

Brooke Hill Academy Trust

1:1 Teaching Assistant – 3 days Application Pack



Brooke Hill Academy

Thank you for your interest in the role of **1:1 Teaching Assistant** at Brooke Hill Academy, we hope you will feel inspired to apply to be part of our team.

We are looking for an enthusiastic and nurturing Teaching Assistant to join our team to support a child with their learning and helping to develop confidence and communication skills. We are currently planning for this vacancy to be in our Pre School.

We are looking for someone who can:

- Be a designated support for a named child which will also involve working with other children and groups as part of the class team
- Work on their own initiative, following the direction and planning of the Class teacher
- Act calmly and professionally in all situations
- Build strong relationships with children, parents and colleagues to support the children

In return you will find:

- Supportive leadership and a collaborative working environment
- Focus on staff well-being and work-life balance
- Positive and inclusive school culture
- Inspiring learning environments and a commitment to further develop this

Brooke Hill Academy is a vibrant, exciting place with a committed staff team. We are proud of our curriculum focused on exciting lessons. We ensure that our children have ample opportunities to discover their loves and talents. Everyone in our team is passionate about our school so we only want the very best people working with our children. We expect everyone to be totally committed and willing to go the extra mile every day to make our school a success and be actively involved in all aspects of school life.

Contract Type: 1:1 Fixed Term Unspecified End

Hours: 19.5 hours per week (38 weeks per year)

Salary: £23,473 Pro Rata (please be aware this is the full time equivalent, not the actual salary)

Brooke Hill Academy is part of the Brooke Hill Academy Trust comprised of three primary schools in Rutland and Lincolnshire. One of our driving values of our MAT is that our schools are treated as individuals, have their own character and serve their own unique communities. We share a common bond and work closely together to provide many opportunities for the children to work, learn and have fun with other children from across the Trust.

For more information about our school please visit our website <https://brookehillacademy.com> or visit the Trust website www.brookehillacademytrust.co.uk

Thank you again for considering joining Brooke Hill Academy, we look forward to meeting you soon.



To apply please complete the application form and return with a supporting statement. Please ensure your supporting statement covers all of the aspects in the person specification (using the headings):

- Qualifications and Self-Development
- Experience, Knowledge and Understanding
- Skills
- Personal Ethos

This will be used to shortlist candidates.

If you have any questions or require further information, please email:
slt@brookehillacademytrust.education

Visits to the school will be welcomed and can be arranged via email or contact the school office:

The closing date for this post is Monday 24th February 2025

We have scheduled interviews to take place on Thursday 27th February. Should this date not be suitable, please let us know at point of application.

Please be aware that we are committed to safer recruitment and safeguarding and all offers of employment will be conditional pending positive references, enhanced DBS, qualifications and medical checks. This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.

Please visit our website to view our safeguarding policies.

Wherever possible references will be gathered after shortlisting prior to interview.

1:1 Teaching Assistant Person Specification

Essential	Desirable
Qualifications and Self Development	
Qualifications including GCSE Maths and English - grade C or above.	Teaching assistant qualification (level 2 or 3) or other relevant qualifications.
Experience, Knowledge and Understanding	
To desire to support children to achieve the best they can.	
Ability to manage time effectively.	
Demonstrate confidentiality.	
An understanding of and commitment to equality of opportunity.	
Skills	
Ability to prioritise work.	
Ability to show flexibility of thought and independence.	
Must be able to meet the physical demands of the role.	
Personal Ethos	
A real passion for making a difference to the lives of children.	Ability to communicate with a wide range of people.
Be flexible to changing demands of the post.	
Initiative and the ability to work without supervision.	
Work as part of a team.	

1:1 Teaching Assistant Job Description

Main Duties and Responsibilities

- To support the named child, as well as working with other children and groups as directed by the class teacher and/or SENCo;
- To develop knowledge and understanding of the specific academic, physical and emotional/behavioural/medical needs of the child and respond to them effectively;
- To assist the class teacher/SENCo with the planning, development and delivery of suitable programmes of work;
- To support class teachers to design, create and produce learning activities, materials and resources to support aspects of the curriculum or particular learning outcomes, and to assist and support children in using them;
- To help, support and motivate children, clarifying instructions, encouraging independent learning and behaviour and enabling learning targets and outcomes to be achieved;
- To contribute to monitoring and recording pupil progress, maintaining records and providing relevant feedback to teachers;
- To provide welfare support, including administering First Aid (dependent on training) and attending to personal hygiene and identified medical needs as required;
- As directed by the class teacher or SENCo, to liaise with outside agencies, where appropriate, in respect of the designated child;
- To assist with general school duties which may include:
 - a. Setting up classrooms, preparing resources and displays and tidying and clearing away
 - b. Supervision of children during playtimes
 - c. Supervision of children entering and leaving school premises

At an appropriate level, according to the job role, grade and training received, all employees in the school are expected to:

- Support the aims, values, mission and ethos of the school and participate in a team approach to all aspects of school life.
- Attend and contribute to staff meetings and INSET days as required, and identify areas of personal practice and experience to develop.
- Take appropriate responsibility for safeguarding and children's welfare and be aware of confidential issues linked to home/child/teacher/school and keep confidences appropriately.
- Be aware of health and safety issues and act in accordance with the school's Health and Safety Policy.

The post holder may be expected to carry out duties other than those given in the job description where the level of responsibility is similar and he/she has appropriate qualifications or receives appropriate training to carry out these duties.

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonable expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.