

# Teaching Assistant

## Harris Academy South Norwood

Grade 3 + Loyalty Bonus + Harris Wellbeing Cash Plan + Additional Harris Benefits

### Full time

For a confidential discussion about this post with the Principal, more information or to arrange a visit, please contact Claire Stafford, PA to the Principal, at [staffordc@harrissouthnorwood.org.uk](mailto:staffordc@harrissouthnorwood.org.uk)

Please visit [www.harriscareers.org.uk](http://www.harriscareers.org.uk) to apply online and submit your application. Shortlisted candidates may be asked for additional information before interview invitation.

### Safeguarding Notice

The Harris Federation and all our academies are committed to ensuring the highest levels of safeguarding and promoting the welfare of children and young people, and we expect all our staff and volunteers to share this commitment. All offers of employment are subject to an enhanced Disclosure and Barring Service (DBS) check, references, an online search, and where applicable, a prohibition from teaching check will be completed. Before applying, please review our [Policy Statement on the Recruitment of Ex-Offenders](#).

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## **Harris** Academy South Norwood

# Dear Candidate

Thank you for expressing an interest in the post of **Teaching Assistant**. Our TA/s will work as part of a thriving inclusion team, delivering in-class support and contributing to targeted interventions as required. This post is central to our mission of ensuring that every child, no matter their starting points, is able to thrive at Harris Academy South Norwood.

If you are an experienced teaching assistant or a graduate with a strong academic foundations and an aligned skillset and looking for an opportunity to join a truly thriving school where you can make a real difference, then this may be the role for you.

At Harris South Norwood we do things differently. Nurturing the unique talents and character of each individual is at the heart of what we do, and a genuine sense of school community rooted in trusting relationships between students and staff drives our success. As the highest performing mixed comprehensive school in Croydon and Bromley (Progress 8, Summer 2024) we provide an exceptional academic education alongside a fantastic student experience. Our school ethos of **Diversity, Talent, Togetherness** encapsulates the kind of school community we foster here.

If our ethos appeals to you, and you want to make a real difference to the lives of our young people, then we would welcome an application.

Yours sincerely

**Charlie Comerford**  
Principal

# Our Academy

Harris Academy South Norwood is a mixed comprehensive school situated in the heart of South Norwood, SE25, just a few minutes walk from Norwood Junction. We serve an incredibly diverse school community with numerous languages, cultures and backgrounds represented within the school. Our staff are equally multicultural, with colleagues hailing from all over the UK and the world.

Our vision for teaching is *whole school consistency, departmental autonomy*. We believe that teachers teach best when supported by clear, consistent systems *within which* they can delve into the uniqueness of their subject disciplines. In practice, this means that we have strong whole-school behaviour systems, shared strategies well recognised by students such as for checking for understanding and teaching new vocabulary, but also expect and allow subjects to employ the pedagogical strategies, formats and routines that are right for them.

At HASN, we prioritise teacher development and commit significant time and resources towards teacher and staff development. We support colleagues to undertake professional qualifications and further study outside of the school, and encourage colleagues to plan and pursue their professional goals with our support.

Working with the Harris Federation, we are able to draw on a wealth of expertise and experience across all areas of school life and leadership, meaning that staff can draw on a wide professional network. In turn, this supports a healthy approach to workload in which leaders hold the firm belief that collaboration is our strength and that seeking support is often the best thing professionals can do for the children they work with.



# Job Purpose

To support individuals and groups of children to enable access to learning, contributing to the development and maintenance of a purposeful, nurturing learning environment.

**Responsible to:** SENDCO

**Liaise with:** Senior Leadership Team, other school leaders, pastoral support staff and relevant staff with cross-school responsibilities, teaching/support staff, external agencies and parents

# Main Areas of Responsibility

## Core Duties

- To supervise and provide particular support for identified children, in 1:1, group or whole class situations, ensuring their safety and access to learning.
- To assist in the development of appropriate resources, schemes of work and teaching strategies, working with the teacher to ensure the provision supports each identified child's learning needs.
- To assist in evaluating identified children's progress through agreed assessment activities.
- To provide detailed and regular feedback to teachers on students' achievement, progress and needs.
- To lead small group sessions and interventions as appropriate.
- To attend to the children's personal needs where required, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters.
- To support with behaviour management, using appropriate strategies in line with academy policy.
- To contribute to creating a purposeful and supportive learning environment.
- Undertake structured and agreed learning activities/teaching programmes as appropriate, adjusting activities to ensure achievement of learning goals.

## Additional Responsibilities

- To assist with the supervision of children out of lesson times, including playtimes and undertaking lunchtime duty.
- To establish good relationships with children, acting as a role model and being aware of and responding appropriately to individual needs.
- To promote the inclusion and acceptance of all children.
- To be aware of and support difference and ensure all children have equal access to opportunities to learn and develop.
- To support children with their learning and development in respect of local and national learning strategies e.g. literacy, numeracy, Key Stage and/or subject specific, as directed by the teacher.
- To encourage children to interact with others and engage in activities led by the teacher.
- To set challenging and demanding expectations, promoting self-esteem and independence.
- To prepare the classroom as directed for lessons and clear afterwards and assist with the display of children's work.
- To prepare and maintain equipment/resources as directed by the teacher and assist children in their use.
- To undertake student record keeping as requested.
- To establish and maintain positive relationships with parents/carers, gathering and reporting information as directed.
- To provide clerical/admin support as required e.g. photocopying, typing, filing.
- To ensure the effective/efficient deployment of resources as appropriate.
- To attend relevant meetings as required.
- To accompany teaching staff and children on visits, trips and off site activities as required.
- To contribute to the academy's Improvement Plan and its implementation.
- To contribute to the whole academy's planning activities

