**Montalbo Nursery and Primary School**

**Fairfield Road**

**BARNARD CASTLE**

**County Durham**

**DL12 8TN**

**School No: 2442**

**Tel: (01833) 637718**

**E-Mail Address:** **montalbo@durhamlearning.net**

**Web Site:** [**www.montalbo.durham.sch.uk**](http://www.montalbo.durham.sch.uk)

**Head Teacher: Mr C Minikin**

Teaching Assistant - Term-time (Fixed Term until 31.03.24)

Salary Grade 3 Point 4 £21,189 (pro- rata term time & pay award pending)

Montalbo Nursery and Primary School is a happy, growing school where all children, staff and parents are respected and valued.

We work very closely with our community and enjoy working with one another professionally. We are keen to endeavour, collaborate and inspire each day.

The Governors of Montalbo Nursery and Primary School are looking to appoint a caring, enthusiastic, hardworking and flexible teaching assistant, to work in our school.

We are looking to appoint someone who:

* Can demonstrate excellent, supportive relationships with both children and adults
* Is able to work as part of a team
* Self-motivated and can work under their own initiative.
* Has high expectations of all children and themselves
* Is able to engage children in meaningful learning experiences
* Has effective communication and interpersonal skills
* Is flexible and patient, and who is sufficiently resilient to meet the challenges of such a rewarding role.
* Takes pride in their work.
* Is able to support children academically, socially and emotionally
* Has experience of supporting and setting up continuous provision
* Is able to observe and prompt learning

Responsibilities entail:

* Implement and contribute to planned learning activities/teaching programmes adjusting activities according to pupils’ responses as appropriate.
* Provide feedback on pupil progress.in relation to attainment and progress.
* Supporting children in the development of social skills and their emotional well-being.
* Supervision at lunchtime and break time to develop the engagement and social skills of identified children
* Support pupils with SEN needs as appropriate
* Work with pupils not working to the normal timetable, using teacher’s planning.
* Contribute to pupil plans and reports
* Support pupils to understand instructions, support independent learning and to promote the inclusion of all pupils.
* General classroom support as required.
* Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence.
* To carry out any other duties commensurate with the position of teaching assistant, which may be required from time to time.
* Prepare and present displays.

If you are this kind or person, we would like to hear from you.
Application packs are available and returnable via email from montalbo@durhamlearning.net

Where our roles are customer facing and you are required to speak to members of the public, the ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post. As a disability confident employer, we are committed to employing disabled people and people with health conditions making reasonable adjustments to support disabled applicants when required

Montalbo Nursery and Primary School is committed to safeguarding and promoting the welfare of all children and any offer of employment will be subject to satisfactory pre-employment and DBS enhanced disclosure checks.

Durham County Council is an Equal Opportunities Employer. We want to develop a more diverse workforce and positively welcome applications from all sections of the community. Applicants with disabilities will be invited for interview if the essential job criteria are met.

Calculation of term time only plus two weeks’ pay

Term time only plus two additional weeks’ pay is calculated on the basis of the following:

* Number of ‘teaching’ weeks – 38 weeks; plus
* Public (bank) holidays – 1.6 weeks (8 days); plus
* Two additional weeks, inclusive of CPD – 2 weeks; plus
* Individual leave entitlement - 5.2 weeks (26 days) or 6.2 weeks (31 days)
* Individual leave entitlement is calculated on the length of continuous service.
* Employees with less than 5 years’ service will receive 26 days annual leave.
* Employees with more than 5 years’ service will receive 31 days annual leave.

For example:

Calculation for employees with less than 5 years’ service:
40 weeks (term time plus 2) + 26 days (annual leave) + 8 days (public holidays) = 46.8 weeks’ pay, to be paid in 12 equal monthly instalments

Calculation for employees with more than 5 years’ service:
40 weeks (term time plus 2) + 31 days (annual leave) + 8 days (public holidays) = 47.8 weeks’ pay, to be paid in 12 equal monthly instalments

In line with the County Council's Recruitment and Selection Policy, please note that we are unable to accept CVs. Any information provided on CVs will not be considered for short-listing purposes. All completed application forms should be returned to the school by the closing date and time.

This post is not open to job share.
Closing date: Friday 31st March 2023
Interview date: Monday 3rd April 2023