



## Recruitment Information Pack

**EYFS Teaching Assistant**

**28.75 hours per week**

**Monday – Friday**

**Fixed term until August 2025**



Braunstone Frith Primary  
Academy  
Cuffling Drive  
Leicester  
LE3 6NF  
Tel No: 0116 2872487



## Welcome to Braunstone Frith Primary Academy



Thank you for taking an interest in our school. Braunstone Frith is a really exciting place to be. Our children love learning, they enjoy being in school and are happy. Our staff care passionately about the children and are committed to providing the best possible education.

Braunstone Frith Primary Academy is committed to all children and all adults being 'Positive Thinkers and LiFE Long Learners'. We believe the school is at the heart of the community and is built on positive relationships with all stakeholders. Through this we seek to work with all children and their families.

### **Children are at the heart of what we do**

We develop children that are confident, respectful and purposeful speakers who learn the skills to be responsible for their own learning enabling them to thrive.

### **We have an exciting curriculum**

Our curriculum offers children the opportunity to develop confidence, team work, community engagement and beautiful work.

### **No Outsiders**

We are a No Outsiders school, we celebrate diversity and cultural differences. Everyone is welcome. We have a respect for all and treat each other with kindness.

### **Core Values**

Our core values which are linked to our positive learning behaviour strategy are 'REACH IT'. Our children will become pupils who can be;

**Resilient   Engaged actively   Accountable**  
**Challenged   Have a go   Independent   Teamwork**

We are preparing our children for a life in the 21st Century. For the children to be successful in their learning and in their life, we truly believe that the ability for them to communicate is key.

**Positive Thinkers, LiFE Long Learners**



# Braunstone Frith Primary Academy

We aim for the children to **'learn TO talk'** and give them the confidence, resilience and social skills to communicate to anyone they may meet. In addition, our children also **'learn THROUGH talk'** and move from using talk to explore curriculum content to developing their understanding to be able to present their learning to a range of audiences. We aim to develop children as confident, respectful and purposeful speakers.

To make sure all subjects are built around the needs of our children we have created our 7 key principles.

## The 7 Key Principles of the BFPA Curriculum



We offer our children a curriculum that reflects life in the 21st Century. We aim for our spiral curriculum to build a sense of social responsibility both in the local community and the wider world.

We ensure that our curriculum exposes children to the awe and wonder of the world and the importance of understanding British Values in today's society. As a No Outsiders School, we are a caring community where values are built on mutual trust and respect for all regardless of race, religion, ethnicity, sexual orientation, gender identity, disability, age or gender.

Our staff have high expectations of what all our children can achieve. We encourage creativity and embedded learning through a spiral curriculum. We work to ensure every child has a voice. We model to our children honesty, good manners and respect. We support, inspire and encourage a spirit of self-belief.

## Come and Visit

The best way to see us in action is to come and visit us. Our staff, children and myself look forward to meeting you and welcoming you.



Positive Thinkers, LiFELong Learners



## Advert

### EYFS Teaching Assistant

**Fixed term contract until 20/08/2025 due to falling number of classes in school**

**Salary - £23,898 - £24,300 (pro rata)**  
**Actual Salary - £15,893.02 - £16,160.37**  
**28.75 hours per week**

Braunstone Frith Primary Academy is a large school on the western edge of Leicester City. Our aim is for our children to be "Positive Thinkers and Lifelong Learners"

We have a tradition of strong teamwork and clear leadership that is committed to do whatever it takes to improve pupil outcomes.

We are looking to appoint an EYFS Teaching Assistant to include some SEN support.

#### **We are looking for candidates who:**

- Have a real desire to support children to achieve the best that they can and be 'Positive Thinkers and Lifelong Learners'
- Have experience of working in early years or in a school setting
- Are able to maintain an inner calm and confidence and be able to build positive relationships
- Are enthusiastic, highly committed, good communicators and enjoy working as part of a team
- Have high expectations of what all children can achieve
- Are hard working and dedicated

#### **We can offer you:**

- Enthusiastic and friendly children
- A hard-working team of people who are committed to providing the best education for our children
- Support and encouragement for your continued professional development
- A chance to be part of shaping the future of our school

#### **Closing Date**

The closing date for all applications is 14/10/2024 at 9am. An email will be sent to shortlisted candidates with details of the interview process and the outline of the day.

