



**WESTGATE**  
**PRIMARY SCHOOL**

Striving for Excellence • Caring for Children



**Stephen Lawrence**  
EDUCATION STANDARD



Scarborough Road, Otley, West Yorkshire LS21 3JS

Tel: 01943 462349

Headteacher: Ms H.R. Carpenter • email: [info@westgateprimary.co.uk](mailto:info@westgateprimary.co.uk)

November 2018

Dear Applicant,

### Teaching Assistant Level 1

Thank you for your interest in this vacancy: I hope you decide to apply.

Westgate is a one-form entry primary school with a Nursery class and we aim for all children to achieve their potential, whatever challenges they face. The staff team is friendly and caring; the children work hard and have positive attitudes to learning. Westgate has met the National Healthy Schools Standard and the Stephen Lawrence Education Standard at Level 2, and also has 'Investors in Pupils' and 'Mindmate Champion' status. There is a strong team of teaching assistants at the school who all make an important contribution to the children's learning and who are an integral part of the team in each year group. As a school, we are committed to the principles outlined in the Maximising the Impact of Teaching Assistants report and have invested significantly in training for targeted English and mathematics interventions in KS1 and KS2. We also have a number of children through school with autism or complex pragmatics difficulties and we are very proud of the way these children are included and supported to achieve their full potential, academically and socially.

This permanent post is for a minimum of 25.17 (4.5 days) per week plus 3 training days. Specifics will include:

- general support for the children in a Year 2 class initially, under the direction of the class teacher;
- Leading targeted interventions 1:1 and small groups;
- Individual support for children with additional/ special educational needs
- support for the class teachers with classroom administration, display, class management;
- contributing to assessments through observation and feedback to teachers
- sensitive liaison with other staff and parents.

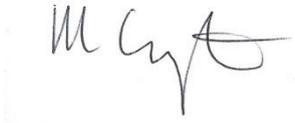
The appointment will be term time only. The post is for a minimum of 25.17 hours per week in class, 4 days + 1 half day. The salary will be within the range A1/ B1, which reflects the level of skill, experience and responsibility the post entails.

All posts at Westgate are subject to an Enhanced Disclosure and Barring Service check. I should also point out **that friends/ family members are not acceptable as referees** so please include individuals who can comment objectively on your character or professional skills, including your current or most recent employer. To speed up the process, it would be helpful if you could include an email address / phone number for both referees, and for yourself.

If you would like to visit the school before submitting your application, please call school to arrange to visit. I would be grateful if you could return your application by Tuesday 27<sup>th</sup> November, at 09:00. Late applications will not be considered. Interviews will take place on Tuesday 4<sup>th</sup> November 2018.

I look forward to receiving your application and thank you in advance for your time and effort. If you have any questions please don't hesitate to contact me.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Helen Carpenter', written in a cursive style.

**Helen Carpenter**  
**Headteacher**