



**WE ARE** ASTREA

**Learning Support Assistant**  
**APPLICANT BRIEF**

**HATFIELD PRIMARY ACADEMY**  
*Part of*  
**ASTREA ACADEMY TRUST**





## Open Letter from Principal

Dear Candidate,

Thank you for your interest in this role at Hatfield Academy.

Hatfield Academy is part of a wonderful community in Sheffield. We are working really hard to make a real difference to whole families. We are an inclusive school, who believes that working with the whole family is at the heart of ensuring success for our children.

The school is a 2 form entry school with approximately 366 pupils. Hatfield Academy is located in Firth Park. It is close to the M1, Meadowhall and Sheffield City Centre with good transport links.

HATTERS At Hatfield Academy, the Hatters Code is at the centre of all we do. **H** – Honest **A** – Active **T** - Thoughtful **T** - Trustworthy **E** - Enthusiastic **R** – Responsible **S** – Self-confident. If you feel these attributes are part of your values then Hatfield Academy would love to meet you.

We are looking forward to meeting you!

**Katy Richards**  
**Principal at Hatfield Primary Academy**



# JOB DESCRIPTION

<b>SALARY</b>	£18,933 pro rata (Grade 2 SP 4)
<b>CONTRACT TYPE</b>	Fixed Term Contract
<b>WORKING PATTERN</b>	Monday to Friday, Term time Only (+ inset days)
<b>HOURS PER WEEK</b>	37 hours

## Purpose

- Work under the instruction/guidance of teaching/senior staff to undertake work/care/support programmes
- Enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom.
- Work may be carried out in the classroom or outside the main teaching area.

## Key Accountabilities

- To aid pupils to learn as effectively as possible both in group situations and independently by, for example: Liaising with class teacher, SENCO and other professionals about individual support plans (ISPs), contributing to the planning and delivery as appropriate
- Consistently and effectively implementing agreed behaviour management strategies
- Helping to make appropriate resources to support identified pupils
- To undertake lunchtime duties on a contracted regular basis.

## Key Responsibilities

### SUPPORT FOR THE PUPILS

- Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities
- Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes
- Establish constructive relationships with pupils and interact with them according to individual needs
- Promote the inclusion and acceptance of all pupils
- Encourage pupils to interact with others and engage in activities led by the teacher
- Set challenging and demanding expectations and promote self-esteem and independence
- Provide feedback to pupils in relation to progress and achievement under guidance of the teacher

### SUPPORT FOR THE TEACHER

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals
- Assist with the planning of learning activities
- Monitor pupils' responses to learning activities and accurately record achievement/progress as



directed

- Provide detailed and regular feedback to teachers on pupils achievement, progress, problems etc.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- Establish constructive relationships with parents/carers
- Administer routine tests and invigilate exams and undertake routine marking of pupils' work

#### **SUPPORT FOR THE CURRICULUM**

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses
- Undertake programmes linked to local and national learning strategies e.g. literacy, numeracy, early years recording achievement and progress and feeding back to the teacher
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use

#### **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
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher
- Any other related duties as may arise.

#### **All Hatfield Academy employees are required to**

- Abide by the Health & Safety at Work Act.
- Attend training as required.
- Assisting with taking pupils on educational visits
- Respect confidentiality, applying to all areas.
- Work within School and the Trust policies and procedures.
- Participate and contribute to team meetings.
- Co-operate and liaise with departmental colleagues.
- Remain flexible and work in any phase as specified by the leadership team.

#### **All Hatfield Academy employees are expected to:**

- Demonstrate a commitment to their own development, to take advantage of education and training



opportunities and develop their own competence.

- Support and encourage harmonious internal and external working relationships.
- Make a positive contribution to raising the profile of the School.



# PERSONAL SPECIFICATION

## Experience

- Experience of working within a primary school
- Experience of working with children with additional needs (desirable)

## Qualifications

- A recognised teaching assistant qualification
- Paediatric First Aid Training Qualification (desirable)
- SEND training (desirable)

## Behaviours, Skills and Knowledge

- Knowledge of and ability to implement effective systems and practices to promote good behaviour and develop a positive ethos
- Knowledge of National Curriculum
- Knowledge of observing, monitoring, assessment, recording and reporting of pupils' progress
- Knowledge of the Early Years Development Matters
- Ability to work on own initiative and prioritise work to given deadlines
- Excellent written and oral communication skills
- Commitment to the safeguarding and promotion of the welfare of young people
- Ability to maintain appropriate relationships with staff and students
- Ability to deal appropriately with a range of sensitive issues
- Ability to work accurately and methodically under pressure
- Ability to respect and maintain confidentiality
- Ability to work individually and as part of a team
- A willingness to take part in training and development opportunities as required
- Have a commitment to making education in the academy relevant to a learner's life beyond school
- Knowledge of safeguarding and/or safeguarding trained

## 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)*