



**MOSSBOURNE  
VICTORIA PARK  
ACADEMY**

# Teaching Assistant Recruitment pack



# Our academy

The Mossbourne story began in 2004 with a clear but challenging mission - to improve academic outcomes in a borough with some of the lowest rates of attainment in the country. Over the past sixteen years, Mossbourne Academies have been at the vanguard of truly dramatic change in terms of the quality of education and outcomes in Hackney, now one of the best places to be educated in the UK.

Mossbourne Victoria Park Academy opened in 2014 in order to serve the community in the south-east of the borough. We deliver an outstanding education to 840 local children.

We are not a normal school. Our incredibly high expectations for behaviour and courtesy create a calm working atmosphere for students and staff, which means that teachers can focus one hundred percent

## The Curriculum Support Department

Curriculum Support Department is responsible for the resourcing and delivery of SEND provision and work with subject leaders, teachers and support staff to ensure that procedures and expectations regarding SEND students are clear and appropriate.

## Why work for us?

### **The chance to really make a difference to the young people who need it the most**

Our students need the best possible teachers as they have to overcome significant disadvantage in order to succeed. 44% of our students are eligible for the pupil premium grant, 20% have a special educational need and 34% have English as an additional language.

Our results put us in the top 75 schools in the country for pupil progress, because we believe all students can succeed and go to great lengths in order to achieve this.

### **A fantastic working environment**

We place ultimate value on respect for staff; behaviour is beyond outstanding, the teacher is sacred. This is a school in which you can really teach.

The school is housed in a beautiful Grade ii listed Huguenot building and a purpose built modern one. As you would expect, classrooms are all fully equipped.

### **Remuneration**

We pay local authority support staff scale.

### **A truly supportive culture**

We offer opportunities to reflect on and improve your practice.

## Who are we looking for?

You must be passionate about education, well organised and willing to go the extra mile. You will be required to work in close liaison with the class teacher to support the students and their learning and support the daily classroom routine. This post is complimentary to that of the teacher, you will be required to carry out a wide variety of tasks under the direction and supervision of the teaching staff and senior TA. You will assist and support teachers in their professional duties and supervise children's work and play

## Main areas of responsibility

The post holder's key responsibilities are, but not limited to: Work under the direction of the class teacher, SENCO or a member of the management team to carry out work and tasks set by the teacher. Works with individual pupils or small groups of pupils as directed by the teacher and under the teacher's guidance.

- Assist the teacher and work as directed in preparing the classroom and resources for planned work to take place.
- To work with teachers to identify and respond appropriately to student's individual needs, assisting students in areas of specific difficulty.
- To assist the teacher in setting appropriate learning and behaviour expectations of students and supporting students appropriately to achieve these
- To help promote and re-inforce students' self-esteem, encouraging inclusion of students with special educational needs
- In the presence of the teacher, to present agreed learning tasks in a clear and stimulating manner to help maintain students' interest and motivation
- To give oral and written feedback to students on their attainment
- Provide information and action tasks that support individual education plans
- Under the direction of appropriate professionals to assist in meeting physical, development or medical needs identified in an approved care plan. This can include medical procedures
- Outside the classroom, to work with groups of students. The number of students will reflect the nature of the task, the students concerned and the duration of the activity. At all times a named teacher will have responsibility and be available to be called when required.
- Accompany teachers and pupils on school visits and in other activities outside of the classroom, taking responsibility for specific pupils or small groups as directed by the teacher. Assist with the planning of these visits.
- To supervise students during breaks and/or lunchtimes and before the start of the academic day.
- Where required to undertake responsibility for a specific area e.g. literacy, Lexia etc
- Follow all federation policies and procedures, in particular those related to health and safety, child protection, behaviour management, inclusion, equality and data
- protection. Ensuring the health and safety of all pupils in the classroom and throughout the academy in accordance with the academy's policy;
- Participate as required in the Federation's performance management process and take part in appropriate training and development activities including a First Aid Certificate.
- Have a flexible and proactive approach to ensure the needs of the children are being met with the support of the team.
- Any other duties commensurate to the level of the post.

Person Specification				
Essential [E] or Desirable [D]	Requirements	Assessment Criteria		
		Interview	Application form	Task (lesson)
Experience				
D	Experience of working with children with complex and special needs	✓	✓	
D	Experience of support work in an inner-city, multicultural academy	✓	✓	
E	Experience of working on a one to one basis with children with specific needs under the direction of qualified teachers	✓	✓	
E	Experience of helping to deliver teaching programmes to small groups of children under the direction of qualified teachers	✓	✓	
D	Experience of monitoring children’s achievement	✓	✓	
E	Knowledge, understanding and commitment to equal opportunities	✓	✓	
D	Knowledge of issues relating to underachievement of children	✓	✓	
D	Knowledge of strategies to support children with complex and special educational needs	✓	✓	
E	An awareness of strategies for managing pupils with challenging behaviour	✓		✓
D	Knowledge of strategies to engage reluctant or underachieving learners	✓	✓	
D	Knowledge of strategies to support children in acquiring the English Language	✓	✓	
E	Ability to use classroom materials and equipment	✓	✓	✓
Qualifications				
E	A recognised qualification in child development/Early Years/Numeracy and Literacy/Special Education Needs		✓	
D	To hold a recognised qualification in First Aid		✓	
IT knowledge				
D	Good knowledge of Microsoft (Word, Excel, Outlook, Publisher, Power Point)		✓	

<b>Behavioural Competencies</b>				
<b>E</b>	To be able to demonstrate good literacy and numeracy		✓	✓
<b>E</b>	Excellent communication, planning and organisational skills		✓	✓
<b>E</b>	Ability to use initiatives under direction of Leader of Learning and/or class teacher	✓	✓	
<b>E</b>	Ability to develop and maintain good working relationships with the whole academy community and to work a part of a team	✓	✓	
<b>E</b>	Ability to be flexible and positive	✓		
<b>E</b>	Genuine interest in the education young people and ability to contribution more widely to the life and community of the Federation	✓	✓	
<b>E</b>	Ability to show initiative and respond to situations appropriately including those involving learning or incidences of behaviour	✓		
<b>Applicable to all staff</b>				
<b>E</b>	Undertake training as required in order to fulfil requirements of the role	✓	✓	
<b>E</b>	Support Mossbourne's efforts both verbally and non-verbally (i.e. Via actions and attitude), including adjusting performance and practice in accordance with Mossbourne's initiatives and findings	✓	✓	
<b>E</b>	Recognise your role as part of the succession of Mossbourne	✓	✓	
<b>E</b>	Play an active role in terms of safeguarding all students and adults	✓	✓	



# Application process

Please submit your application through our website:

[www.mossbourne.org/vacancies/](http://www.mossbourne.org/vacancies/)

The closing date for this vacancy is 31st January 2022

We encourage early applications as we will interview **and may appoint before the closing deadline.**

To discuss this post or to arrange a school visit please contact us on 020 8510 4550 or [enquiries@mvp.mossbourne.org](mailto:enquiries@mvp.mossbourne.org)

