

Teaching Assistant  
Lead (ASD)

Closing Date:  
Friday 15 July 2022  
Early Applications encouraged



Application Pack



## Welcome

**As partners in our community, our mission is to provide every child and young person with an enriching and inspiring educational experience, where they can thrive academically and socially, both now and in the future. By being 'Stronger Together' in our educational quality, our parent and community engagement, our investment in our people and our sustainability, we can meet our specific pledges to all of our children, communities and staff.**

Our vision is to prepare every NorthStar Community Trust student for the changing world we live in. A world which is more global, more driven by technology, a world where anything is possible with the right preparation and attitude. That means providing a curriculum and learning experience that reflects the highest academic standards and inspires and enthuses pupils through its creativity and openness to the world around us.

Our children will be able to 'be the change they want to see in the world'. They will be resilient, optimistic, respectful, honest and well-rounded citizens, with a love of learning. At the same time, we are all also members of our communities, places where we find friendship, support and common endeavour. Being at the heart of our communities is a hallmark of North Star Community Trust.

We want our children and young people to have a sense of place, knowing the importance of 'giving back' and the value of community and togetherness to their everyday lives.

As a trust, we will foster a culture that respects diversity and recognises that we are stronger together than we are apart. In pursuing this vision, trustees, staff and governors will model it every day, knowing that each one of us plays apart in making it a reality for every child and young person.

I would like to wish you the best of luck with your application and should you require any further information please do not hesitate to contact the Trust.

*Marino Charalambous*

Marino Charalambous Chief  
Executive Officer



“Our mission is to provide every child  
and young person with an enriching and  
inspiring educational  
experience”







## Our Schools, Our Community

North Star Community Trust is an educational charity that manages a family of 4 academies in North London, educating some 2,600 pupils.

We are very proud of our families, pupils, students and staff. We hope you will consider becoming a part of our community.



### **Kingfisher Hall Academy – Enfield**

A two-form entry primary academy serving pupils from Nursery through to Year 6.

“Being part of North Star Community Trust is a huge opportunity for schools to support one another, to share what they do well, and to work together to share our very best practice to the benefit of every child in the Trust. We’re all committed to that.”

**Mr M Clifford | Headteacher | Kingfisher Hall Academy**



### **Enfield Heights Academy – Enfield**

A one-form entry primary academy currently serving pupils from Reception through to Year 6.

“Being part of a family of schools is exciting and empowering, as we can learn from each other, while at the same time retaining a good level of autonomy. Shared central services keep costs down and we are able to buy in bulk with the purchasing power of a Trust.”

**Mrs J Bacon | Headteacher | Enfield Heights Academy**



**Woodpecker Hall Academy – Edmonton**

A two-form entry primary academy serving pupils from Nursery through to Year 6. “We are a Trust that has a very strong community ethos. That is what binds the headteachers, the teaching and learning staff, and the schools together – serving our communities and inspiring the children who live at the heart of those communities.”

**Ms N Ross | Headteacher | Woodpecker Hall Academy**





**Heron Hall Academy – Ponders End**

**Finalists for the Pearson 'Secondary School of the Year' award 2021**

A new and growing secondary school, serving pupils from Years 7 through to 11.

“Many of our students come from the Trust’s primary schools, which means we know a great deal about them when they join us. Our mission and purpose is clear and supported by all our staff. The Trust approach is having a transformational impact on the lives of these young people.”

**Mr A Barzey | Headteacher | Heron Hall Academy**

# North Star Community Trust

## Staff Benefits Summary

This is a taxable employee benefit; however, the cost is met by the Trust. Our Scheme provides cover for routine healthcare such as optician checkups, dental treatment, physiotherapy, acupuncture and specialist consultations. This cover includes a range of benefits designed to help support your overall health and wellbeing such as specialist scans. The North Star Wellbeing Scheme gives access to a virtual GP service, GP Anytime which is provided 24 /7, 365 days a year. In addition to tax-free cover for you, the North Star Wellbeing Scheme also covers your dependants up to the age of 18 years old. There is no extra cost to add child dependants. Our scheme also gives you the option of upgrading your level of cover or adding a partner at an additional cost.

### Dental

Covers items such as check-ups, braces, dentures, crowns, bridges, white fillings, veneers and teeth whitening. Also covers a practice's dental plan premiums.

### Optical

Cashback on eye tests, prescription glasses, sunglasses, laser eye surgery and contact lenses.

### Chiropody

Covers items such as gait analysis assessments and podiatry treatments.

### Prescriptions

Covers NHS prescriptions charges or the NHS cash equivalent for private prescription treatments.

### Health & Wellbeing

Covers 22 alternative therapies including allergy testing, cognitive behavioural therapy, counselling fees, hypnotherapy and sports massage.

### Health Screening

Cashback for a full health screen, or a Well Man, or Well Woman screen. This allowance is separate to the workplace screening programme we offer as a bolt-on.

### Combined Physiotherapy

Cashback for pain relieving and preventative treatments such as physiotherapy, chiropractic, osteopathy, acupuncture and homoeopathy.

