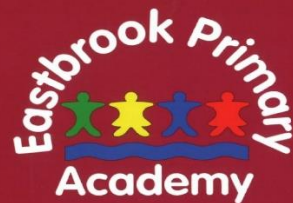
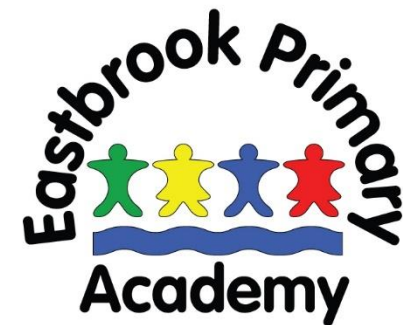


Teaching Assistant Application Pack



Eastbrook Primary Academy, Manor Hall Road, Southwick BN42 4NF

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Letter from Paul Wade Headteacher, Eastbrook Primary Academy

Dear Candidate,

Thank you for you for expressing an interest in the role at Eastbrook Primary Academy.

Eastbrook is a two-form entry school, for children aged 4-11. It is situated on the south coast near Brighton, serving children from the Southwick and Fishersgate communities. The school benefits from wonderful facilities and extensive playing fields, including an indoor swimming pool. There is also an active PTA (Parent Teacher Association) who work closely with the school to support key events and organise fundraisers throughout the year.

At Eastbrook our mission is to work together to create a school where:

'Everyone Matters and Every Day Counts'.

We ensure that every child is known and cared for as an individual from the moment they enter the school gates.

Our main aim at Eastbrook Primary Academy is to provide each pupil with the opportunity to become a life-long learner by nurturing pupils' individuality and creativity, guiding pupils' learning and challenging pupils to think independently through the shared involvement of staff, parents and the wider community.

Our curriculum is a well sequenced progression of knowledge and skills that ensures children can connect their learning across the different subjects. This is coupled with the REAch2 11 before 11 promise, a set of 11 experiences we believe all children should have the opportunity to participate in before they are aged 11, allow us to strive towards providing exceptional opportunities for learning.

We would welcome your application.

Paul Wade

Headteacher, Eastbrook Primary Academy, REAch2 Academy Trust

Our Cornerstones and Touchstones

REAch2 is the Cornerstone of the Trust: providing a strong, responsible foundation from which every academy develops and grows. A cornerstone provides a subtle yet paramount role in the construction of a building and ensures that REAch2 is a trustworthy, accountable and inspirational organisation, delivering the best possible learning experience.

REAch2 is defined by the values of **excellence, quality, delivery and standards** – these features give the Trust its enduring attributes and its inherent reliability.

However, what gives each REAch2 Academy its uniqueness are the Touchstones of the Trust (seen on the right). Just as 500 years ago touchstones were used to test the quality of the gold they marked, so too our touchstones find what is precious and set these things apart. They are used to express the values and ethos of the Trust and describe what the Trust wants to be known for and how it wishes to operate.

With good **leadership**, we aspire to develop children academically, emotionally, physically and spiritually. We notice talent and spot the ‘possible’ in people as well as the ‘actual’. Developing potential across our Trust becomes a realisation that there is a future worth pursuing for everyone.

Children deserve **enjoyment** in their **learning** and the pleasure that comes from absorption in a task and achieving their goals. Providing contexts for learning which are relevant, motivating and engaging, release in children their natural curiosity, fun and determination.

Inspiration breathes energy and intent into our schools: through influential experiences, children can believe that no mountain is too high and that nothing is impossible.

REAch2 serves a wide range of communities across the country and we celebrate the economic, social, cultural and religious diversity that this brings: embracing **inclusion** ensures that we are a Trust that serves all, believing that everyone can succeed.

We take our **responsibility** seriously. We act judiciously with control and care. We don’t make excuses, but mindfully answer for our actions and continually seek to make improvements.

REAch2 is a Trust that has a strong moral purpose, our **integrity** is paramount. Our mission is to change children's lives by providing the very best quality education we can. Through this, children can fulfil their potential, become happy, successful adults and contribute effectively and meaningfully to society. We welcome the fact that all our decisions and actions are open to scrutiny. You can learn more about REAch2 at our website: www.reach2.org



The role

Teaching Assistant at Eastbrook Primary Academy

Are you looking for a new challenge? Do you want to join a school that is passionate about providing every child with the opportunity to succeed? This is a chance to join a school with a really positive atmosphere. It is a great place to work, with a fun, vibrant group of staff who genuinely care about each other and the children they work with.

