



Teaching Assistant Application Pack

Thank you for your interest in the role of **Teaching Assistant** at **Edith Weston Academy**, we hope you will feel inspired to apply to be part of our team.

We are looking for an enthusiastic and committed Teaching Assistant to join our team to support our children with their learning under the direction of the Class Teacher. We are currently planning for this vacancy to be in Key Stage 2 but may work across other classes in the future.

We are looking for someone who can:

- Effectively support children's learning and progress and uphold our school values and expectations
- Work on their own initiative, following the direction and planning of the classteacher
- Act calmly and professionally in all situations
- Build strong relationships with children, parents and colleagues to support the children

Edith Weston Academy is a supportive place to work with a committed staff team. Everyone in our team is passionate about our school so we only want the very best people working with our children. We expect everyone to be committed to making our school the best it can be for the children, willing to go the extra mile every day and be actively involved in all aspects of school life.

Potentially we may be able to offer two separate posts. One for 27.5 hours/ week and one (mornings only) at 15 hours per week. Please indicate on your application which role you would be interested in.

Contract Type: Temporary (initially until the end of the academic year but we would actively try to support strong candidates within the Trust wherever possible)

Hours: 27.5hrs/week or 15hrs/week. Term Time only (38 weeks/ year)

Salary: £23,473 Pro Rata (please be aware this is the full time equivalent, not the actual salary).
£12.17/hour

Edith Weston Academy is part of the Brooke Hill Academy Trust comprised of three primary schools in Rutland and Lincolnshire. One of the driving values of our MAT is that our schools are treated as individuals, have their own character and serve their own unique communities. We share a common bond and work closely together to provide many opportunities for the children to work, learn and have fun with other children from across the Trust.

For more information about our school please visit our website www.edithwestonacademy.co.uk or visit the Trust website www.brookehillacademytrust.co.uk

Thank you again for considering joining our team at Edith Weston Academy, we look forward to meeting you soon.



To apply please complete the application form and return with a supporting statement. Please ensure your supporting statement covers the aspects of the person specification below (using the headings):

- Experience, Knowledge and Understanding
- Skills
- Personal Ethos

The application form and supporting statement will be used to shortlist candidates against the person specification.

If you have any questions or require further information, please email:

slt@brookehillacademytrust.education

Visits to the school will be welcomed and can be arranged via email or contact the school office:
(01780 720025)

The closing date for this post is Friday 10th January 2025 at 12pm

We have scheduled interviews to take place on Monday 20th January 2025. Should this date not be suitable, please let us know at point of application.

Please be aware that we are committed to safer recruitment and safeguarding and all offers of employment will be conditional pending positive references, enhanced DBS, qualifications and medical checks. This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.

Please visit our website to view our safeguarding policies.

Wherever possible references will be gathered after shortlisting prior to interview.

Teaching Assistant Person Specification

Essential	Desirable
Qualifications and Self Development	
Qualifications including GCSE Maths and English - grade C or above.	Teaching assistant qualification (level 2 or 3) or other relevant qualifications.
Experience, Knowledge and Understanding	
An understanding of Safeguarding and the latest Keeping Children Safe in Education (KCSIE) guidance	An understanding of safeguarding expectations in school and experience of working within a safeguarding environment
To desire to support children to achieve the best they can.	Previous experience working in a school environment
Ability to manage time effectively.	Previous experience working with children
Demonstrate confidentiality.	
An understanding of and commitment to equality of opportunity.	
Skills	
Ability to prioritise work.	Workplace experience of working professionally, understanding confidentiality
Ability to show flexibility of thought and independence.	
Must be able to meet the physical demands of the role.	
Personal Ethos	
A real passion for making a difference to the lives of children.	Ability to communicate with a wide range of people.
Be flexible to changing demands of the post.	
Initiative and the ability to work without supervision.	
Work as part of a team.	Experience working in a team environment, following direction and taking guidance

Teaching Assistant Job Description

Main purpose

- Work with class teachers to raise the learning and attainment of pupils
- Promote pupils' independence, self-esteem and social skills
- Give support to pupils, individually or in groups, so they can access the curriculum, take part in learning, and experience a sense of achievement

Duties and responsibilities

Teaching and learning

- Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all pupils including disadvantaged pupils and those with special educational needs and disabilities (SEND)
- Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities
- Support the teaching of a broad and balanced curriculum aimed at pupils achieving their full potential in all areas of learning
- Use effective behaviour management strategies consistently in line with the trust policy and procedures
- Support class teachers with maintaining good behaviour and discipline among pupils, managing behaviour effectively to ensure a safe learning environment
- Support the organisation of teaching space and resources to help maintain a stimulating and safe learning environment
- Observe pupil performance and pass observations on to the class teacher and SENDCO as appropriate
- Supervise a class if the teacher is temporarily unavailable
- Use ICT skills to advance pupils' learning
- Undertake any other relevant duties given by the class teacher

Planning

- Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress as appropriate to the level of the role
- Read and understand lesson plans shared prior to lessons, if available
- Prepare the classroom for lessons under the guidance of the class teacher

Working with staff, parents/carers and relevant professionals

- Communicate effectively with other staff members and pupils, and with parents and carers under the direction of the class teacher
- Communicate their knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision
- Contribute to meetings with parents and carers by providing feedback on pupil progress, attainment and barriers to learning, as directed by teachers
- Under the guidance of the class teacher, keep other professionals accurately informed of performance and progress, or concerns they may have about the pupils they work with
- Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers
- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues

Safeguarding and Health and safety

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Promote the safeguarding of all pupils in the school
- Promote the safety and wellbeing of pupils, and help to safeguard pupils' wellbeing

Professional development

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- Take part in the school's appraisal procedures

All staff are required to follow school policies and the staff code of conduct.

Please note, this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the TA will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.