



WE AREASTREA

Level 2 Teaching Assistant
APPLICANT BRIEF

HARTLEY BROOK PRIMARY
ACADEMY

Part of
ASTREA ACADEMY TRUST





Open Letter from the School Improvement Executive

Hello and thank you for expressing your interest at Hartley Brook.

Hartley Brook is an academy where we aim for high achievement but with a happy, relaxed alertness. Within our young people and staff. Everything we do is aimed to get the absolute best for everybody and nothing stops us aiming for this high ambition. Consequently, our young people develop self-belief and commitment to learning that sets them well for the future.

This is supported by a staff team that truly believes that all of our young people can be the best that they can. The progress our pupils make in tests and examinations is high but more than this they achieve in sport, art, music, drama and the subjects in the wider curriculum. This is because we offer a rich and engaging curriculum that meets the needs of all and because of this we are a Centre of Excellence for inclusion and regularly win competitions in a wide variety of sports and activities.

Hartley Brook young people are fantastic and are the best advertisement for our Academy, which is proud to be a part of the ASTREA Multi Academy trust. Please look at our website and especially the videos, which show what our young people think about being a pupil at this exciting and vibrant school.

If you think that what is written sounds like a proud dad talking about his children, then you are right because that is how I feel. We have staff whose children come to the academy and I would have been delighted if my children, or Grandchildren came here. I know they would receive a fantastic education.

So thank you for taking the time to find out all about us, if you have further questions or would like to visit please do contact.

Hartley Brook is an example of happiness, delight and hard work of young people.

Best wishes

Jim Garbutt

School Improvement Executive at Hartley Brook Academy



JOB DESCRIPTION

SALARY	£20,092 - £22,183 (Grade 4)
CONTRACT TYPE	Permanent
WORKING PATTERN	Term Time Only (+ two inset days)
HOURS PER WEEK	35 hours

Purpose

- To work under the guidance of Teacher/Senior Staff to implement work programmes with individuals/groups within the classroom setting
- Supporting work in class, as directed
- Assisting Teacher/Senior Staff with planning and preparation of resources
- Working with Key Groups of children and liaising with parents of the Key Group children
- To maintain good order and keep pupils on task

Key Accountabilities

- Support for Pupils
- Support for Teachers
- Support for the Curriculum
- Support for the Academy

Key Responsibilities

To pursue the aims of the school and Academy in a positive manner and promote the agreed ethos

- Establish productive working relationships with pupils, acting as a role model and setting high expectations
- Promote the inclusion and acceptance of all pupils within the classroom
- Encourage pupils to interact and work co-operatively with others and engage pupils in all activities
- Lead and plan small group interventions
- Work with Teacher to establish an appropriate learning environment
- Provide objective and accurate feedback to the Teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence
- Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflicts and incidents in line with the established policy
- Liaise sensitively and effectively with parents/carers as agreed with the Teacher within your role and participate in feedback sessions/meetings with parents as directed
- Be aware of and comply with policies or procedures relating to child protection, health, safety, security, confidentiality and data protection, reporting all concerns to an appropriate person
- Establish constructive relationships and communicate well with external agencies/professionals, in liaison with the Teacher, to support achievement and progress of pupils
- Participate in training and other CPD opportunities as requested
- Be aware of pupil problems/progress/achievements and report to the teacher as agreed
- Supervise pupils on visits, trips and out of school activities as required



- To ensure that the classroom is kept tidy and attractive, with children's resources readily available for them to find independently.
- To contribute to the provision of a safe and secure learning environment.
- To actively support the implantation of Academy policies e.g. behaviour, dress code, ethos of continuous improvement etc
- To promote the good name of the Academy with colleagues in and out of the Academy and in the wider community.

General

- To undertake any other duties within the grade
- The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Principal.



PERSONAL SPECIFICATION

EXPERIENCE

- Successful experience of working with Children (Primary School Setting)
- SEND Experience
- Successful classroom experience in a Primary setting (KS2)

QUALIFICATIONS

- NVQ Level 2
- Paediatric First Aid Training Certificate (desirable)

SKILLS & KNOWLEDGE

- Knowledge and understanding of a primary setting
- Clear knowledge of and commitment to Safeguarding
- Ability to relate to and motivate pupils
- Promotion of positive behaviour strategies
- Understanding of pupils' complex learning needs including EAL and SEN.
- Ability to demonstrate understanding of differentiation and inclusion
- Flexibility with a positive outlook
- Highly organised and ability to work to deadlines successfully
- Good written and oral communication skills
- The ability to work collaboratively and effectively in a team with staff and parents
- Ability to maintain high levels of confidentiality

OTHER

- Application forms should be completed in full
- Successful candidate to have enhanced DBS and other appropriate school checks
- Two positive written references – one from current employer/most recent employer
- Enthusiasm and determination
- Responds effectively to daily challenges

Astrea Academy Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment. Posts are subject to enhanced DBS checks. For further details on the recruitment process, please review our Recruitment Pack. This can be found attached to each vacancy or requested by emailing recruitment@astreaacademytrust.org