



Teaching Assistant Enhanced Pathway

Recruitment Pack

Marsh Baldon CE Primary School

The Green

Marsh Baldon

Oxford OX44 9LJ

01865 343249

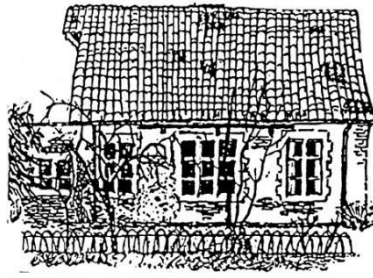
office@marshbaldonschool.co.uk

www.marshbaldonschool.co.uk

Recruitment Pack Contents

Welcome and School vision	3
Job Advert	4-5
Job Description	6-7
Person Specification	8

Welcome and School Vision



Headteacher: Carolyn Hanwell

Chair of Governors: Tom James

Marsh Baldon School is a Church of England Primary School in the heart of Marsh Baldon village south of Oxford city. We are a very small school with mixed age classes. Marsh Baldon CE Primary School is a member of the Wheatley Partnership of schools.

Our School Vision

'I came to give life, life in all its fullness' John 10:10

Marsh Baldon is a small, inclusive school where all are supported to grow and learn informed by the Christian values of Love, Cooperation, Equality, Respect, Integrity and Courage. The school is a part of the local community, welcomes pupils of all faiths or none, values each individual, and strives to enable each pupil to achieve their potential.

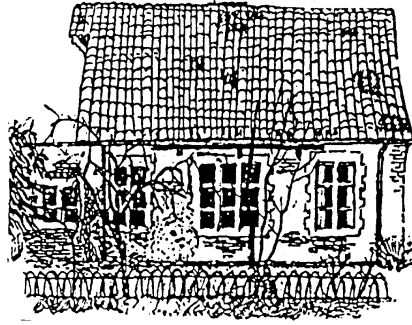
We are proud of our diverse, inclusive school and our pupils come from the local communities of the Baldons and Nuneham Courtenay as well as the wider catchment of surrounding villages and Oxford suburbs.

We respect our pupils as individuals and encourage an ethos of mutual respect and tolerance for all. We challenge and support all our young learners so they can achieve their full potential. We want the very best for all and prepare our pupils for their continued journey as independent, free thinking, confident individuals.



Our School Values: Love, Cooperation, Equality, Respect, Integrity and Courage

Job Advert



We have an exciting opportunity to join a good school at the heart of a local village outside Oxford.

Are you an enthusiastic, child-centred and committed person who is motivated to inspire pupils? Are you passionate about inclusion and working with children to help them flourish and succeed?

Marsh Baldon Church of England School promotes the highest standards for all of our children. We believe in developing the whole child and we are all fully committed to ensure all our learners receive the very best experience while they are at Marsh Baldon.



We are looking to appoint a Special Educational Needs Teaching Assistant working with children in Key Stage 1 and Key Stage 2 in our Enhanced Pathway, alongside our Lead Teacher.

To complement the specialist support we provide for our children with additional needs, we run our own small Enhanced Pathway called The Robin Room - a calm, nurturing space for children who may need individualised, tailored support to help them thrive alongside their peers.

This role will involve working on a 1:1 basis with children as well as supporting small groups in the Enhanced Pathway. The post is part-time (3 days a week), term time only and is fixed term until December 2027, although it is highly likely that a permanent contract will be available at the end of the fixed term period.

In addition, the Teaching Assistant team runs our childcare provision before and after school to support our families. We ask our Teaching Assistants to assist running at least one regular session each week (either Breakfast or After School). This also gives the opportunity to earn a significant amount more than your basic salary.

What you will bring to our school:

- commitment to teaching and learning
- a quiet, calm, encouraging and positive manner
- The ability and confidence to work unsupervised when required, following agreed plans for individual children and groups.
- the ability to work in a team and form positive relationships with pupils, parents and staff
- to be able to actively promote and support the Christian values and ethos of our school

In return we can offer you:

- a village school with a welcoming and positive ethos
- beautiful school grounds

- staff, parents and governors who are committed to school improvement
- a supportive team and school leaders
- enthusiastic, engaged and friendly children
- a commitment to professional development with opportunities to work alongside professionals in our school's partnership

Visits to the school are welcomed and encouraged. Please contact Jess Mackay in the school office on 01865 343249 to arrange a convenient date and time.

