



INSPIRE
PARTNERSHIP

Recruitment Pack

Teaching Assistant (SEN) with
Curriculum Themed
Lunchtime Club



WELCOME



Welcome from the CEO.

We're thrilled you're considering joining Inspire Partnership Multi-Academy Trust. As CEO, I believe our people are central to achieving "Excellence in every outcome" for our 2500 pupils across nine primary schools. Our values – Support, Collaboration, Innovation, and Excellence – guide us in working together to be better and inspire everyone to achieve their best.

Our mission for our staff is "The very best from and for everyone". This means clear expectations, great opportunities for professional growth, and a supportive culture from day one. We uphold high standards and encourage brave, innovative actions in a safe environment. We want all our staff to feel successful and understand their vital role in delivering excellent outcomes for our pupils.

Joining us means becoming part of a team dedicated to ensuring all children are happy, confident in themselves and aim for excellent outcomes in all they do. We are ambitious for every child, regardless of background. We offer continuous professional development and a coaching culture that supports all of our people. Here at Inspire Partnership, we are confident you'll find a rewarding and supportive environment where your contributions are valued, and you can make a real difference in children's lives.

Matthew Knox
Chief Executive Officer

About the Trust.

At Inspire Partnership we are a community of schools inspiring excellence in everyone. Our partnership is like a Maypole dance: working together to produce something to be proud of. Our four values are what define us, and they are like the different parts of the Maypole tradition

Support

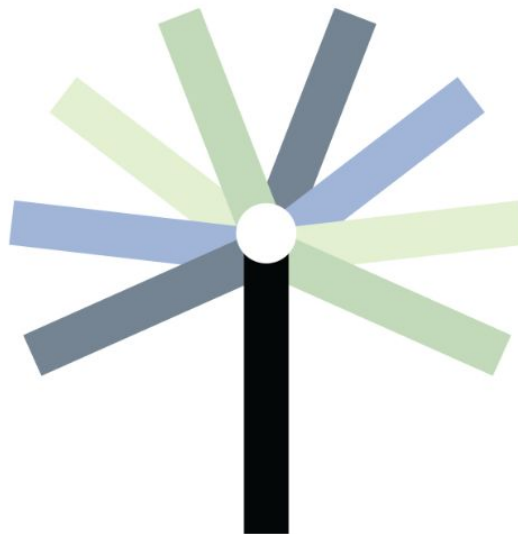
The maypole at the centre of the community

Excellence

Practice and persistence until it is right.

Collaboration

The coming together of the community



Innovation

Using what we know to create new and exciting routines

The Ripple Effect.

Support enables schools to feel secure and grow, which fosters a climate where **collaboration** can flourish. This collaboration then sparks **innovation**, leading to continuous improvement and the pursuit of **excellence** across all schools within the Trust.

Our Trust

We are a thriving community of primary schools each offering high-quality nurseries, excellent outdoor learning spaces, and a strong commitment to technological advancement. With Chromebooks and visualisers at the heart of our digital strategy, we empower students with modern skills for the future. By blending nurturing early education, inspiring environments, and innovative technology, we create dynamic learning experiences.

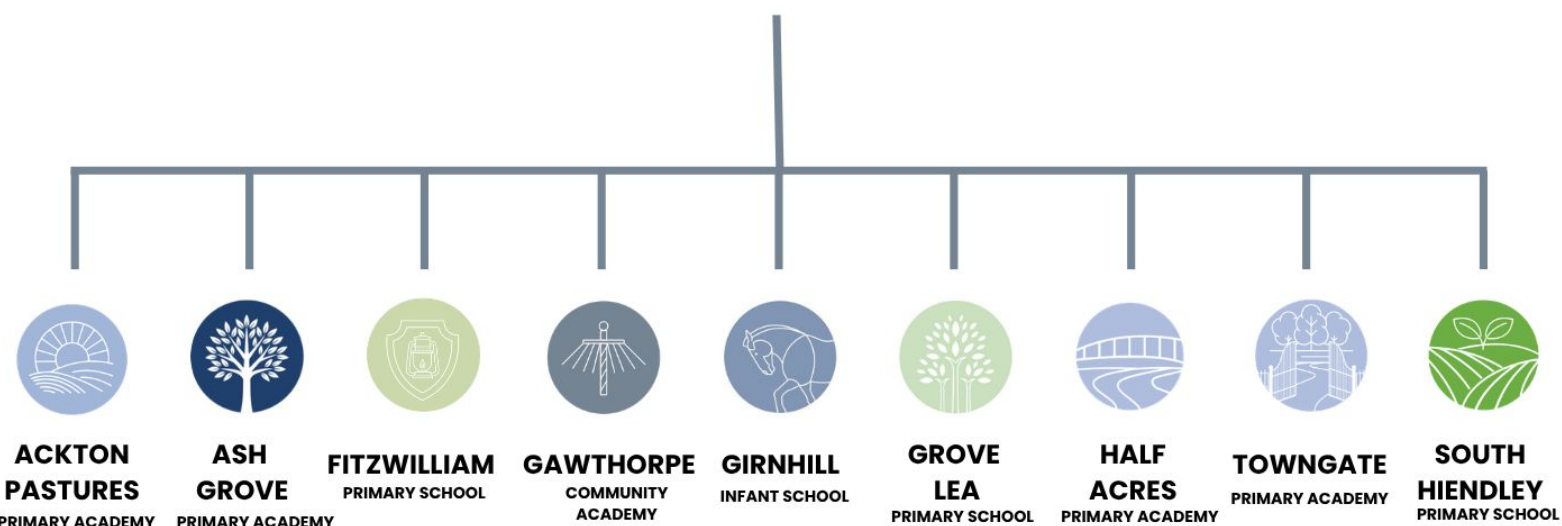
Our Trust currently consists of nine primary academies, all based in the Wakefield Local Authority, and we proudly support other schools across Yorkshire. As we continue to grow, we look forward to expanding beyond Wakefield, strengthening our network, and welcoming new schools into our family.