## Academy Ethos

- To undertake such other duties as may be required, commensurate with the level of responsibility of the post
- To engage actively in the performance review process, addressing appraisal targets set in conjunction with the line manager each autumn term
- To participate in training and other professional development learning activities

- To promote equal opportunities and celebrate diversity in all aspects of the academy
- To play a full part in the life of the academy community, to support its distinctive aim and ethos and to encourage staff and students to follow this example
- To support and attend academy events such as Open Evening
- To promote actively the academy's corporate policies
- To adhere to the academy's Dress Code
- To comply with the academy's Health and Safety policy and undertake risk assessments as appropriate
- To be familiar with and promote safeguarding requirements, demonstrating adherence to the DfE Guidance 'Keeping Children Safe in Education and the academy's Safeguarding/Child Protection policies
- To be aware of and comply with all academy and Federation policies and procedures, in particular those relating to conduct, child protection (as above), health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition (as defined in the Equality Act 2010).

Following consultation with you this job description may be changed by management to reflect or anticipate changes in the job which are commensurate with the salary and job title. employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. Following consultation with you this job description may be changed.

## Person Specification

Attributes	Essential	Desirable
<b>Qualifications, Knowledge &amp; Experience</b>	<ul style="list-style-type: none"> <li>• GCSE (or equivalent) in English and Maths – Grade C or above</li> <li>• NVQ Level 3, or equivalent</li> <li>• Knowledge of Microsoft software</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of the national curriculum</li> <li>• Knowledge of teaching and learning</li> </ul>

	<ul style="list-style-type: none"> <li>• Good knowledge of a range of learning barriers including special needs</li> <li>• Experience of contributing to and assessing of provision for children with a range of needs</li> <li>• Some knowledge of some of the social issues facing students from disadvantaged backgrounds</li> </ul>	<ul style="list-style-type: none"> <li>• Similar experience working within a school</li> <li>• Evidence of continuing professional development and education</li> </ul>
<b>Essential Skills</b>	<ul style="list-style-type: none"> <li>• Well-developed interpersonal skills to be able to relate well to a wide range of people</li> <li>• Ability to inspire pupils and other staff members</li> <li>• Work constructively as part of a team whilst being able to demonstrate initiative</li> <li>• Good organisational skills</li> <li>• The ability to use own initiative</li> <li>• Be able to work in a flexible way</li> <li>• Show sensitivity in complex situations</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to deliver/support</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Ability to demonstrate and promote the Academy's core values of Knowledge, Integrity and Resilience.</li> <li>• Willingness to work hard.</li> <li>• Record of excellent attendance and punctuality.</li> <li>• Flexible, adaptable, results orientated and able to prioritise, resilient under pressure.</li> <li>• Awareness of and commitment to equal opportunities and valuing diversity.</li> <li>• Belief in the responsibility of a school to include pupils with a diverse range of educational needs</li> <li>• Ability to be a 'team player'</li> <li>• Enthusiasm for and commitment to the achievement of the Academy's overall vision for success at all levels.</li> <li>• Motivation to work with children and young people</li> <li>• Ability to build &amp; sustain professional standards, relationships &amp; personal boundaries with young people</li> <li>• Emotional maturity &amp; resilience in dealing with challenging behaviours</li> <li>• Ability to contribute towards creating a safe &amp; protective environment</li> <li>• Empathy with the aims and objectives of Harris Federation</li> <li>• Willingness to continue professional development.</li> <li>• Commitment to maintaining high standards and expectations.</li> <li>• Commitment to contributing to academy life as a whole</li> <li>• Commitment to equality of opportunity, valuing diversity and the safeguarding and welfare of all students</li> </ul>	<ul style="list-style-type: none"> <li>• Passion for actively promoting diversity and inclusion</li> </ul>

We will consider any reasonable adjustments under the terms of the Equality Act (2010) to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post. The job-holder will ensure that academy policies are reflected in all aspect of his/her work, in particular those relating to:

- 1) Equal Opportunities
- 2) Health and Safety
- 3) General Data Protection Regulations (2018) and Data Protection Act 2018
- 4) Safeguarding children

## Applying For The Position

We encourage you to apply as soon as possible as we may interview and offer to a candidate before the closing date. Please note that we only accept applications submitted before the closing date via our careers website.

Thank you for your interest in the Harris Federation. We look forward to receiving your application.

## Before You Start Your Application

Please remember to check your junk mail folders for our email communications and add us to your safe senders list to ensure all future email communication is received. This is important to ensure you are kept up to date on the status of your application and to avoid delays in the recruitment process.

To submit an application, you'll need to have ready:

- Personal information about you
- Details of your education and employment history
- Details of any qualifications and training gained
- A CV and/or supporting statement to upload

## Help and Support

For our Help and Support completing your application, visit [www.harriscareers.org.uk](http://www.harriscareers.org.uk)

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