

## EASTERN MULTI-ACADEMY TRUST (EMAT)

TEACHING ASSISTANT (TEMPORARY) 30 HOURS PER WEEK TERM TIME PLUS 1 WEEK,  
PRIMARY EDUCATION

EASTGATE ACADEMY, 1 WYATT STREET, KING'S LYNN, NORFOLK, PE30 1QA

SUPPORT PAY SCALE D 5-6

£15,046 - £15,320 PER ANNUM PRORATED (FTE £21,575 - £21,968)

# WELCOME TO EMAT



Dear Applicant,

Thank you for taking the time to consider progressing your career with EMAT; we are delighted to share the details of the Teaching Assistant post within Eastgate Academy and look forward to reading your application.

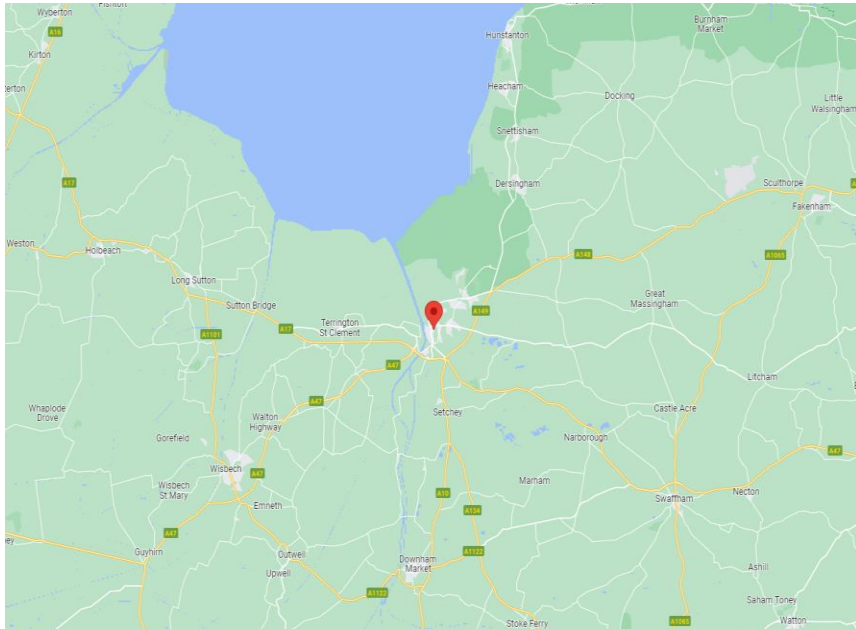
As a Trust, our commitment is to provide quality education and care for pupils within our community and our ambition is to support and invest in our teachers and staff collectively to ensure that professional development, success and recognition is achieved.

We have experienced significant growth as a Trust in recent years coupled with the dynamic changes to education occasioned by the global COVID-19 pandemic. It has been my privilege to lead our academies through this challenging time and to be supported by a dedicated and professional team of people who have shown a relentless commitment to raising educational standards, engage with and support our communities and used their skills and experience to best effect to inspire and motivate all pupils to achieve their full potential.

Belonging to a trust, you will have access to a breadth of knowledge and expertise from our network of 11 schools within the region and encouraged to collaborate with colleagues from both inside the trust but also within the education sector and beyond. You will be part of something bigger coupled with the individual identity of working within one of our academies, supporting its staff and its pupils as we move into the future.

**Paul Shanks, Chief Executive Officer**

# EASTGATE ACADEMY



Our Academy is very much a part of the local community in King's Lynn, and being part of EMAT certainly helps us to build upon this by making links with other academies in the Trust. Education is an ever evolving area, often throwing up challenges which we believe should be seen as opportunities.

At Eastgate Academy we want to work in partnership with children and their families to ensure that every child has the opportunity to reach their full potential.

We are the foundation of a learning journey which will last far beyond each child's time with us. At Eastgate Academy we will endeavour to work hard to ensure that each child receives the very best educational experience and in return we expect the best from them.

Our Values:

Respect – Yourself, others and your environment

Pride – In your achievements, community and heritage

Wellbeing – make healthy decisions for your mind and body

Courage – be brave and value your mistakes

Aspire – Be passionate about your future

# OUR ACADEMY VISION

We Believe Education Empowers Children and Families

We do this by:

- Delivering the knowledge and cultural capital that ensures every member of our school community is the 'best they can be'.
- We embrace change and constantly evaluate the impact of our decisions to improve the lives of our school community.
- We nurture and empower people to become confident problem solvers.
- Our curriculum has been crafted to celebrate the culture, heritage and traditions of all our students, whilst recognising the importance of introducing them to experiences and knowledge of the wider world.
- Supporting our families with their wellbeing to ensure they feel safe, productive and with a notion of self-worth

# THE ROLE – JOB DESCRIPTION

Post Title: Teaching Assistant  
Location: Eastgate Academy  
Salary: D 5/6  
Reporting to: SLT  
Start Date: ASAP

## Main Purpose

- Under the instruction/guidance of teaching or other senior staff and within the overall ethos of the school, undertake care and learning programmes and activities to support individuals or groups of pupils, including more specialised support for those with special education needs, enable access to learning for pupils and assist the teacher in the management of pupils and the classroom.

## Main Accountabilities

### Support for Pupils

- To attend to the personal and social needs of pupils and any other special requirements depending on the nature of a pupil's special needs and, wherever possible, making these part of the learning experience.
- Under agreed school procedures, to give first aid/medicine and accompany sick children home, or to a health centre or hospital as necessary, or assist with programmes of special care such as physiotherapy, hydrotherapy or speech therapy, under the direction of the appropriate specialist.
- Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities.
- Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes.
- Promote inclusion and acceptance of pupils while encouraging constructive relationships within the classroom and with parents.
- Provide feedback to pupils in relation to progress and achievement under the guidance of the teacher.

