



Joyce Frankland Academy

Candidate Information Pack



Teaching Assistant

Hours	Full Time/Part-Time	Working Pattern	Monday-Friday
Salary	NJC Scale 1, Point 2 (£23,656FTE) – Scale 2, Point 4 (£24,404FTE)	Contract	Fixed Term
Location	Joyce Frankland Academy, Newport, CB11 3TR	Duration	January - July 2025

Anglian Learning is a high-performing multi-academy trust responsible for 15 schools in West Suffolk, Cambridgeshire, and Essex, educating over 8,000 pupils and employing more than 1000 staff.

Our vision is for dynamic, empowered learners who thrive and lead in their communities: locally, nationally, and globally. Our schools are at the heart of their communities and as well as providing a broad, rich, and vibrant curriculum to pupils they also provide sporting, community education and other facilities and opportunities to their local community.

We're committed to making Anglian Learning a place where everyone feels valued and has equal access to the opportunities our Trust offers. We are always open to discussing flexible working opportunities or making adjustments to ensure you thrive in your role with us.

As a result of the changes to the UK immigration rules which came into effect on 1 January 2021, Anglian Learning will offer sponsorship for a skilled worker visa under the points-based system, where a role has been deemed to be business critical'. Do contact us to discuss further.

The Vacancy

Anglian Learning are looking to appoint an outstanding professional to the position of Teaching Assistant. We are looking to fill this position by January 2025, however a later start date could be considered.

We offer:

- a supportive, committed and motivated team full of specialist staff
- small class sizes
- additional non-contact time
- a forward-thinking team open to new initiatives and strategies
- well behaved and motivated students
- supportive parents and governors
- clear opportunities for both professional and career development

The successful candidate will:

- be a creative and dynamic teacher
- have excellent communication and inter-personal skills
- have the capacity to reflect, modify and implement learning to challenge and support all students
- be committed to raising standards of achievement for all

About Joyce Frankland Academy, Newport

Founded with the vision of the 'love I bear learning', we realise Dame Joyce Frankland's original purpose, set in 1588, through our values. We also recognise her wider vision, that students and staff would be 'good members of the Commonwealth' ensuring that all members of the community flourish.

We believe that the qualities expressed by 'The 4 I's', are essential to establish lifelong learning and success. These are:

- **Independence** – The ability to be self-reliant, self-confident, resilient and show initiative.
- **Imagination** – The ability to be creative and inventive.
- **Inquisitiveness** – The desire to be curious and interested.
- **Insight** – The ability to look beyond the obvious and treat others with empathy and understanding.

In our lessons and our extensive co-curricular opportunities, we aim to foster a culture of exploration where students are inspired and challenged to search for deeper understanding to achieve excellence in all aspects of their school experience, and as a result, fulfil their potential and flourish in their futures.

We also recognise that to achieve our goals we must nurture a community where cooperation, support and high standards are modelled by every member of the Academy. Our pastoral structure is designed to ensure that every single pupil is provided with the tools and opportunities they need to become successful members of society.

We believe that our Academy is at an extremely exciting point in its development, and we warmly invite you to arrange a visit to see us in action.

Teaching Assistant – Job Description

Salary	NJC Scale 1, Point 2 (£23,656FTE)-Scale 2, Point 4 (£24,404FTE)
Hours	Full-Time, 32.5 hours per week / Part-time will also be considered
Disclosure Level	Enhanced DBS with children's barred list check
Location	Joyce Frankland Academy, Newport
Responsible to	SENDCO

Job Purpose

Support the classroom teacher to facilitate the active participation of children in the academic and social activities of the school.

