



**WE ARE** ASTREA

**1:1 TEACHING ASSISTANT  
APPLICANT BRIEF**

**KINGFISHER PRIMARY ACADEMY**  
*Part of*  
**ASTREA ACADEMY TRUST**





# Open Letter from Principal

Dear Candidate,

Thank you for your interest in the post of Temporary 1:1 Teaching Assistant for a Y2 pupil at Kingfisher Primary Academy.

At Kingfisher Primary Academy our vision is to provide an inclusive environment where children participate, reach their potential and are proud of their achievements. All children will: gain experiences which enrich their lives, become responsible members of society and be ready for secondary school.

We aim to establish a strong partnership with parents/carers in order to help build an environment where children can thrive and reach their full potential.

Both teaching and non-teaching staff have a crucial role to play in the success of our Academy, and all are committed to creating an excellent learning environment for our pupils and helping them to achieve their full potential during their time here.

As part Astrea Academy Trust we have a strong commitment to our staff's well-being and professional development and can provide a comprehensive set of benefits. We want our staff to enjoy working with us, to be professionally challenged and to feel that they have all the support that they need to do their job to the best of their ability. All staff will be part of our performance management programme which ensures regular performance reviews to identify development needs and supports career progression.

Best wishes,

**Catherine Skinn**  
**Principal at Kingfisher Primary Academy**



# JOB DESCRIPTION

<b>SALARY</b>	£18,887 - £19,264 pro rata
<b>CONTRACT TYPE</b>	Temporary
<b>WORKING PATTERN</b>	Monday to Friday (Term Time Only plus, inset days)
<b>HOURS PER WEEK</b>	25 hours (9.00am – 2.30pm)

## Purpose

To work under the instruction and guidance of teaching and senior staff to undertake support programmes for a child with an EHCP. Work may be carried out in the classroom or outside the main teaching area and at times may also be to assist other children. This position is to provide 1:1 support for a child with an Education, Health and Care Plan

To work under the guidance of teaching/senior staff and within an agreed system of supervision, to implement agreed work programmes and management/preparation of resources with individuals/groups, in or out of the classroom including lunch time.

## Key Accountabilities

- Support for Pupils
- Support for Teacher
- Support for the Curriculum
- Support for the Academy

## Key Responsibilities

### Support for pupils

- Use specialist (Curricular / Learning) skills / training / experience to support pupils.
- Assist with the development and implementation of individual Education Plans.
- Establish productive working relationships with pupils, acting as a role model and setting high expectations.
- Promote the inclusion and acceptance of all pupils within the classroom.
- Support pupils consistently whilst recognising and responding to their individual needs.
- Encourage pupils to interact and work cooperatively with others and engage all pupils in activities.
- Promote independence and employ strategies to recognise and reward achievement of self-reliance.
- Provide feedback to pupils in relation to progress and achievement.

### Support for the Teacher

- Work with the Teacher to establish an appropriate learning environment.
- Work with the Teacher in lesson planning, evaluating and adjusting lesson / work plans as appropriate.



- Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievements against pre-determined learning activities.
- Provide objective and accurate feedback and reports, as required, to the Teacher, on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.
- Be responsible for keeping and updating records, as agreed with the Teacher, contributing to reviews of systems / records as requested.
- Undertake marking of pupils' work and accurately record achievement / progress.
- Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with school policy and encourage pupils to take responsibility for their own behaviour.
- Liaise sensitively and effectively with Parents / Carers as agreed with the Teacher within your role / responsibility and participate in feedback sessions / meetings with Parents / Carers.
- Administer and assess routine tests and invigilate exams / tests.
- Provide general clerical / administrative support, e.g. administer coursework, produce worksheets for agreed activities etc.

### **Support for the Curriculum**

- Implement agreed learning activities / teaching programmes, adjusting activities according to pupil responses / needs.
- Implement local and national learning strategies, e.g. Literacy, Numeracy, KS3, Early Years and make effective use of opportunities provided by other learning activities to support the development of relevant skills.
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- Help pupils to access learning activities through specialist support.
- Determine the need for, prepare and maintain general and specialist equipment and resources.

### **Support for the School**

- Be aware of and comply with policies and procedures relating to Child Protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person in accordance with policy.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos / aims of the school.
- Establish constructive relationships and communicate with other agencies / professionals, in liaison with the Teacher, to support achievement and progress of pupils.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities as required.
- Recognise own strengths and areas of expertise and use these to achieve and support others.
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.
- Undertake planned supervision of pupils' out of school hours learning activities.
- Supervise pupils on visits, trips and out of school activities as required.



# PERSONAL SPECIFICATION

## Experience

- Undertaken qualifications relevant to the post (where appropriate)
- Commitment to updating professional skills
- Evidence of expertise and success in the areas described in the job description
- Good ICT skills

## Qualifications

- GCSE C or above in Maths/numeracy and English/literacy.
- NVQ 2 for Teaching Assistants or equivalent qualification or experience
- Training in relevant learning strategies e.g. literacy / numeracy (desirable)
- Willingness to undertake appropriate first aid training.
- Ability to provide support for pupils, including those with special needs, ensuring their safety and access to learning activities.
- Ability to utilise strategies to support pupils in achieving learning goals (desirable)
- Promote good pupil behaviour, and deal promptly with conflict and incidents.
- Ability to undertake pupil record keeping as requested.
- Ability to provide support for structured and agreed learning activities/learning programmes, taking into consideration pupils learning styles.
- Understanding of how to support Literacy/Numeracy programmes, record achievements and progress and providing appropriate reports and feedback for the teacher. (desirable)
- Awareness of procedures relating to child protection, health, safety and security, confidentiality and data protection

## Behaviours

- Able to remain calm and work well under pressure
- Hardworking
- Good sense of humour
- Good self-management skills, including the ability to plan one's time effectively
- Able to work as part of a team
- Enjoys working in new and challenging situations.
- A high level of personal integrity

### **This is not exhaustive.**

*Astrea Academy Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment. Posts are subject to enhanced DBS checks. For further details on the recruitment process, please review our Recruitment Pack. This can be found attached to each vacancy or requested by emailing [recruitment@astreaacademytrust.org](mailto:recruitment@astreaacademytrust.org)*