9 SCHOOLS

ONE TRUST



INSPIRE
PARTNERSHIP



9 SCHOOLS

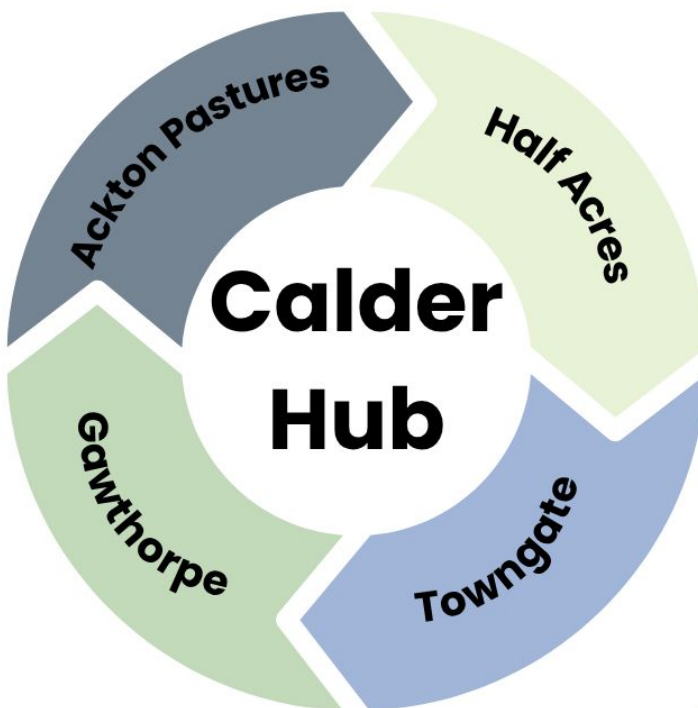
ONE TRUST



Our **Hubs**, Our **Schools**.

The schools in our Trust are split into two geographic hubs; Calder Hub and Went Hub

By bringing geographically closer schools together, we're actively fostering a deeper community feel within each hub. These hubs will empower our schools to learn from one another, leverage shared resources more effectively, and ultimately create an even richer and more cohesive learning experience for every child in our care.



Teaching Assistant (SEN) with Curriculum Themed Lunchtime Club

Reporting to: Headteacher

Salary: Grade 4, SCP 5

Term: Fixed term until 31.08.2027 –

Part Time – 30 hours per week



Welcome from our Headteacher and context for this appointment:

Ash Grove Primary Academy is seeking a dedicated and empathetic Special Educational Needs (SEN) Teaching Assistant to join our supportive team. In this vital role, you'll provide crucial one-on-one and small-group support to empower our students with special educational needs. You'll help create a positive and inclusive learning environment where every child feels safe, supported, and ready to learn. You will also collaborate closely with the class teacher, assisting with classroom activities and championing the overall well-being and development of our students.

Our values and vision underpin all we do, so if our vision and values align to yours, then we invite you to join us on our journey.

What we offer:

- The opportunity to be part of a Trust which is committed to the support and development of all staff.
- A commitment to providing you with high quality professional development.
- The opportunity to be part of dedicated staff teams.
- Supportive and caring Senior Leadership Teams.
- Opportunities of co-planning with colleagues.
- Trust wide professional development days.
- Future leadership opportunities.
- Opportunities to work across the Trust.

Job Description

Job Purpose Summary

The Teaching Assistant under the direction of the Headteacher / Class Teacher will

- Be part of a Trust which is committed to the support and development of all staff.
- Work as part of the team to fulfil the strategic and operational aims and objectives of the academy in accordance with those of Inspire Partnership Multi Academy Trust in order to deliver the IPMAT promise to the children at the academy.
- Work in line with policies for achieving aims and objectives aligned to our trust vision
- Provide high quality support for teaching and learning and facilitate learning for all pupils.
- Maintain excellent standards of behaviour both in and out of the classroom to ensure the best possible learning environment for all, following the trust principles of inclusion.
- Deliver learning activities to pupils as directed by the class teacher.
- Work independently with specified pupils as directed by class teacher.
- The academy is committed to safeguarding and promoting the welfare of children and young people and requires all staff to share this commitment.
- Work closely with stakeholders to ensure all pupils have access to a high quality learning environment and curriculum offer.
- Under the direction and supervision of a teacher or line manager (e.g. Higher Level Teaching Assistant), to support pupils learning, to attend to pupils personal needs and to provide general support in managing pupils and the classroom.
- To uphold and promote the Academy's child protection and safeguarding policies and procedures and ensure they are adhered to by all staff.
- To promote the safety and wellbeing of students.

