

# Recruitment Pack

## Romanian Speaking Educational Teaching Assistant

Closing Date — 12 noon

Tuesday 07 June 2022



# Romanian Speaking Educational Teaching Assistant (ETA010)

## To Start ASAP

Interviews W/c 13 June 2022

*Salary: Scale 7 (£14,981 actual salary)*

*Monday to Friday – 8.30am to 3.30pm (30 mins for lunch)*

*Term Time only*

We are looking to recruit an enthusiastic and hardworking person as a Romanian Speaking Educational Teaching Assistant. The person will provide support in a mainstream classroom, help remove language barriers for our Romanian children and translate for members of staff when required. You will be working alongside the class teacher, SENDCO and outside agencies.

We pride ourselves in providing a safe, happy and caring environment, where all pupils are nurtured and valued with a distinctive and inclusive ethos.

### The successful candidate will:

- Have a passion for child development and truly want to 'make a difference'.
- Have a proven track record of nurturing and engaging positively with children in both outdoor and indoor environments.
- Have experience of working with children in Early Years and Key Stage One.
- Support a child to develop their language and appropriate social communication skills.
- Be flexible and be able to work well as part of a team.
- Be willing to take on training as required.

### We can offer you:

- a warm, welcoming, inclusive school with a friendly, enthusiastic and dedicated team of teachers and support staff
- opportunities to develop professionally and grow in your role
- a genuine opportunity to make a difference

To find out more about the Academy please visit our website:

[www.diamondwoodacademy.co.uk](http://www.diamondwoodacademy.co.uk)

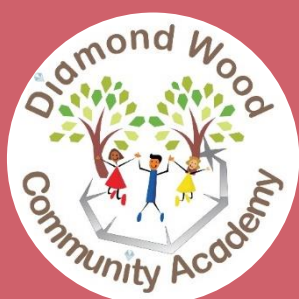
We only accept applications made on the Enhance Academy Trust Application Form. Hardy copy application forms can be found on our website (above) but are also available from the school office. Alternatively, request an application form via email

[office@diamondwoodacademy.co.uk](mailto:office@diamondwoodacademy.co.uk)

The completed forms should be returned to: Sally Titherington, Head Teacher, at Diamond Wood Community Academy, North Road, Ravensthorpe, Dewsbury, West Yorkshire, WF13 3AD.

**Please ensure you quote the job reference on your application form.**

*Enhance Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointments made are subject to an Enhanced check by the Disclosure and Barring Service.*



# Job Description

**Job Title: Educational Teaching Assistant – Romanian Speaking SCP 7-11**

## **PURPOSE OF JOB**

To work under the guidance of Teaching/Senior Staff to implement and oversee agreed work programmes with individuals/groups, in or out of classroom. This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting the Teacher in the whole planning cycle and the management/preparation of resources.

## **KEY AREAS**

1. Teaching support.
2. Pupil support.
3. Curriculum Activities.
4. General.

## **DUTIES AND RESPONSIBILITIES**

### **1. Teaching Support**

- 1.1 To undertake duties in accordance with school practices and procedures, ensuring the job holder actively upholds and promotes the philosophies of the school.
- 1.2 To work under the guidance of the Class Teacher/Line Manager to plan and monitor pupils learning. Ensuring the progress is clearly recorded in the relevant systems and relates to the learning objectives/goals for pupils.
- 1.3 As appropriate to assist with the induction and mentoring of new staff within the remit of the role.
- 1.4 Under the guidance of the Teacher provide one-to-one support to pupils or working with groups of pupils on pre-planned activities, to reinforce the Teacher's approach.
- 1.5 To assist where required in the planning of learning activities.
- 1.6 Under the guidance of the Teacher, ensure equipment or materials are suitable for the learning activities. Prepare materials and teaching aids where necessary.
- 1.7 Under the guidance of the Teacher, work with individuals or groups of pupils in accessing school library and in the use of the ICT and other relevant resources to support learning.
- 1.8 To participate in and assist in supervision of educational visits, in conjunction with the Teacher/Line Manager.
- 1.9 To assist in classroom and school displays of work.
- 1.10 To undertake routine clerical duties including bulk photocopying and collecting monies from children/parents.
- 1.11 Promote good behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- 1.12 To provide specialist knowledge or expertise to support the learning activities of pupils either individually or in a group or within whole classes. E.g. support children and parents, for whom English is an additional language, support children with special educational needs.