#### **Safeguarding**

We are committed to the safety of our students and the protection of staff. Our recruitment process is in full accordance with recent guidance from the government for safer recruitment.

Appointment to this post will be subject to satisfactory pre-employment checks.

**Positive Thinkers, LiFElong Learners**



# Braunstone Frith Primary Academy

## Equal Opportunities

Braunstone Frith Primary Academy is committed to equal opportunities in our recruitment and selection procedures.

We welcome applications from all who meet the essential requirements within the person specification.

## Application Process:

The closing date for all applications is **Monday 14<sup>th</sup> October at 9am**

Completed application forms should be submitted via ETeach.

An email will be sent to shortlisted candidates with details of the interview process and the outline of the day.

Interviews will held be on **Thursday 17<sup>th</sup> October 2024**

If you have any queries on any aspect of the application or need additional information, please contact Mrs Dale George on 0116 287 2487 who will be happy to help you.

Thank you, and we are really looking forward to hearing from you.



## Job Profile

### Main purpose

The TA will:

- Work with class teachers to raise the learning and attainment of pupils
- Promote pupils' independence, self-esteem and social inclusion
- Mentor students individually or in groups, so they can access the curriculum, take part in learning and experience a sense of achievement
- Lead small group withdrawal.
- Key staff for selected students
- Keep Learning profiles up to date
- Liaise with parents

### Duties and responsibilities

#### Teaching and learning

- Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all pupils including, where appropriate, those with special educational needs and disabilities (SEND)
- Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities
- Use effective behaviour management strategies consistently in line with the school's policy and procedures
- Support class teachers with maintaining good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment
- Organise and manage teaching space and resources to help maintain a stimulating and safe learning environment
- Observe pupil performance and pass observations on to the class teacher
- Use ICT skills to advance pupils' learning
- Undertake any other relevant duties given by the class teacher

#### Planning

- Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress as appropriate to the level of the role
- Read and understand lesson plans shared prior to lessons, if available
- Prepare the classroom for lessons



## **Working with colleagues and other relevant professionals**

- Communicate effectively with other staff members and pupils, and with parents and carers under the direction of the class teacher
- Communicate their knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision
- With the class teacher, keep other professionals accurately informed of performance and progress or concerns they may have about the pupils they work with
- Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers
- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues

## **Whole-school organisation, strategy and development**

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision
- Make a positive contribution to the wider life and ethos of the school

## **Health and safety**

- Promote the safety and wellbeing of pupils, and help to safeguard pupils' well-being by following the requirements of Keeping Children Safe in Education and our school's child protection policy
- Look after children who are upset or have had accidents

## **Professional development**

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- Take part in the school's appraisal procedures

## **Personal and professional conduct**

- Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community
- Respect individual differences and cultural diversity

## **Positive Thinkers, LiFE Long Learners**



The TA will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the TA will carry out. The post holder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher or line manager.

## Personnel Specification (desirable, not essential):

CRITERIA	QUALITIES
<b>Qualifications and experience</b>	<ul style="list-style-type: none"> <li>• Level 2 or 3 Certificate in Supporting Teaching and Learning in Schools, Level 3 Diploma in Childcare and Education, or other relevant qualification in nursery work or childcare (or willingness to work towards a qualification if not already held)</li> <li>• GCSEs at grades 9 to 4 (A* to C) including English and maths</li> <li>• Experience of working with children</li> <li>• Experience of planning and leading teaching and learning activities (under supervision)</li> </ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>• Good literacy and numeracy skills</li> <li>• Good organisational skills</li> <li>• Ability to build effective working relationships with pupils and adults</li> <li>• Skills and expertise in understanding the needs of all pupils</li> <li>• Knowledge of how to help adapt and deliver support to meet individual needs</li> <li>• Subject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and pupils</li> <li>• Excellent verbal communication skills</li> <li>• Active listening skills</li> <li>• The ability to remain calm in stressful situations</li> <li>• Knowledge of guidance and requirements around safeguarding children</li> <li>• Good ICT skills, particularly using ICT to support learning</li> <li>• Understanding of roles and responsibilities within the classroom and whole school context</li> <li>• Understanding of effective teaching methods</li> <li>• Knowledge of how to successfully lead learning activities for a group or class of children</li> <li>• Knowledge of how statutory and non-statutory frameworks for the school curriculum relate to the age and ability ranges of the learners they support</li> <li>• Knowledge of how to support learners in accessing the curriculum in accordance with the SEND code of practice</li> </ul>





