



**Full-Time  
Teaching Assistants**  
Required for immediate start until  
31<sup>st</sup> August 2018

**Recruitment Information Pack**

Hunslet Carr Primary School  
Woodhouse Hill Road, Leeds, LS10 2DN

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Dear applicant,

Allow me to extend a warm welcome from all governors, staff and children of Hunslet Carr Primary School.

With over 460 pupils on our roll, we are a large primary school based in the Hunslet area of South Leeds. Over many years, through the dedication of teachers and staff, past and present, we have developed an ethos where every single one of our children matters and is inspired to fulfil their potential.

The key to ensuring our children succeed both as pupils at our school and in the future, is providing a caring, stimulating and stable environment in which to enjoy their early years and flourish. We work hard to ensure the school allows our pupils to grow into happy, caring members of the community.

The community we serve has changed enormously in recent years, and this is reflected in the diverse range of cultures and backgrounds our children represent. This diversity produces a rewarding set of challenges that make our school almost unique in the local area.

It is regularly commented by visitors that our school has a warm, inviting atmosphere. Our children display excellent behaviour in the classroom enabling them to maximise their learning

In recent years enormous strides have been made to increase learning standards. The proportion of our children eligible for pupil premium is well above average, and our committed teachers continue to develop forward-thinking ideas ensuring our children receive the highest standard of education.

This hard work has seen results improve consistently and led to Ofsted rating the school as 'Good' in 2012 with inspectors commenting that **'...at the heart of the school is a strong desire to do the very best for all pupils. Leaders, managers and governors are constantly looking for ways to make achievement and teaching better'**.

This desire continues to this day, and we believe we are well on the way to fulfilling our ambition to becoming an 'Outstanding' school in the future.

Everybody associated with Hunslet Carr is extremely proud of what we have achieved, and I hope that you will take the time to come and see our school and experience for yourself the warm and welcoming atmosphere that we have developed.

Good luck with your application!

Martin Lumb  
Headteacher

## About Hunslet Carr Primary School

Hunslet Carr is a large city primary school with 444 children on roll at present. We serve an area of social deprivation, and 43% of pupils are eligible for free school meals. We are a two-form entry school and have 60 places available for each year group.

There are 15 classes plus nursery. The staffing compliment at present is 16 full-time teachers, four part-time teachers plus the Headteacher.

Ofsted classified Hunslet Carr as a 'good' school in October 2012. Teachers are determined to provide the best quality education possible. The curriculum provides pupils with many interesting opportunities to learn and encourages them to think carefully about their lives and those of others. Pupils behave well, show enthusiasm for learning and take pride in what they can achieve. Pupils regularly attend because they enjoy school and feel well cared for by staff and have a desire to achieve.

The school pays close attention to pupil's personal development so that they will grow into independent, sensible and responsible young people. At the heart of the school is a strong desire to do the very best for all pupils. Leaders, managers and governors are constantly looking for ways to make achievement and teaching even better. Consequently, the school is continually improving.

The school enjoys support from parents and the local community as well as the governors, who are very supportive of the school's effort in raising achievement and maintaining a good standard of behaviour.

Please feel free to view the following links for more information:

<http://hunsletcarr.co.uk/>

<http://reports.ofsted.gov.uk/inspection-reports/find-inspection-report/provider/ELS/107950>

Or follow us on Twitter:

@ HCPSLeeds

## **Application Process**

The closing date and shortlisting for applications is 9am on **Tuesday 13<sup>th</sup> March** and Interviews will be taking place on **Tuesday 20<sup>th</sup> March**

Completed applications must be returned to Dee Jackson, ideally by email, to: [dee.jackson@hunsletcarr.co.uk](mailto:dee.jackson@hunsletcarr.co.uk)

If you do not receive confirmation of receipt of your application within one working day, please call Dee on 0113 2713804.

**If you think you're the person for the job, please complete the enclosed application form with a covering letter - no more than one side of A4 - and send to the email address above by the closing date.**

***Please note that if you would only like to be considered for one of these specific roles please make this clear on your application form.***

An email will be sent to shortlisted candidates with details of the interview process. If you have not heard from us within a week of the closing date, please assume your application has been unsuccessful.

## **Queries**

Visits are warmly welcome. Please contact Christine Rayner (Office Manager) at on 0113 2713804 or by email at [Christine.rayner@hunsletcarr.co.uk](mailto:Christine.rayner@hunsletcarr.co.uk) to arrange a suitable time.

We actively welcome you to contact Jane Wilson (SENCo) at the school if you would like any further information about the school, what we are looking for in this particular role and the difference we hope you will make to the children in the classroom.