### **2. Pupil Support**

- 2.1 Provide support and guidance on a one-to-one basis or to teams of pupils in their core skills and curriculum needs, as per school policies/practices.



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- 2.2 To actively encourage the inclusion of all pupils to participate in the life and activities of the school and access the national curriculum to the best of their ability.
- 2.3 To provide individual assistance of assistance within groups through implementing behaviour plans, Individual Education Plans and teaching strategies etc, to maximise their achievements.
- 2.4 As required to deal with pupils who require physical restraint and intervention, using such methods as TEAM-TEACH, under the direction of the Head Teacher.
- 2.5 As required, to deal with the personal care and comfort and necessary minor medical treatments of pupils, i.e. toileting and intimate care issues (as per school guidance and direction).
- 2.6 To contribute to plans, reviews and evaluations of pupils by writing reports on pupils' progress and attendance meetings.
- 2.7 To provide lunchtime cover as required.
- 2.8 As required by the school to assist under the direction of the School Nurse and/or Physiotherapist in medically related issues e.g. administer medication-dosage already drawn up by the Nurse, gastrostomy feeding and preparing to care for children requiring other medication administered and Physiotherapy treatment.

### **3. Curriculum Activities**

- 3.1 To maintain stock of resources, ordering new replacements as agreed with colleagues, to support the work across the team in it is delivery of service.
- 3.2 To contribute in the presentation of pupils' work and maintenance of display areas.
- 3.3 To assist with the preparation and tidying of the classroom and upkeep of resources.
- 3.4 To attend and contribute to duty related meetings as required.
- 3.5 To assist in the planning and implementation of structured and agreed learning activities/teaching programmes.
- 3.6 To support staff, pupils and parents with language difficulties, as required.

### **4. Curriculum Activities**

**The above list is not exclusive or exhaustive, and the school may require the job holder to undertake duties commensurate with the level of the role.**

- Be aware of and support difference and ensure equal opportunities for all.
- 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.
- Carry out your duties with due regard to current and future School / Trust policies, procedures and relevant legislation.

As part of your wider duties and responsibilities you are required to promote and actively support the School's/Trust responsibilities towards safeguarding.



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Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn't just about the very old and the very young, it is about everyone who may be vulnerable.

Enhance Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointments made are subject to an Enhanced Check by the Disclosure and Barring Service.

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**RESPONSIBLE TO:** **Head Teacher, Class Teacher**

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**RESPONSIBLE FOR:** **None**



# Job Specification

JOB TITLE: Educational Teaching Assistant

SCP: 7-11

Mar 2021

|    | ATTRIBUTES                            |     | RELEVANT CRITERIA   | HOW IDENTIFIED                         | RANK |
|----|---------------------------------------|-----|---|--|------|
| 1. | RELEVANT EXPERIENCE                   | 1.1 | Experience of working with children/young people in a school environment.   | Application Form/<br>Selection Process | A    |
|    |                                       | 1.2 | Experience of assisting class teacher in delivering the curriculum.   | Application Form/<br>Selection Process | B    |
| 2. | EDUCATION AND TRAINING<br>ATTAINMENTS | 2.1 | Numeracy and Literacy skills to a level to assist pupils with their worki.  | Application Form/<br>Selection Process | A    |
|    |                                       | 2.2 | Level 2 Adult Numeracy and Level 2 Adult Literacy.  | Application Form/<br>Selection Process | B    |
|    |                                       | 2.3 | NVQ 3 for Teaching Assistants of equivalent qualifications (e.g. Level 3 Diploma in Supporting Teaching and Learning in Schools) or experience. | Application Form/<br>Certificates      | B    |
| 3. | GENERAL AND SPECIAL<br>KNOWLEDGE      | 3.1 | Understanding of National Foundation Stage curriculum and other basic learning programmes/strategies.   | Selection Process                      | B    |
|    |                                       | 3.2 | Understanding of Child Development and Learning.  | Selection Process                      | A    |
|    |                                       | 3.3 | Understanding and commitment to the Equality and Diversity Policy and how this relates to the duties of the job.                                | Selection Process                      |      |
|    |                                       | 3.4 | Knowledge of the national curriculum applicable to the school.  | Application Form/<br>Selection Process | A    |
|    |                                       | 3.5 | Fluent in the Romanian language.  | Application Form/<br>Selection Process | A    |



