



WE ARE ASTREA

**1:1 TEACHING ASSISTANT
APPLICANT BRIEF**

EDENTHORPE HALL ACADEMY
Part of
ASTREA ACADEMY TRUST





Open Letter from Principal

Dear Candidate,

Thank you for your interest in this post at Edenthorpe Hall Primary Academy.

This is an exciting opportunity to join our growing team of dedicated, committed staff to make a real difference to our children. As we go into the new school year there will be an increased need for us all to commit to providing a safe, nurturing, welcoming and warm environment in which our children can thrive and succeed.

We are a small school organised in single age classes and pride ourselves on our family feel. We have developed a curriculum which is exciting, relevant and broad so that we are equipping our children with the knowledge and skills to fulfil their future ambitions. We constantly seek to open up every possible opportunity for them and the wellbeing of every member of our school family is at the heart of everything we do.

Pupil numbers continue to grow at the school on the basis of our good reputation in the local area. The FS2 cohort for September currently stands at 34 and so there is a need to expand our team.

I look forward to receiving your application and hopefully discussing further with you at our selection process in due course.

Michelle Cockayne
Principal at Edenthorpe Hall Academy



JOB DESCRIPTION

SALARY	£19,264 pro rata (Grade 5)
CONTRACT TYPE	Permanent, Term Time Only
WORKING PATTERN	2 Days per week
HOURS PER WEEK	13 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.

As Cover Supervisors, the postholder will need to respond to questions and generally assist pupils to undertake set activities

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, 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

- Minimum 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.
- Experience of working with children with significant developmental and medical needs
- Experience of working with children on the autistic spectrum

Qualifications

- GCSE C or above in Maths/numeracy and English/literacy (or currently working towards this)
- NVQ 2 for Teaching Assistants or equivalent qualification or experience
- Willingness to undertake appropriate first aid training.
- Training in relevant learning strategies e.g. literacy / numeracy (desirable)

Behaviours & Skills

- 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.
- 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.
- Continually 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