



WE ARE ASTREA

Teaching Assistant (Primary Phase)

ASTREA ACADEMY SHEFFIELD
PART OF ASTREA ACADEMY TRUST

APPLICANT BRIEF





O PEN LETTER FROM OUR EXECUTIVE PRINCIPAL, KIM WILSON

Dear Candidate,

We are delighted that you are interested in applying for this role at Astrea Academy Sheffield. We are an all-through academy in Sheffield, and this is our fourth year since opening. September 2022 brings an exciting time for us – it has gone so quickly! This is a rare and unique opportunity to join us on our journey - **where ambition has no limits!**

It is key to understand the context of our wonderful academy. We are a city centre school, where we serve the local community of Burngreave. 98.5% of our cohort are from Ethnic Minority Groups, 55% of our pupils are disadvantaged, with 46% currently receiving Free School Meals (national is 13.3%). Children with SEN represent 21% of the cohort. The catchment area of the academy is within the 2.5% most deprived areas within the country. This is why we do what we do. We are here to ensure all children receive the outstanding education and life chances that they are entitled to.



The Academy opened its doors for the first time in September 2018 and will in time be a 2 – 18 provision. We welcomed our first children in nursery, reception and year 7 as well as a brand new complement of staff. Since then we have grown each year, and we currently have 600 children, spanning years 7, 8 and 9 in our secondary building and nursery, reception, year 1 & 2 in the primary building. We are delighted to say we are the school of choice in the area and have recently found out we are oversubscribed again for September 2021!

Our ground breaking campus is truly breath-taking. With the combination of a Grade II listed building and a brand new building, there is a real physical heritage to our new school. With an investment in excess of £25 million, our facilities are cutting edge, including science and technology laboratories, modern classrooms, a 300-seat hall, 4G pitch, an underground sports hall, outside Amphitheatre and forest school learning area (to name a few).

Our location is at the heart of a new learning community which will continue to grow as we forge these ever essential relationships with families and businesses in the area.

We work within a supportive learning community of staff, parents and children, enabling a world of learning opportunities which will inspire and motivate scholars of Astrea Academy Sheffield to achieve excellence and create the successful path for their future. We are creating an academy where each day will be a journey of discovery to fire their imagination, establish their sense of worth, and to gain the confidence and courage to take a full part in the wider world.

This is a truly unique and once in a life time opportunity and we are seeking **distinctive and exceptional** individuals who are able to offer the absolute best they can to enhance the life chances of children at Astrea Academy Sheffield.

#WeAreAstrea

Yours sincerely,

Kim Wilson
Executive Principal at Astrea Academy Sheffield



JOB DESCRIPTION

SALARY	SCC Grade 3 – Scale point 5-6 (Actual Salary £16,544 to £16,875)
CONTRACT TYPE	Permanent
WORKING PATTERN	37 hours, Term Time Only + 1 week (5 INSET days)

Purpose

The Teaching Assistant will work under the direct instruction of the SENCO and teaching staff to support access to learning for children and to assist the teacher in the management of children and the classroom. Work may be carried out in the classroom or outside the main teaching.

Main Duties and Responsibilities:

Main duties

- ★ Provide a high standard of physical, emotional, social and intellectual care for scholars
- ★ To act as the Key Worker for specific scholars
- ★ Support staff and help facilitate the active participation of scholars in the social and academic activities of the academy
- ★ Contribute to raising standards of achievement for all scholars
- ★ Provide support to other members of staff
- ★ To assist with the class teachers (and other professionals as appropriate), in the development of suitable programmes for Learning Plans / My Plans / Educational, Health & Care Plans
- ★ Implement and support the daily routines of scholars
- ★ Help with the planning and implementation of a programme of activities suitable to the age range and to prepare and complete activities to suit each scholar's stage of development
- ★ Contribute to the development and provision of a high quality learning environment, which will meet the individual and collective needs of all scholars
- ★ Liaise with and support parents and other family members as directed by the teacher

Supporting our scholars

- ★ Clarify and explain instructions, tasks and learning
- ★ Ensure scholars have access to the appropriate materials and equipment
- ★ Motivate and encourage
- ★ Foster good behaviour, care & consideration for others
- ★ Encourage scholars to think and talk about their learning
- ★ Promote the development of self-control, concentration & perseverance
- ★ Assist with developing scholar responsibility for looking after resources, the academy, their uniform and each other
- ★ Provide focused support for scholars with identified specific needs
- ★ Promote and reinforce scholar's self-esteem
- ★ Supervise scholar break/lunch time and plan and organise break/lunch activities in scholar support.

Supporting the Teachers

- ★ Assist in the development of suitable programmes of support and teaching resources for scholars
- ★ Support teaching and learning by working with identified scholars and focus groups



ASTREA ACADEMY TRUST | Teaching Assistant (Primary Phase)

- ★ ★ Support staff in the planning of differentiated activities for the classroom
- ★ ★ Contribute to reviews (both statutory and non-statutory) of the scholar's progress
- ★ ★ Provide regular feedback about the scholars to the teacher
- ★ ★ Carry out a range of other administrative and clerical tasks for teachers e.g. photocopying, inputting assessment data etc
- ★ ★ Support special class events and visits

Strengthening Community

- ★ ★ Promote the internal and external high expectations, perceptions and standards of the academy to the wider community
- ★ ★ Support and academy culture which takes account of the richness and diversity of our communities
- ★ ★ Recognise and challenge any incidents of racism, bullying, harassment, victimisation and any form of abuse of equal opportunities, ensuring compliance with relevant policies and procedures and making sure the individual/s involved understand it is unacceptable
- ★ ★ Be a positive role model for the scholars and parents
- ★ ★ Maintain positive professional relationships with all colleagues

PERSON SPECIFICATION

EXPERIENCE

- ★ ★ Experience of working within an education setting
- ★ ★ Experience of working within KS3/KS4
- ★ ★ Up to date knowledge of good practice in secondary education
- ★ ★ Understanding of and commitment to Equal Opportunities and anti-discriminatory practice

EDUCATION & QUALIFICATIONS

- ★ ★ GCSE English & Maths grade C or above (or equivalent)
- ★ ★ Level 3 TA qualification or equivalent
- ★ ★ Recent first aid qualification is desirable

SKILLS & KNOWLEDGE

- ★ ★ Have a commitment to children, their families and the community
- ★ ★ Excellent written and oral communication skills
- ★ ★ Ability to observe and monitor progress, and maintain records
- ★ ★ Working knowledge of national curriculum
- ★ ★ Good organisation and management skills
- ★ ★ Be able to work as part of a team
- ★ ★ Pro-active in supporting scholars in class
- ★ ★ Be friendly and have a flexible approach to work
- ★ ★ Ability to work from instructions and own initiative
- ★ ★ Be enthusiastic
- ★ ★ Be non-judgemental



ASTREA ACADEMY TRUST | Teaching Assistant (Primary Phase)

- ★ ★ Willingness to assist and participate in the wider aspects of school life
- ★ ★ Have a calm and confident manner
- ★ ★ Demonstrate personal and professional integrity, including modelling Astrea values and vision
- ★ ★ Commitment to promote and support the aims and value partners of Astrea Academy Sheffield
- ★ ★ Effective time management

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