

Advert - Teaching Assistant Manor Park Primary Academy

Salary	NJC grade 3/4 (£11.82 per hour)
Contract	Part time, fixed term. Monday-Friday
Start Date	April 2021

LEO Multi Academy Trust is seeking to appoint a highly skilled and motivated Teaching Assistant to support classes, small groups and pupils on a 1:1 basis.

It is desirable that applicants should have or be willing to study towards NVQ 2 in Supporting Teaching and Learning in Schools, or equivalent. The duties will include assisting with classes, small groups and 1:1 with SEND pupils.

The role is at Manor Park Primary Academy, and for 27.5 hours per week (term time only).

This is a fantastic opportunity to work as part of established teams and to bring high standards of teaching and learning to our Trust.

The successful candidate will be able to work as part of a team, have good communication skills, be enthusiastic, fair and kind. It is essential that you are able to follow school procedures.

You will provide curricular and pastoral support in our thriving and friendly schools. These are exciting and varied roles and are ideal opportunities for anyone wishing to explore a career in working with children.

The successful candidates will enjoy a varied daily routine as part of a close team. There will be an emphasis on helping in the classrooms across the year groups but the list below will offer an idea of what else is to be expected, although it is not exhaustive.

- Work closely with staff in assisting in the day-to-day running of the school.
- Support groups of children with their learning under the guidance of a teacher
- Support individual children e.g. special needs, children needing additional support
- Provide supervisory support during lunch and break time.
- Accompany classes on day and residential trips.
- Provide reprographic support and mount work ready to display.

At LEO Academy Trust, we are proud to serve over 3500 pupils from across the London Borough of Sutton. Our Trust was formed in 2015. Since then, we have developed a self-improving network of great learning communities formed from seven primary schools, supported by both our Inclusion & Wellbeing Hub and our Opportunity Hub. We are proud to provide endless opportunities for our pupils, staff and the local communities we are part of. With over 400 staff, our schools are empowered to support each other to improve both outcomes for our pupils, and to drive performance across the wider school system. We are delighted that our schools remain long standing members of the Challenge Partners Network of Excellence and the Belleville Teaching School Alliance. Our commitment

to Professional Development is ongoing; staff and governors access training through our LEO CDP website, Judicium's online learning portal and a wide ranging programme of courses delivered in our LEO Training Room and online via GoogleMeet. Learning, Excellence and Opportunity are at the heart of our Trust, embedded through our shared mission, values and aims.

- External applicants should apply for these positions by completing an application form, available from the website. Please ensure it is clear which school(s) and role(s) you would like to be considered for.
- Internal applicants should complete a statement of suitability.

All applicants should detail how you meet the aspects of the [Job Description and Person Specification](#) and email your completed document to recruitment@leoacademytrust.co.uk.

Informal conversations are welcomed; please contact the Trust's HR Team on 020 8337 1844. We can offer you a range of benefits, which can be found on our website [here](#).

Candidates are encouraged to submit their application forms as soon as possible. We reserve the right to withdraw this advert before the closing date on appointment of suitable candidates.

Closing date for applications:	09 March 2021
Shortlisting:	11 March 2021
Interviews:	17 March 2021

LEO Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All offers of employment are subject to an Enhanced DBS check.

LEO Academy Trust is committed to promoting equality of opportunity for all staff and job applicants. We aim to create a supportive and inclusive working environment in which all individuals are able to make best use of their skills. Applications are invited from all members of the community. We do not discriminate against staff on the basis of age; race; sex; disability; sexual orientation; gender reassignment; marriage and civil partnership; pregnancy and maternity; religion, faith or belief (Equality Act 2010 protected characteristics). The principles of non-discrimination and equality of opportunity also apply to the way in which staff and Trust treat visitors, volunteers, contractors and former staff members.