Principal Accountabilities

1. **Support for children**
 - Establish and maintain supportive relationships with individual pupils or small groups to ensure they understand and can achieve the tasks.
 - Provide learning support as required for children with special educational needs, or where English is not their first language.
 - Help with the care and support for pupils, including attending to their emotional and/or physical care needs.
 - Support inclusion in the classroom, ensuring all pupils feel involved with tasks and activities.
 - Provide support for pupils to be able to meet the expectations of the Academy's behaviour policy.
 - To be an allocated keyworker to pupils on the SEND register and communicate their progress regularly with parents.
 - To communicate regularly with the TA team, teachers and the wider staff body to ensure consistency of approach regarding specific support strategies for pupils.
 - To attend Annual review meetings as required.
 - To show initiative and work independently within the responsibilities of the role.
 - To maintain all appropriate documentation related to the area of responsibility. Specifically with monitoring pupil progress before, during and after intervention to measure the impact of the intervention strategy.
 - To undertake break duties which includes responsibility of our most vulnerable and high need pupils who require a safe space and supervision as per their One Plans.
 - Initiative to adapt support and plans for all SEND pupils as required, including pupils One Plans as part of the APDR cycle.
2. **Support for the curriculum**
 - Under the direction of the teacher, support the school curriculum, including literacy and numeracy activities.
 - Support the use of ICT in the curriculum.
 - To manage specific interventions that facilitate access to the mainstream curriculum.
3. **Support for the teacher**
 - Provide information to help the class teacher plan appropriate schemes of work which are accessible for all.
 - Help to prepare the learning environment for use considering individuals sensory and/or physical needs.
 - Under the direction of the teacher, carry out pre-determined tasks to support pupil learning.
 - Contribute to the management of pupil behaviour by following the Academy's behaviour for learning policy.
4. **Support for the school**
 - Develop and maintain effective working relationships with other staff.
 - Contribute to the maintenance of a safe and healthy environment.
 - Attend and actively participate in staff meetings.
 - Provide support for school events, e.g. school plays, events.
 - Ensure effective safeguarding of children by attending all required training and following guidance outlined in the



safeguarding policy under the direction of the Designated Safeguarding Lead.

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. This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility. The job description will be reviewed through discussion with the line manager.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

**Please note, the salary stated within this advert is the full-time equivalent value and this will be pro-rata in line with the hours and weeks you are contracted.*

Teaching Assistant- Person Specification

	Essential	Desirable
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Experience	<ul style="list-style-type: none"> • Experience supporting students with additional learning needs 	<ul style="list-style-type: none"> • Working with students with additional learning needs on a one-to-one basis.
Skills, Knowledge, and Aptitudes	<ul style="list-style-type: none"> • Ability to work collaboratively with others; • Energy and enthusiasm; • Flexibility; • Resilience ; • Excellent organisational and time management skills; • Excellent communication and interpersonal skills; • Good level of literacy and numeracy. 	<ul style="list-style-type: none"> • ICT competency; • Willingness to get involved in the broader life of the college through extra-curricular activities; • Basic understanding of child development and learning; • An understanding of special educational provision and Education, Health and Care plans.
Qualifications and Training	<ul style="list-style-type: none"> • Good level of secondary education including evidence of GCSEs or equivalent. 	<ul style="list-style-type: none"> • Evidence of continuing professional development.
Personal Attributes	<ul style="list-style-type: none"> • Ability to explain things clearly; • Ability to cope well in challenging situations; • High standards of behaviour in the professional role; • Commitment to form and maintain appropriate relationships and personal boundaries with young people; • Patience, empathy and a positive 'can do' attitude. 	<ul style="list-style-type: none"> • Motivation to complete additional training and engage in continuous professional development in support of the role; • An interest in special educational needs and disabilities.
Safeguarding	<ul style="list-style-type: none"> • Commitment to safeguarding and promoting the welfare of young people; • Satisfactory enhanced DBS check, Medical Clearance and 2 References. 	

**Flexible working, including part-time hours and job shares, will be considered for all Anglian Learning roles with the exception of where this is not compatible with the business needs. Should you be interested in flexible working for this vacancy, please indicate this on your application.*

Health & Safety

All employees have general health and safety responsibilities both under criminal and civil law. Staff must be aware that they are obliged to take care of their own safety and health whilst at work along with that of others who may be affected by their actions (Section 7 Health and Safety at Work Act 1974).

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility. The job description will be reviewed through the appraisal process.