### Support for teachers

- Assist with the planning of learning activities.
- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work.
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals.
- Monitor pupils' responses to learning activities and accurately record achievement/progress as directed and provide detailed and regular feedback to teachers on pupils' achievement, progress, problems, etc.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their behaviour.
- Administer routine tests and invigilate exams and undertake routine marking of pupils' work and provide clerical/admin support, e.g. photocopying, typing, filing, money and administer coursework.
- Support for the Curriculum**
- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses, including undertaking literacy and numeracy programmes, recording achievement and progress and feeding back to the teacher.
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use, including supporting the use of ICT in learning activities and developing pupils' competence in its use.

# MAIN ACCOUNTABILITIES CONTINUED

## Support for the School

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Attend and participate in relevant meetings as required and participate in training and other learning activities and performance development as required.
- Assist with the supervision of pupils out of lesson times, including before and after school and accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.
- Ensure safe working practices, and insofar as is reasonably practicable, a hazard free environment in all areas.
- Undertake other similar activities that may fall within the grade and scope of the post as directed by the Principal.

## Additional Information

- Class Teaching Assistants can be asked to work across all years of the school from reception to year 6 depending on need.
- Teaching Assistants supporting SEN pupils will follow the pupil through the school on a named contract basis. When that child leaves the Trust will endeavour to allocate another name pupil or identify other opportunities for the TA.

## Other features of the Post:

- This Job Description is not definitive or exhaustive but is provided to give the postholder an indication of the range of activities, duties and responsibilities concerned with the employment and may be subject to review and revision at any time at the discretion of the Trust if, in the interest and efficiency of the service, it should be deemed necessary.

# PERSON SPECIFICATION

The successful applicant will be able to demonstrate the following minimum requirements. Please note that candidates will be shortlisted for interview based on this specification and should, therefore bear this in mind when preparing their application and completing the application form. If you do not meet the essential criteria please do not apply. Criteria will be assessed at different points of the selection process as shown. The Assessment Stages are:-  
A = Application I = Interview P = Presentation T = Test

	Essential	Desirable	Assessment Stage
<b>QUALIFICATIONS</b>			
English and Maths qualifications to Level 2 (GCSE A-C), or equivalent	✓		A
Teaching Assistant Qualification, or equivalent	✓		A
English and Maths qualifications to Level 3 (A Level), or equivalent		✓	A
<b>KNOWLEDGE, UNDERSTANDING AND EXPERIENCE</b>			
Knowledge and understanding of safeguarding regulations	✓		A
Experience of working in an education setting	✓		A
Experience of classroom management		✓	A
Experience of working with children of a relevant age	✓		A

## PERSONAL AND PROFESSIONAL QUALITIES

Ability to communicate effectively with both adults and children, of all abilities	✓		I
Ability to engage with and motivate children	✓		I
Flexible and able to cover short notice and planned absence as required	✓		I
Flexible and able to cover a variety of classes and age groups as required	✓		I
Effective use of ICT for learning	✓		A
Knowledge of relevant policies/ codes of practice and awareness of legislation	✓		I
General understanding of National Curriculum and other base learning programmes	✓		I
Ability to work constructively as part of a team	✓		A/I
Understanding of classroom roles and responsibilities and own position within these	✓		A/I
<b>OTHER REQUIREMENTS</b>			
Understanding of, and ability to comply with the requirements of safeguarding/Child Protection	✓		I
Ability to travel		✓	I
Ability to work flexibly outside normal hours if necessary		✓	I





# BEING PART OF THE EMAT GROUP

## Our investment in your success

As a member of our academic team, you will have access to

- Regular professional development (CPD)
- Regular performance conversations and appraisal review
- Access to dedicated Central Trust support HR and Finance teams to support insight and decision making

## Benefits of joining EMAT

As a member of staff, you will receive benefits including

- Local Government Pensions scheme (LGPS)
- Competitive Salary
- Salary Sacrifice for Cycle to Work
- On campus parking
- Ability to purchase private health care insurance
- High Quality Employee Assistance Programme
- Winter Health Plan and Wellbeing options
- Access to online user friendly payroll and Employee Information systems, giving instant access to payslips, projections and the ability to submit claims electronically



# WHAT HAPPENS NEXT? KEY DATES:

11 September 2023



Opportunity  
Opens



Meet the  
team?

Monday 25 September 2023



Closing  
Date

TBC



Intervie  
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Appointme  
nt  
Confirmatio  
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Pre Hire  
checks and  
Onboarding



EASTERN MULTI-ACADEMY TRUST

## **E** (EMAT)

THANK YOU FOR YOUR INTEREST IN OUR TRUST, ACADEMY AND ROLE  
WE WOULD LIKE TO TELL YOU MORE ABOUT THIS OPPORTUNITY - FOR MORE INFORMATION AND/OR  
TO ARRANGE A TOUR, PLEASE CONTACT:

LINDA HOTHERSALL ( PRINCIPAL) [LINDA.HOTHERSALL@EGA.EASTERN-MAT.CO.UK](mailto:LINDA.HOTHERSALL@EGA.EASTERN-MAT.CO.UK)

01553 773088 OUR WEB SITES EMAT [WWW.EASTERN-MAT.CO.UK](http://WWW.EASTERN-MAT.CO.UK)

NORTH WOOTTON ACADEMY [WWW.EASTGATEACADEMY.CO.UK](http://WWW.EASTGATEACADEMY.CO.UK)