



**WE ARE** ASTREA

**EARLY YEARS TEACHING ASSISTANT  
APPLICANT BRIEF**

**DENABY MAIN PRIMARY ACADEMY**  
*Part of*  
**ASTREA ACADEMY TRUST**





## Open Letter from Principal

Dear Candidate,

Thank you for your interest in our school. We are a small, friendly community school that takes pride in who we are and where we want to be. Our **#denabycan** motto is our whole school approach to encourage all that together, we can all achieve. We have friendly hard-working children and dedicated staff who along with our wider community, ensure that every child is happy and has the opportunity to achieve their full potential and thrive. Our staff know our children very well and we pride ourselves on the family ethos of our school and work in partnership with parents.

Through a wide and varied curriculum and focussed intervention, we have many layers of support to nurture all to achieve their very best. We offer a bespoke approach to meet the needs of all our learners, pulling on the expertise of our staff and with outside organisations and partnerships to ensure we provide the best education and support. We are committed to a fully inclusive Primary experience, where educating the whole child extends beyond the norm. Our three curriculum drivers include Academic Excellence, Character Curriculum and Aspirations and we are committed to providing experiences that inspire beyond measure for our learners and families. Opportunity, Positivity and a can-do attitude is what we are all about!

Our Astrea Principles of Resilience, Empathy, Aspiration, Contribution and Happiness are golden threads, which exist in all our learning experiences and these are also explicitly taught in our Tribe Time Sessions. We believe having time to reflect as a learner and school citizen, to know how to look after our emotional and mental health are strong foundations for good learning.

If you would like to know more about our school and our **#denabycan** approach we would be more than happy to discuss our school aspirations further and show you our wonderful school. Our umbrellas of support from high quality teaching and learning, therapeutic interventions, Family Hub and our small family ethos show that come rain or shine, whatever the weather, we are here. Come stand under our umbrella!

I look forward to meeting you!

**Ann-Marie Mason**  
**Principal at Denaby Main Primary Academy**



# JOB DESCRIPTION

<b>SALARY</b>	£19,264 - £20,043 pro rata
<b>CONTRACT TYPE</b>	Permanent
<b>WORKING PATTERN</b>	Monday to Friday, term time only
<b>HOURS PER WEEK</b>	32.5 hours

## Purpose

To work under the guidance of Teaching staff or Higher-Level Teaching Assistants to implement agreed work programmes with individuals / groups both within and out of the classroom. This may include the use of detailed and specialist knowledge in particular areas and will involve assisting the Teacher in the whole planning cycle and with the management / preparation of resources. The postholder may also supervise whole classes occasionally during the short-term absence of Teachers, when the primary focus will be to maintain good order and to keep pupils on task

## 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

- Min 2 years experience working with and or caring for children of relevant age/subject area, in an educational setting.
- General understanding of national curriculum and other basic learning programmes/techniques.
- Basic understanding of child development and learning.
- Ability to relate well to children and adults.
- General awareness of inclusion, especially within a school setting.

## 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

- Establish good working relationships with pupils acting as a role model.
- Encourage pupils to interact with others and engage in activities led by the teacher.
- Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes.
- Provide detailed and regular feedback to teachers on pupils' achievements and progress.
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- Work as part of a team appreciating and supporting the role of other people in the team.
- Support the change process, remaining positive during times of change.
- Build and maintain successful relationships with pupils.
- Ability to improve your own practice.

## 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)*