Specific Duties & Responsibilities

Key Tasks:

Support for pupils

- To assist with the personal needs of pupils including social, health, physical, hygiene, first aid and welfare matters.
- To assist with the supervision of pupils ensuring their safety and access to learning.
- To prepare the classroom as directed for lessons and to clear afterwards.
- To assist with the display of work.
- To report to the teacher or line manager any pupil problems or behavioural difficulties in accordance with school policy.
- To report to the teacher or line manager on pupil progress and achievements in accordance with school policy.
- To assist the teacher or line manager by contributing as directed to a pupils' individual behaviour/education plan.
- To provide or gather routine information to or from parents/carers under the direction of the teacher or line manager.
- To provide general support with learning activities (e.g. literacy, numeracy, KS3, early years) to enable pupils to understand instructions and to ensure they remain on task.
- To assist with the maintenance of equipment and resources.
- To assist pupils in using resources, e.g. ICT.
- To assist with the supervision of pupils outside of lesson times, including before and after school and at lunchtimes. These duties shall be undertaken within the postholder's contractual hours.
- To participate in school visits, assisting with activities as required.
- To undertake routine clerical duties including bulk photocopying and collecting dinner money.

Other duties commensurate with the grade of the post as directed by the Headteacher.

Support for the Class Teacher

- Organise and manage appropriate learning environment and resources; support with ensuring learning environment is inclusive for all pupils.
- Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against predetermined learning objectives.
- Work within an established behaviour policy to anticipate and manage behaviour.
- Support the role of parents in pupils' learning and contribute to meetings with parents to provide constructive feedback on pupil progress/ achievement.

Support for the academy

- Be aware of, follow and comply with all academy policies and procedures.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos, values, work and aims of the academy.
- Assist with pupil supervision out of lesson times, including before and after school at lunchtime, where required.
- Make a positive contribution to the wider life and ethos of the academy.

Professional Development

- Participate in arrangements for your own performance management.
- Participate in Trust-wide professional development to develop your own knowledge and practice with an aim to develop and improve outcomes for all children.
- Use coaching to further strengthen professional development offer.
- Show commitment to improve your own practice through CPD.

Working with Colleagues and other Relevant Professionals

- Collaborate and work with colleagues and other relevant professionals within and beyond the academy to secure excellent outcomes for all pupils.
- Participate in administrative and organisational tasks where required.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required.
- Attend and actively participate in staff meetings.
- Have a flexible approach and be willing to adapt to changes.
- Attend all weekly TA meetings and follow up on the actions given.

The duties and responsibilities highlighted in this Job Specification are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.

People and Budget

None.

Physical Resources

Effective use of resources as determined by the Headteacher or Office Manager.

Customers and Clients

The post involves some direct impact on the well being of pupils through undertaking tasks or duties related to the post.

Working Conditions

- The post holder may be subject to some exposure to disagreeable or unpleasant people related behaviour.
- The post involves contact with people which through their circumstances or behaviour occasionally places emotional demands on post holder.
- The nature of the post may involve periodic requirements for considerable effort, e.g. lifting or carrying of children.

Employment checks required of this post:

- Evidence of entitlement to work in the UK
- Two satisfactory references
- Evidence of a satisfactory safeguarding check e.g. DBS check at the relevant level.
- Confirmation of medical fitness for employment
- Online search

Person Specification

No.	Categories	Essential or Desirable	App Form	Interview or task
Qualifications				
1	GCSE Grade 4 or above in Maths & English or an equivalent Level 2 qualification	E	✓	
2	Support Work in Schools (S.W.I.S) Level 2 or equivalent	D	✓	
3	Supporting pupils with S.E.N. Level 2 or 3 qualification	D		
Experience and Knowledge				
4	Previous experience of working with children of the relevant age range in a learning environment.	D	✓	
5	Effective approach to behaviour management	D	✓	
6	Experience of supporting children with special educational needs	E	✓	
7	Commitment to undertake professional training/development relevant to the post	E	✓	
8	Appropriate knowledge of First Aid	D	✓	✓
9	High level of written and verbal communication	E	✓	✓
10	Commitment to safeguarding and promoting the welfare of children to achieve high standards	E	✓	
11	Use of Technology e.g. ICT	D	✓	
12	Good numeracy/ literacy skills	E	✓	
Competencies and Physical Skills				
13	The ability to work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these	E	✓	✓
14	Ability and willingness to promote the school's positive culture and ethos	E	✓	✓
15	Effective use of resource	E	✓	✓
16	The ability to relate well with children & adults	E	✓	✓