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- 3 Knowledge of a range of interventions suitable for KS3 and KS4 students

## Personal qualities

- Enjoyment of working with children
- Sensitivity and understanding, to help build good relationships with pupils
- A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school
- Commitment to maintaining confidentiality at all times
- Commitment to safeguarding pupil's wellbeing and equality

## Vision, Values and Ethos

### LiFE Multi Academy Trust Bringing Learning to LiFE

**Vision:** We have a compelling desire to provide high quality, personalised and rounded education for everyone, right in the heart of our local community. We believe that no school can be deemed successful unless all those around it are also successful, popular and flourishing. Hence we believe that dynamic, mutually accountable collaboration and challenge between local schools as members of the LiFE MAT is the cornerstone of our future success.

Each of our schools needs to be seen as a leader of, and vital to, its local community; each school is regarded as fundamental to the identity of its surrounding community. In this capacity we will relentlessly promote the values of inclusion and the celebration of diversity, alongside personal responsibility and respect.

### Values:

- Ensuring that every pupil achieves positive, life changing outcomes
- Providing a whole education: academic excellence co-existing with an exceptional commitment to activity beyond the school gate
- **The relentless pursuit of excellence by;** expecting this of every person, every day; recognising and celebrating behaviours that lead to great progress and promoting and celebrating elite performance inside school and in the wider world
- Valuing and promoting the celebration and understanding of diversity and qualities of our staff and students
- Ensuring that all pupils and staff feel known, appreciated and supported
- Committing whole-heartedly to collaboration within, between and beyond our academies
- Ensuring our curricula are agents for the promotion of our values

### Braunstone Frith Primary Academy

**Vision** For Braunstone Frith Primary Academy to be a great school which gives each pupil an outstanding provision in terms of the curriculum and development of the whole child. To provide an atmosphere where both pupils and staff thrive.

**Value s** **'Positive Thinkers, Lifelong Learners'** means: That we strive to get the best out of pupils and staff. We expect everyone to continue on their learning journey throughout their time at Braunstone Frith and we will support them to do so.

**Ethos** At Braunstone Frith Primary Academy, our children are at the heart of everything that we do

### Positive Thinkers, LiFE Long Learners



# Braunstone Frith Primary Academy

and our 7 key principles to support this. Our intent is for our children to become Positive Thinkers and Lifelong Learners who are ready to become part of both their diverse local community and have an understanding of the wider world. We ensure that we are offering our children an engaging, inclusive, supportive and safe environment that allows them to thrive while addressing and rebalancing some of the local area inequalities. Our aim is to provide the

very best educational experience so that children leave Braunstone Frith Primary Academy as responsible young people who can make informed decisions. We recognise that great schools transform lives. We invest in our staff and believe in the capacity for continual improvement as well as appreciating the role of leadership.

## **Our Offer to new staff joining the LiFE Multi Academy Trust and our schools' Professional Capital:**

**'We believe in getting the right people, getting them to work together and getting them to stay'**

### **Putting your trust in our Trust**

We believe in your development. Everything we do is about creating a team of committed professionals who share our ambition for young people. If you believe in this too, we are committed to providing an exciting, enjoyable and rewarding working environment.

### **Coaching**

Coaching is integral to our success. We support colleagues through coaching; enabling deep reflection, which has allowed us to build a bold, creative and aspirational culture, where collaboration with peers and new approaches to practice are encouraged.

### **Personal Improvement Plan versus Performance Management**

Instead of the usual Performance Management, we encourage our staff to identify aspirational targets through our 'Personal Improvement Plan' (PIP) process. With your coach, you will look to make significant progress in a critical area of your practice; we believe in valuing the process of improvement not pass or fail numerical targets.