Eastbrook Primary Academy are looking for an enthusiastic, inspirational, experienced Teaching Assistant to join our happy and thriving team on a full time term time basis.

We were graded 'Outstanding' by Ofsted (July 2015) and are a part of the REAch2 Multi Academy Trust, the largest Primary only trust in the country.

The successful candidate will be a highly motivated, dedicated and creative classroom assistant who has a passion for teaching and learning. Applicants will have to demonstrate that they have excellent classroom practice, the energy and commitment to make a difference and a desire to ensure that all children reach their full potential.

We are looking for an individual who is:

- Able to make learning engaging, inclusive and fun;
- Willing to contribute to the wider life of the school;
- Confident in using a range of resources to make the classroom more engaging;
- Dedicated to on-going professional development.

We can offer:

- The chance to work in an innovative and forward thinking school
- Opportunities for professional development
- Happy and enthusiastic children who enjoy school and want to learn
- A supportive leadership team, that believes in distributive leadership

This is an exciting opportunity for the right person to help us to make a difference and continue to move our school forward. Visits to the school are welcomed and encouraged. More information is available from the School Business Manager, Mr Graeme Miles.

The application

You are invited to submit an application form to Mr Graeme Miles, School Business Manager at bursar@eastbrook-academy.org

REAch2 Academy Trust have an Equal Opportunities Policy for selection and recruitment. Applicants are requested to complete the Trust's online [Equality & Diversity Monitoring Form](#) separately.

In accordance with our Safeguarding Policy the successful candidate will be required to have an Enhanced DBS with Child Barred List check. References will be sourced in advance of interviews.

To arrange an informal discussion about this opportunity please contact either Graeme Miles or Mr Paul Wade, Headteacher at office@eastbrook-academy.org

The application process and timetable

Application deadline:	Thursday 30 th June 2022, by midday
School visits:	Please contact the school to arrange this
Interviews:	W/C 4 th July 2022
Contract details:	Full Time / Term Time
Salary:	NJC Point 3
Start date:	01/09/2022

The candidates selected for interview will be informed after shortlisting and full details of the interview programme will be provided.

Safeguarding, Safer Recruitment and Data Protection

At REAch2 we recognise that academies and academy personnel are in a unique position in their care of children. The responsibility for all staff to safeguard pupils and promote their welfare, as stated in Section 175 of the Education Act (2002) is one that is central to our ethos, our policies and our actions. All children are deserving of the highest levels of care and safeguarding, regardless of their individual characteristics or circumstances, and we are committed to applying our policies to ensure effective levels of safeguarding and care are afforded to all of our pupils.

We have a principle of open competition in our approach to recruitment and will seek to recruit the best applicant for the job. The recruitment and selection process aims to ensure the identification of the person best suited to the job based on the applicant's abilities, qualifications, experience and merit as measured against the job description and person specification. The recruitment and selection of staff will be conducted in a professional, timely and responsive manner and in compliance with current employment legislation, and relevant safeguarding legislation and statutory guidance.

All information is stored securely and any information supplied by unsuccessful candidates will be destroyed through a confidential waste system after six months from notifying unsuccessful candidates, in accordance with our information and records retention policy.

The Trust ensures all applicant data is stored and processed appropriately. For further details on how your details will be managed during the recruitment process please refer to our [Privacy Notice for Job Applications](#).



Post: Teaching Assistant

Responsible to: Headteacher

Grade: Scale 3

Main Purpose

To work with teachers and other support staff as part of a professional team to support teaching and learning for all pupils.

