



**Part-time Teaching Assistant
including wraparound provision and
supporting children with special needs**

Recruitment Pack

Marsh Baldon CE Primary School

The Green

Marsh Baldon

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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 and support pupils? Are you interested in supporting children with additional needs? Are you able to work with our current, committed staff to continue on our school improvement journey? We are looking for someone who is committed to working with our pupils, staff and wider community to support learning.



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 caring and enthusiastic Teaching Assistant to support high quality teaching and learning in our Reception and Key Stage 1 class, as well as to support children in our Breakfast Club provision.

The post is part time from 8am - 12.45pm, 5 days per week, term time only (23.75 hours). The post is fixed term until August 2026, although there is a possibility of transferring onto a permanent contract at the end of the fixed term period.

What you will bring to our school:

- commitment to teaching and learning
- the skills to be able to enthuse and inspire children
- the ability to raise and sustain high standards
- 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 30th June at noon.

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

School: Marsh Baldon C E Primary School

Salary: Grade 4: £24,404 - £24,790 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 August 2026 with the possibility of transferring onto a permanent contract at Grade 5

Responsible to: Class Teacher and Headteacher

Hours: 23.75 hours per week, to be worked from 8am (Breakfast Club) until 12.45pm.

Main Purpose

In this rewarding role, you will work under the guidance of the class teacher, providing invaluable support to pupils across various learning environments. This could 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, or providing whole class support by assisting the teacher with classroom management, 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 class 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 who may have 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 in consultation with children at Breakfast Club
- To prepare food and drink that promotes healthy eating, and complies with current school food guidelines and food safety legislation during Breakfast Club
- 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 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	<p>Working constructively as part of a team.</p> <p>Can maintain trust and confidentiality where appropriate</p> <p>Ability to self-evaluate learning needs and actively seek learning opportunities</p>	<p>Experience of working with children</p> <p>Has an awareness of pupils with special educational needs</p> <p>Working with children with SEN 1:1</p> <p>Experience of working as a teaching assistant with Reception or Key Stage 1 children</p> <p>Phonics training</p>
Skills and knowledge	<p>Commitment to and knowledge of safeguarding pupils</p> <p>Good level of English and Maths skills (pass at GSCE / O Level)</p> <p>Effectively use ICT</p> <p>Good communication skills</p> <p>The ability to use language and other communication skills that pupils can understand and relate to</p> <p>Ability to demonstrate active listening skills.</p> <p>Ability to carry out and report on systematic observations of pupil's knowledge, understanding and skills</p> <p>Ability to assist in the recording of lessons and assessment as required by the teacher</p> <p>Use of basic technology i.e. laptop/Chromebook, iPad, digital camera</p>	<p>Knowledge of the teaching of early reading, writing and number skills</p> <p>Relevant knowledge of first aid</p> <p>Level 2 or 3 qualification or equivalent</p>

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 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.	
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