



Medical Teaching Assistant

St Gabriel's C of E Primary School

Devon NJC Grade A 2 £11.59 per hr

20 hrs per week – 10.00 – 14.00

38 weeks per year - Permanent

Academies for Character and Excellence

Excellence through Cultivating Character, Sharing Talents and Pursuing Innovation

The Academies for Character and Excellence has seventeen Primary Schools and three Pre-schools across Devon and Somerset, making up a dynamic and innovative learning organisation.

We live our mission and return to this constantly to help guide every action. At the heart of all we do is the pursuit of excellence; we want to grow an exceptional trust, comprised of excellent schools. We are achieving this through our shared core values of collaboration, community, equity, and of course uncompromising excellence.

We are truly collaborative and we work together within, and across, our schools to ensure that all our children and members of staff achieve their potential. Together we work to create a full and rich curriculum offer allowing everyone to flourish - we translate our vision of excellence into our everyday practice. We are proud of our outcomes, but we aspire to achieve more than just academic excellence for our children. We also want our children to become healthy thinkers, curious explorers, caring citizens, knowledgeable participants and confident individuals.

We aim to serve our communities, and our schools make every effort to connect with families, local community groups and organisations to ensure that our children and families are nurtured, supported and provided with opportunities through our schools.

Our value of equity leads us to want the very best of every child and every member of staff. The Academies for Character and Excellence believes in 'Personal Growth for All' and we are committed to tackle inequalities and overcome disadvantage, and to provide bespoke opportunities for professional learning for all.

For St Gabriels C of E Primary, we are looking to appoint an exceptional candidate who:

Will work under instruction/guidance to enable access to learning by:

- To be responsible for the welfare and personal care of pupils with special educational needs
- Responsible for working with individual pupils, groups and at times would be required to provide cover for a class under direction of the teacher
- Delivering First Aid
- Auditing medical supplies

- Monitoring diabetic children
- Support with meeting the needs of children who require intimate care
- Delivering pre-determined learning/care/support programmes
- Undertaking general clerical/administrative support for the teacher/department

Duties

Will support the teacher by:

- Assisting with the display of pupils work
- Assisting with the planning of learning activities on a regular basis
- Providing detailed and regular feedback to teachers on pupils' achievement, progress, problems etc.
- Promoting good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encouraging pupils to take responsibility for their own behaviour
- Establishing constructive relationships with parents/carers and where appropriate participating in feedback sessions with parents alongside the teacher
- Administering routine tests, invigilating exams and undertaking routine marking of pupils work
- Providing clerical/administrative support e.g. photocopying, typing, filing, money, administration of course work etc.

Will support the pupils by:

- Supervising and providing particular support for pupils, including those with special needs, ensuring their safety and access to learning activities
- Assisting with the development and implementation of Individual Education/Behaviour Plans and Personal Care Programmes
- Establishing constructive relationships with pupils and interacting with them according to individual needs
- Promoting the inclusion and acceptance of all pupils
- Encouraging pupils to interact with others and to engage in activities led by the teacher
- Setting challenging and demanding expectations and promoting self-esteem and independence
- Providing feedback to pupils in relation to progress and achievement under the guidance of the teacher

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. An enhanced DBS clearance is required for this post.

For further information or to arrange a school visit please contact the school office directly on 01392 25555.

An Application and Equal Opportunities Form is available to download from www.acexcellence.co.uk/ace-trust-vacancies or you can email our HR Advisor charlotte.wilson@acexcellence.co.uk - Applications must be completed and emailed to recruitment@acexcellence.co.uk by the closing date of **Friday 4th October 2024** with interviews arranged for the following week.