Main Duties and Responsibilities

Support for Children

Teaching Assistants should provide support to all pupils with whom they come into contact. In particular they will:

- Share responsibility for the safety, health and welfare of children at all times;
- Have a direct responsibility for safeguarding children against harm in accordance with the requirements of [Keeping Children Safe in Education 2022](#)
- Work with and supervise groups of pupils or individuals as required. This may be within the classroom, in other areas of the school, outside or off site;
- Work may be either in the form of dedicated 1:1 support or more general support of learning – in all instances *all* staff are responsible for *all* children in school
- Provide learning support for identified pupils with special educational needs, including pupils with behavioural difficulties, specific medical needs and physical requirements;
- Contribute to the development and promotion of pupils' confidence and self-esteem
- Focus on individual pupils to ensure their needs are being met within the group;
- Assist children as requested, explaining and expanding on the teaching as agreed by the class teacher;
- Assist with general classroom supervision, encouraging pupils to interact and work cooperatively;
- Use and promote *Standard English* at all times;
- Assist in preparing classrooms for the start of lessons and clearing away at the end of lessons (or supervise the children as they carry out these tasks);
- Observe children as individuals and in groups and report progress/concerns to the classroom teacher or other designated person;
- Support children in the playground by participating in pupils' play and extending language through conversation;
- Accompany groups of pupils on off-site activities and school trips;
- Provide care, attend to children's personal needs and undertake activities necessary to meet the physical, emotional and educational requirements of individual or groups of children;
- Undertake any personal care requirements for individual pupils including toileting;
- Undertake First Aider training and provide simple first aid, when necessary,
- Provide support for a sick child including escorting them to hospital in an emergency.

Support for Teachers

Teaching Assistants will support teachers in carrying out their duties by:

- Undertaking relevant duties allocated at the discretion of the classroom teacher, headteacher or other designated supervisor;
- Maintaining records of children's progress as instructed by the classroom teacher, headteacher or other designated supervisor;
- Marking work and/or providing feedback to the focus children as agreed by the class teacher and in accordance with the marking & feedback policy;
- Delivering phonics sessions (KS1);
- Helping to provide a welcoming and engaging environment for children, parents and visitors;
- Preparing or assembling materials and equipment for use in activities, including but not limited to photo-copying, printing and laminating;
- Preparing and operating computers and other IT equipment used as teaching aids;
- Preparing materials for displays;
- Keeping the classroom and shared areas, books and equipment tidy and in good condition;
- Undertaking simple maintenance and repairs and cleaning and tidying up after use;
- Covering the class in the absence of the teacher for short, agreed periods.

Support for the Curriculum

Teaching Assistants will support the curriculum by:

- Contributing to the planning and evaluating processes;
- Checking regularly with the teacher on the activities to be undertaken and the expected outcomes;
- Attending relevant training to keep up to date with curriculum initiatives and to support pupils' effectively.

Supporting the School

Teaching Assistants will support the school by:

- Promoting the school's vision and ethos,
- Acting as a positive role model and setting high expectations;
- Setting a good example in terms of punctuality, behaviour and attendance
- Being aware of and working within the school's policies, including the Behaviour Policy, which requires adults to maintain a calm, positive approach and to reward good behaviour as appropriate;
- Developing effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support;
- Promoting home school partnerships;
- Being flexible, particularly if staff absences mean support is needed in a different area of the school;
- Maintaining confidentiality and professionalism at all times, which includes not posting any photographs of children, or negative comments about the school, on social networking sites, keeping all school and pupil data completely confidential and treating all information shared by pupils and colleagues with appropriate respect;
- Understanding the school's Child Protection & safeguarding procedures and reporting any concerns immediately to the Designated Safeguarding Lead in school;
- Maintaining an appropriate dress code and following the guidance within the Staff Handbook;
- Attending meetings as appropriate, e.g. to discuss an individual pupil with parents and/or outside agencies;
- To attend INSET training as required
- Making a positive contribution to the wider life and ethos of the school (eg supporting PTA events, performances, productions);

- Reading the Health and Safety Policy and understanding that H&S is everyone's responsibility;
- Checking the safety of the working areas and visually checking that equipment to be used is safe ;
- Reporting building or equipment defects to headteacher/premises manager via the Defects Book.

Performance Management

Teaching Assistants will:

- Agree targets with the assigned team leader;
- Contribute to a review of performance against the targets;
- Engage in professional development opportunities in line with identified school and professional priorities.

Teaching assistants will be required to undertake any other duties appropriate to the post as required.

The job description will be reviewed at regular intervals and is subject to change as the needs of the school evolve.

Signed: Teaching Assistant _____

Signed: Senior Leader _____