Safeguarding

Marsh Baldon School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. This post is subject to an enhanced Disclosure and Barring Service (DBS). Reference checks will also be completed prior to the interview.

Deadline

Closing date for applications is Monday 2nd November.

Applications will only be accepted using the Oxfordshire County Council Application Form, this is found on the [Vacancies](#) tab on our website.

Completed applications should be returned to office@marshbaldonschool.co.uk.



Job Description: Teaching Assistant, Enhanced Pathway

School: Marsh Baldon C E Primary School

Salary: Grade 4: £25,185 - £25,584 This is the Full Time equivalent salary and will be paid pro rata for part-time and term time only.

Contract type: Fixed term until December 2027 with the possibility of transferring onto a permanent contract at Grade 5

Responsible to: Class Teacher and Headteacher

Hours: 20.5 hours (minimum) per week: 3 days plus at least 1 wraparound childcare session (Breakfast Club runs from 7.30am; After School Childcare runs until 5.30pm).

Main Purpose

In this rewarding role, you will work under the guidance of the lead teacher, providing invaluable support to pupils in our Enhanced Pathway. This will involve working closely with individual children who have additional needs, helping them to overcome challenges and achieve their learning goals; guiding small groups with specific learning tasks and activities, and providing support by assisting with resource preparation and general pupil support.

Teaching assistants at Marsh Baldon School are very much part of the teaching team and are expected to support our teaching and learning policy. This would include supporting the lead teacher to manage the behaviour of pupils and ensuring teaching and learning is effective.

Duties and responsibilities

- Supporting pupils' learning and development
- To support the learning of individuals or groups of pupils with additional needs
- To support the medical needs of pupils (training and support provided)
- Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs
- Encourage pupils to interact with others and engage in activities
- Encourage pupils to act independently as appropriate
- To assist with the provision of care and creative play opportunities
- Ensure the health and safety and good behaviour of pupils at all times
- Prepare and use specialist equipment / resources / materials as required
- Help to create and maintain a purposeful, orderly and productive working environment
- Ensure total commitment to Safeguarding and Child Protection procedures, reporting all concerns to the Headteacher

Working in our school team

- To understand and support school policies for communicating with parents and carers; ensuring the wellbeing of pupils; and confidentiality

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, and data protection, reporting all concerns to the Headteacher.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos, work and aims of the school
- Appreciate and support the role of other professionals
- Attend relevant meetings as required during school day
- Participate in training and other learning activities and performance development as required
- Accompany teaching staff and pupils on visits, trips and out of school activities as required
- To ensure classroom and activity areas are tidy at the end of the session
- To produce displays of pupils' work under the direction of the lead teacher
- To prepare learning resources as required
- Undertake structured and agreed learning activities / teaching programmes for individuals or groups of children
- To assist with the supervision of pupils out of lesson time, as necessary for their safety
- To take a daily rest break at a time agreed with the class team

Please note that this Job Description is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade. It is not a comprehensive list of all of the tasks that the post holder will carry out. This job description may be amended at any time in consultation with the post holder.

Person Specification

Key Criteria in addition to the statements in the Advert

Specification	Essential	Desirable
Experience	Working constructively as part of a team. Can maintain trust and confidentiality where appropriate Ability to self-evaluate learning needs and actively seek learning opportunities	Experience of working with children Has an awareness of pupils with special educational needs Working with children with SEN 1:1 Experience of working as a teaching assistant Phonics training
Skills and knowledge	Commitment to and knowledge of safeguarding pupils Good level of English and Maths skills (pass at GSCE / O Level) Effectively use ICT Good communication skills The ability to use language and other communication skills that pupils can understand and relate to Ability to demonstrate active listening skills. Ability to carry out and report on systematic observations of pupil's knowledge, understanding and skills Ability to assist in the recording of lessons and assessment as required by the teacher Use of basic technology i.e. laptop/Chromebook, iPad, digital camera	Knowledge of the teaching of early reading, writing and number skills Relevant knowledge of first aid Level 2 or 3 qualification or equivalent

Personal Qualities	Ability to relate well to children and adults Ability to act in a professional manner at all times Work constructively as part of a team Ability to work independently A quiet, calm, encouraging and positive manner Willingness to adapt and take on additional training in order to fully meet the needs of the pupils Ability to maintain confidentiality on all school matters Can maintain personal presentation that sets high standards for pupils A caring positive attitude towards pupil welfare Hard working, energetic team player Time management and organisational skills Commitment to providing a high quality service.	
---------------------------	---	--