## JOB DESCRIPTION

**School**

Hunslet Carr Primary School

**Post Title**

Temporary, Full-Time  
Teaching Assistant

**Grade**

Level 1 (A1-B1)

Salary (Actual  
salary before  
deductions)

**Post(s) to which directly responsible**

Immediate Line Manager – Jane Wilson (SENCo)

**Purpose of job**

To support access to learning for children with Speech and Language difficulties

Or

To support access to learning for children on the Autistic spectrum

To support all pupils and provide general support to the teacher in the management of the classroom environment.

**Responsibilities**

To deliver specific programmes to help two children with Speech and Language difficulties access learning at their level in class

Or

To deliver specific programmes to help a child with Autistic needs access learning at their level in class

To attend to the pupils' personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters

To supervise and support pupils ensuring their safety and access to learning

To establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs

To promote the inclusion and acceptance of all pupils

To encourage pupils to interact with others and engage in activities led by the teacher

To encourage pupils to act independently as appropriate

To prepare classroom as directed for lessons and clear afterwards and assist with the display of pupil's work

To be aware of pupil problems/progress/achievements and report to the teacher as agreed

To undertake pupil record keeping as requested

To support the teacher in managing pupil behaviour, reporting difficulties as appropriate

To gather/report information from/to parents/carers as directed

To provide clerical/admin. Support - photocopying, typing, filing, etc

To support pupils to understand instruction

To support pupils in respect of local and national learning strategies as directed by the teacher

To support pupils in using basic ICT as directed

To prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use

To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person

To be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop

To contribute to the overall ethos/work/aims of the school

To appreciate and support the role of other professionals

To attend relevant meetings as required

To participate in training and other learning activities and performance development as required

To assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes

To accompany teaching staff and pupils on visits, trips and out of school activities as required

To ensure promotion and support of Equal Opportunities and Health & Safety

To undertake any other duties that are commensurate with the post

**Relationships**

The postholder will be required to work flexibly to deliver an efficient service

There will be regular contact with pupils and their parents, colleagues, other members of staff, line managers

**Economic conditions**

Grade: Level 1 (A1 – B1) Point 12 – 17 (Pro Rata)

Annual Leave: Term time only working + 3 Days

Hours: 28.5

Conditions of Service: NJC Conditions apply

Please note this post is temporary subject to funding

**Physical Conditions**

The post is currently based at Hunslet Carr Primary School

This post is subject to an enhanced Disclose and Barring Service check.

The school operates a non-smoking policy.

**Prospects****Promotion**

While there is no automatic progression to any more senior posts, opportunities do exist for advancement and promotion, dependent upon normal staff movements and on the capabilities of the individual post holder.

**Training**

The school encourages training both “in-house” on the same training days as the teachers and external to meet the needs of the individual and of the Service.

Job Description Prepared / Reviewed by:

**Jane Wilson**

**Date: 2<sup>nd</sup> June 2015**

Job Description Approved by:

**Martin Lumb**

**Date: 2<sup>nd</sup> June 2015**



**EMPLOYEE SPECIFICATION:**

Detailed below are the types of skills, experience and knowledge that are required of applicants applying for the post. The 'Essential Requirements' indicate the minimum requirements, and applicants lacking these attributes will not be considered for the post. The points detailed under 'Desirable Requirements' are additional attributes to enable the applicant to perform the position more effectively or with little or no training. They are not essential, but may be used to distinguish between acceptable candidates.

<b>SKILLS</b>	<b>Ess</b>	<b>Des</b>	<b>MOA</b>
Good numeracy/literacy skills (GCSE Level C or above or equivalent)	*		A & I
Ability to relate well to children and adults	*		A & I
Ability to speak more than one language at a conversational level		*	A & I

<b>KNOWLEDGE/QUALIFICATIONS/TRAINING</b>	<b>Ess</b>	<b>Des</b>	<b>MOA</b>
Appropriate knowledge of working with children with SEND		*	A
Appropriate knowledge of Speech, Language and Communication strategies		*	A & I
Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these		*	A & I
Participate in development and training opportunities	*		A & I

<b>EXPERIENCE</b>	<b>Ess</b>	<b>Des</b>	<b>MOA</b>
Experience of working with children with SEND, following specific programmes and completing assessments		*	A & I
Experience of working in Foundation Stage/Early Years		*	A & I

<b>BEHAVIOURAL AND OTHER RELATED CHARACTERISTICS</b>	<b>Ess</b>	<b>Des</b>	<b>MOA</b>
Willing to abide by the Council's Equal Opportunities Policy in the duties of the post, and as an employee of the Council.	*		I

Willing to carry out all duties having regard to an employee's responsibility under the Council's Health and Safety Policies	*		I
To display a responsible and co-operative attitude to working towards the achievement of the service area aims and objectives	*		I
Ability to respect sensitive and confidential work.	*		I
Commitment to own personal development and learning.	*		I

METHOD OF ASSESSMENT (MOA)	A	=	Application Form
	T	=	Test
	I	=	Interview
	C	=	Certificate