# Braunstone Frith Primary Academy

## Health and Wellbeing Strategies

Having happy and healthy staff is key to a successful organisation. The Trust is committed to:

- providing employees with a safe, healthy and supportive environment in which to work
- recognising that the health and wellbeing of our employees is important
- providing a supportive workplace culture where individuals healthy lifestyle choices are valued and encouraged

We are committed to supporting colleagues to overcome the stigma and discrimination of mental health issues within the work place. To show our commitment to this we have publicly signed up to 'Mindful Employer'.

We believe it is important that we are role models to our students of how to be a healthy adult. We actively promote the importance of a work life balance, offering support to staff on managing stress and workload, as well as a physical activity programme. Access to coaching, counselling is also available to all staff.

## Equality and Equal Opportunities

Our Trust and its schools are committed to ensuring equality of opportunity in line with the Equality Act 2010. The Trust seeks to reduce disadvantages, discrimination and inequalities of opportunity, and promote diversity in terms of its students, workforce and our wider communities we serve.

## Development of Professional Capital and Excellence

As a Trust we always look to invest in our staff and pride ourselves on our 'home grown talent'. We are proud of this and believe this has the biggest impact on how our staff understand their communities and make a difference to the lives of our young people.

Quite simply, our aim is to employ people who match our ethos and values and enable them to truly collaborate with colleagues across the Trust so that they are satisfied professionally. We provide outstanding development opportunities which draw on excellence both within and outside of our Trust to enable you to build your professional capital.

Examples of the many opportunities we encourage staff to take up externally include:

- The National Professional Qualification for Senior Leadership (NPQSL)
- The National Professional Qualification for Headship (NPQH)
- The National Professional Qualification for Middle Leadership (NPQML)
- The Outstanding Teacher Programme (OTP)

Development opportunities occur at all levels. Some are led by staff within

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school or across the Trust and others are externally accredited.

Across the Trust we pride ourselves on equal opportunities for all staff, irrespective of background, gender, disability, religion, sexual orientation or age

## **Great access to progression and leadership responsibility**

Further evidence of our investment in 'home grown talent' is that 86% of our TLR holders have been internal appointments. We have clear professional progression pathways within the CPD offered throughout the year at all levels within the Trust.

## **Collaboration across all schools**

We are continually developing relationships across our Trust to enable collaboration to support learning and teaching outcomes. In addition, we are able to offer a joint CPD programme to draw upon expertise across the Trust. Staff work and meet regularly in teams across schools in the Trust and we hold an annual Strategic Planning Day, where each member of the Trust work together.

## **Sabbatical and flexible working policies**

We have developed a unique sabbatical policy to support staff to develop their interests. For some, this has been to develop professionally, whilst others have taken this time to experience travel with their family. See our policy for further details.

Flexible working arrangements are also promoted across the Trust where possible, to enable our staff to manage their work life and family commitments.



# Braunstone Frith Primary Academy

**Our Offer to staff in the LiFE Multi Academy Trust and our schools continued..**

## **Strong Induction Process**

It is important to us that every member of staff has the right start to working in our Trust. The importance of a good induction is invaluable for new starters irrespective of previous experience. To support this, we have a strong induction process, which enables colleagues to get a real understanding of what the school is about and what it means to be part of the Trust. We hold induction meetings and provide training and resources for all new staff.

## **ECT Programme**

We offer early careers teachers a robust, supportive and bespoke training programme which will enable you to develop into an outstanding teacher. We will follow new guidance on the ECT Early Career Framework.

## **Continued ECT and ECT+1 support**

We ensure that ECTs and second year teachers have reduced teaching loads to allow them more opportunities for CPD throughout the school week. This also allows for peer to peer observations and additional coaching to take place to develop their practice.

## **Attendance of staff**

Our staff are committed to their roles and ensure that students are supported to maximise their outcomes. Levels of attendance are exceptionally high across all staff and well above national averages in the education sector and beyond.

**We are always looking for high quality teachers and support staff who buy into our values across the LiFE Multi Academy Trust and our schools.**