk**](mailto:admin@kimbolotn-st-james.hereford.sch.uk)and for further details please contact Adam Breakwell, Executive Head Teacher or Charlotte Hyde, Head of School by telephone or by email.

1. We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. Employment with us is subject to an enhanced disclosure from the Disclosure and Barring Service and satisfactory references. We encourage all candidates to read our Child Protection and Safeguarding Policy available on our website before applying for this position.