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SCP: 7-11

Mar 2021

|    | ATTRIBUTES             |     | RELEVANT CRITERIA   | HOW IDENTIFIED                         | RANK |
|----|------------------------|-----|---|--|------|
| 4. | SKILLS AND ABILITIES   | 4.1 | Effective use of ICT to support learning.   | Application Form/<br>Selection Process | A    |
|    |                        | 4.2 | Ability to assist the teacher in planning class activities.   | Selection Process                      | A    |
|    |                        | 4.3 | Ability to communicate effectively with pupils and staff members.   | Application Form/<br>Selection Process | A    |
|    |                        | 4.4 | Ability to relate to children/young people from diverse/social backgrounds.   | Selection Process                      | A    |
|    |                        | 4.5 | Ability to work as a team member.   | Application Form/<br>Selection Process | A    |
|    |                        | 4.6 | Ability to work with children exhibiting behavioural or physical difficulties.  | Application Form/<br>Selection Process | B    |
|    |                        | 4.7 | First Aid trained or willingness to undertake First Aid training.   | Application Form/<br>Selection Process | A    |
| 5. | ANY ADDITIONAL FACTORS | 5.1 | Understanding of relevant policies / codes of practice and awareness of relevant legislation.   | Selection Process                      | A    |
|    |                        | 5.2 | Commitment to ongoing personal training and development.  | Selection Process                      | A    |
|    |                        | 5.3 | Enhance Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share to this commitment. Appointments made are subject to an Enhanced Check by the Disclosure and Barring Service. | Application Form/<br>Selection Process | A    |



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**SCP:** 7-11

**Mar 2021**

Please make sure that you demonstrate your ability to meet the requirements of the job by giving clear, concise examples of how you meet each criteria on your application form. The letters A, B and C in the “Rank” column refer to the importance we will give your answers when we read your applications. You must have all the S’s on day one to be able to do the job, you need to have all the B’s to do the job, but they could be learnt during the induction, and if you have C criteria this would be an additional bonus. We recognise and welcome our responsibility to remove any barriers in our Recruitment and Selection process for disabled people. We have tried to do this, but if you have a disability and identify any barriers in the job description or employee specification, please tell us of these in your application. We are committed to making reasonable adjustments to the job wherever possible and it would help us to know your needs in order to do this.

Where criteria are to be identified through the “Selection Process”, this may involve written exercises, group discussions, presentations , interview etc.





# Diamond Wood Community Academy

Diamond Wood Community Academy is in the heart of Ravensthorpe, West Yorkshire. As a very large infant school with the majority of pupils having English as an additional language, language development is at the heart of all that we do. We are an inclusive school which celebrates diversity. Here we believe in encouraging our children to be the very best that they can be. Diamond Wood truly is 'A Place to Grow, a Place to Shine!'.

Our school provides a friendly, caring environment, where work and play go hand-in-hand. We aim for everyone to feel this as soon as they step through our school doors. We offer a strong sense of community and have close ties with parents and carers. We ensure that our children are educated within a caring, happy, warm and welcoming environment, with a broad and balanced curriculum.

With our dedicated staff, we strive to achieve the very best for every child. We are strong believers that 'Teamwork makes our Diamond Wood dream work'.

Our bespoke curriculum, allows pupils to develop a firm foundation of knowledge, vocabulary, skills and experience, whilst further developing their lively enquiring minds, leaving them equipped for the next phase of their learning journey and the world in which they live.

An Employee Assistance Programme is available to all staff, which offers you access to information, advice and support, on issues such as legal, medical, counselling etc. We have a comfortable and friendly staff room, which currently offers free tea and coffee at break times. Staff wellbeing is extremely important at Diamond Wood, and on the recent staff survey, staff feel supported and listened to.

Support Staff meetings take place half termly, updating you on changes in school life and giving you the opportunity to share your ideas, improve working practices and overcome any obstacles you may encounter.



# Enhance Academy Trust

Enhance Academy Trust is a Church of England Multi-Academy Trust, comprising of ten primary schools located across Wakefield and Kirklees and a post-16 performing arts free school. The Trust was established in 2012, as a sponsor of Church of England and Community Schools that needed support. Eight of its ten primary academies have been sponsored or transferred into the Trust. The Trust works very closely with its academies and encourages them to help each other, whilst at the same time allowing them a reasonable amount of autonomy. It has kept to this model whilst expanding and wants to continue to follow similar principles in the future. Our vision is to deliver improved educational outcomes and learning skills, to enable our young people to live well in the world around them. We also aim to allow our academy leaders and staff to develop the individual character of our academies, so they can best serve their local communities.

