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Support Assistant  
Recruitment  
November 2022

# Benton Park Primary School





Dear Applicant

Thank you for your interest in our support assistant vacancy.

Benton Park is a larger than average primary school, located on the edge of Heaton, Newcastle upon Tyne; one of seven schools brought together as a foundation trust: the Ouseburn Learning Trust. With over 450 pupils on role, from a diverse range of backgrounds, with a wide range of needs – including specialist provision for deaf children within our Deaf Resource Base – our school is a vibrant and dynamic place to work. We pride ourselves on our inclusive ethos, ambitious curriculum and high expectations for all pupils.

Like all my colleagues, I am very proud to work at Benton Park Primary School; we are a highly dedicated and supportive staff team, that prides itself in offering the very best to our local community.

We are now looking to recruit a dynamic, skilful and empathetic individual to join our team as a support assistant with a focus on support for our younger children – most likely in KS1. The position will provide the successful candidate with a challenging but varied roll, providing support for children in class; in small groups and 1:1.

A qualified and experienced Level 2 support assistant (or with equivalent qualification and experience) you will have recent experience of working with SEND children in a classroom setting. Experience of working with autistic children and pupils with social, emotional and mental health needs would be particularly welcome.

We hope you are interested to find out more about joining our thriving school.

# hello & welcome

Dominic Martin  
Headteacher





## support assistant: the role – from 9<sup>th</sup> January 2022

Salary: Grade N3: £20,812 - £21,189 per annum, pro rata. Actual salary: £13,508 - £ 13,753 (28 hours) £14,473 - £14,735 (30 hours) per annum. 28-30 hours per week by negotiation  
(initially fixed term contract for one academic, potential to be made permanent)

Judged as Outstanding by Ofsted in 2015, we continue to work hard together as a staff team to improve results and ensure our pupils are well prepared for the next stage of their lives.

We are looking to recruit a Support Assistant who:

- holds a support assistant qualification at Level 2 or equivalent
- can work effectively with others as part of a team.
- can take direction from experienced colleagues, while at the same time take initiative and work independently
- has recent experience in Early Years and Key Stage 1 with SEND pupils

In return we can offer you:

- the chance to work in an inclusive school with happy, well behaved children who enjoy learning
- opportunities for ongoing professional learning and development
- the support of our dedicated staff team and governors
- established positive relationships with parents and the local community



# support assistant: person specification

## Part A: Application Stage

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

Application	Essential
1	Experience of supporting children in a learning environment
2	Experience of working with children both 1:1 and small group contexts.
3	Knowledge of the Early Years and national curriculum
4	Experience of classroom organisation & its impact upon pupil learning / well-being
5	Level 2 Support Assistant qualification (or equivalent level)
6	Working towards Level 2 Basic Skills (Literacy and Numeracy) or equivalent competency

Application	Desirable
7	Experience of working in Early Years and KS1 settings
8	Experience of supporting pupils with communication and interaction needs using appropriate intervention programmes and strategies.
9	Knowledge of curriculum requirements for Early Years and KS1; SEND Code of Practice
10	First Aid Training

## Part B: Assessment Stage

The following criteria will be further explored at the assessment stage:

Assessment	Essential
1	Able to support pupils with SEND using a range of strategies and interventions
2	Able to empathise with the needs of children and in particular able to establish positive relationships with pupils and support emotional wellbeing.
3	Able to consistently and effectively implement agreed behaviour management strategies.
4	Able to provide levels of individual attention, reassurance and help with learning tasks as appropriate to pupils' needs
5	Able to work within and apply all relevant school policies and schemes of work
6	Able to support pupils 1:1 or supervise groups of pupils.
7	Able to carry out and report on systematic observations of pupils' knowledge, understanding and skills.
8	Able to work effectively as part of a team
9	Committed to achieving further professional development
10	Appropriate behaviour and attitude towards safeguarding and promoting the welfare of children and young people including: motivation to work with children and young people; ability to form and maintain appropriate relationships and personal boundaries with children and young people; emotional resilience in working with challenging behaviours; attitude to use of authority and maintaining discipline; able to work in partnership with other agencies.
11	No disclosure about criminal convictions or safeguarding concern that makes applicant unsuitable for this post.





# application timeline

Interested in applying?

A completed application form and safe recruitment form must be submitted by e-mail to [office@bentonparkprimary.co.uk](mailto:office@bentonparkprimary.co.uk) no later than 3pm on Friday 2<sup>nd</sup> December 2022

Shortlisting: Monday 5<sup>th</sup> December 2022 based on the criteria in Part A of the person specification

Selection process: Friday 9<sup>th</sup> December 2022 based on the criteria in Part B of the person specification

Proposed start date: Monday 9<sup>th</sup> January 2023

We are committed to safeguarding and promoting the welfare of all children and expect all staff and volunteers to share this commitment. The appointment of the successful candidate will depend upon a satisfactory enhanced criminal records check from the Disclosure and Barring Service and other recruitment and vetting checks.