For further information, visit [www.enhanceacad.org.uk](http://www.enhanceacad.org.uk)



## Enhance Academy Trust

Encourage - Help - Achieve - Nurture



# Privacy Statement — Job Applicant

## PRIVACY NOTICE FOR JOB APPLICANTS

Under data protection law, individuals have a right to be informed about how the school uses any personal data we hold about them. We comply with this right by providing privacy notices to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about individuals applying for jobs at our school.

Diamond Wood Community Academy are the 'data controller' for the purposes of data protection law.

Please see below for details of our Data Protection Officer.

Successful candidates should refer to our privacy notice for the school workforce. for information about how their personal data is collected, stored and used.

Please contact the school should you wish to receive a copy of our employee privacy notice.

## HOW WE USE EMPLOYEE INFORMATION

We collect and use data relating to those applying to work at our school. under the principle of the General Data Protection Regulations (GDPR) which states that data is used for "specified, explicit and legitimate purposes". Personal data that we may collect, use, store and share (when appropriate) about you, includes, but is not restricted to:

- Contact details
- Application form
- Copies of right to work documentation
- References
- Evidence of qualifications
- Employment records, including work history, job titles, training records and professional memberships

We may also collect, store and use information about you that falls into "special categories" of more sensitive personal data. This includes information about (where applicable):

- Race, ethnicity, religious beliefs, sexual orientation and political opinions
- Disability and access requirements

## WHY WE COLLECT AND USE THIS INFORMATION

The purpose of processing this data is to aid the recruitment process by:

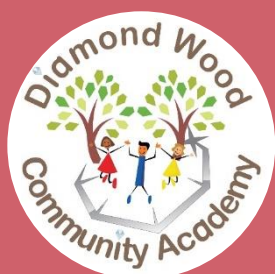
- Enabling us to establish relevant experience and qualifications
- Facilitating safe recruitment, as part of our safeguarding obligations towards pupils
- Enabling equalities monitoring
- Ensuring that appropriate access arrangements can be provided for candidates that require them

## THE LAWFUL BASIS ON WHICH WE PROCESS THIS INFORMATION

We lawfully process this information to:

We may also collect, store and use information about you that falls into "special categories" of more sensitive personal data. This includes information about (where applicable):

- Race, ethnicity, religious beliefs, sexual orientation and political opinions
- Disability and access requirements



# Privacy Statement — Job Applicant cont.

## THE LAWFUL BASIS ON WHICH WE PROCESS THIS INFORMATION

We lawfully process this information to:

- Comply with a legal obligation
- Carry out a task in the public interest

Less commonly, we may also use personal information about you where:

- You have given us consent to use it in a certain way
- We need to protect your vital interests (or someone else's interests)

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you go about withdrawing consent if you wish to do so.

Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds which justify the school's use of your data.

## COLLECTING THIS INFORMATION

While the majority of the information we collect from you is mandatory, there is some information that you can choose whether or not to provide to us.

Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

## STORING THIS INFORMATION

We keep personal information about you during the application process. We may also keep it beyond this if this is necessary. Our data retention policy sets out how long we keep information. (Our data retention policy is available on request from the academy).

We have security measures in place to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

We will dispose of your personal data securely when we no longer need it.

## USE OF YOUR PERSONAL DATA IN AUTOMATED DECISION MAKING AND PROFILING

We do not currently process any personal data through automated decision making or profiling. If this changes in the future, we will amend any relevant privacy notices in order to explain the processing to you, including your right to object to it.

## WHO WE SHARE THIS INFORMATION WITH

We do not share information about you with any third party without your consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with data protection law), we may share personal information about you with:

- Our local authority – to meet our legal obligations to share certain information with it, such as shortlists of candidates for a Head Teacher position
- Suppliers and service providers – to enable them to provide the service we have contracted them for, such as HR and recruitment support
- Professional advisers and consultants
- Employment and recruitment agencies



# Privacy Statement — Job Applicant cont.

## REQUESTING ACCESS TO YOUR PERSONAL DATA

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, please submit a request in writing, either by letter or email to the Data Protection Officer (contact details below).

Including:

- Name of individual
- Correspondence address
- Contact number and email address
- Details of the information requested

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

## FURTHER INFORMATION

If you would like to discuss anything in this privacy notice, please contact:

Mr N Stott DPO – [dpo@wntai.co.uk](mailto:dpo@wntai.co.uk)