### Specialist Consultation and MRI Scans

Provides cashback for specialist consultation charges, including X-rays and MRI scans, as well as PMI excess charges (excludes company paid PMI).

### Dental Accident

Cover for damaged teeth following a direct blow to the head. Members can claim for veneers, dentures and crowns.

### 24/7 Counselling and Support Helpline

24 hour telephone advice, guidance and support from trained counsellors, legal and medical professionals on a variety of lifestyle issues.



## Employee Assistance Programme

Provides up to 8 face to face counselling sessions and includes a Serious Illness and Accident Support service.

## Fitness and Exercise

Access to offers and discounts on a wide range of fitness clubs and gyms via HealthShield's reward website PERKS.

## Online Health Assessment and Personal Coaching

Instant access to online health assessments and personal coaching tools including videos, factsheets and questionnaires.

## GP Anytime including Private Prescriptions

GP consultation service via phone or webcam, where a GP can also prescribe a private prescription to be delivered to a member's home or workplace.

## PERKS

Members have access to Health Shield PERKS, a website with a large range of discounted retail products and services, offers on travel, cash back on purchases and much more.

Discounts for the brands you love, all year round. Unlike voucher and flash sale sites, you'll always get great deals from brands like Apple, M&S, Virgin Media, GAP & more!

## Advice Services

Our Employee Assistance Programme offers free and confidential advice which is available 24hrs, 7 days a week to you and your immediate family. You will also have access to structured counselling of up to six sessions available either face-to-face or over the phone. The service covers, but is not limited to, Family Issues, Financial Information, Legal Information, Stress & Anxiety and Bereavement.

## Pension Schemes

Pension scheme (Local Government Pension Scheme for Support Staff and Teachers Pension Scheme for Teachers) - both schemes include 3 x salary life assurance cover whilst you remain in service. You don't pay tax or national insurance on your contributions and North Star Community Trust adds a generous employer contribution. All staff are entitled to opt-out of the pension scheme should they wish to do so.

## Holiday Entitlement

Our support staff on 52 weeks a year contracts benefit from a holiday allowance of a minimum of 24 days. This entitlement is in addition to any Bank or Public holidays. Teaching staff and term time only support staff receive the standard school holiday allowance.

## Training and Development

North Star Community Trust believes in training and developing people to achieve their potential. Whatever your aspirations, our training provision offers a range of courses and qualifications. These courses include a suite of National Professional Qualifications (NPQML, NPQSL, NPQH and NPQEL) and apprenticeship opportunities (in disciplines including IT, HR, Business Administration). North Star Community Trust have formed a partnership with The Skills Network, one of the most successful providers of online learning. As part of the partnership several FREE courses are available including: Childcare, education, enhancing skills, digital and wellbeing.

Continued professional development and opportunities across the Trust, including Masters Degrees through our partnership with Warwick University.

## Affordable Accommodation

Access to affordable North Star key worker accommodation from £550 per month all inclusive of rent, utilities, internet access and maintenance.









## Stronger Together

**We look forward to receiving your application,  
and hopefully be part of our wonderful team at  
North Star Community Trust.**





## Job Description

<b>Job Title</b>	<b>Teaching Assistant Lead (ASD)</b>
<b>Reports to</b>	<b>Head of Department/ Headteacher</b>
<b>Location</b>	<b>Heron Hall Academy</b>
<b>Hours</b>	<b>36 hours, 39 weeks</b>
<b>Contract Type</b>	<b>Permanent</b>
<b>Salary</b>	<b>Support Point 14-17 £16,879.53 - £17,927.72 + NSCT Allowance £2000 + Generous Benefits.</b>

A fantastic opportunity has arisen for an ambitious, creative and ideas driven Teaching assistant to work in our Secondary school.

To provide a higher level of support for teaching and learning under the direction of the Lead Practitioner for Inclusion and other teaching/senior staff and to lead and supervise teaching assistants, having due regard to the school's aims, objectives, schemes of work and policies, and relevant national requirements. The post will have a particular focus on supporting pupils with autism spectrum disorder (ASD) and the staff working with them in the classroom and other settings in the school.

The academy is committed to your professional development. You will have ongoing support from the senior leadership team and will attend appropriate training and development opportunities. You will be given support, time and space to grow as a leader and improve the provision across the school. You will have the support of a dedicated senior leadership team to ensure you are able to focus on delivering outstanding teaching and learning.

Our goal is to provide outstanding education and life changing opportunities for all our children. We want to be recognised for academic excellence and having a reputation for giving pupils the critical skills and knowledge necessary to be successful in education, employment, and life.

# Duties and Responsibilities

## Purpose

- To work with the class teacher/senior staff/SENCO to support teaching and learning and undertake work/care/support programmes, to enable access to learning for individuals/groups of students.
- To support young people with disabilities and/or special educational needs.
- To provide general support to the class teacher in the management and organisation of the students and the classroom.
- To assist the teacher in creating and maintaining a purposeful, orderly and supportive learning environment.
- To promote the inclusion of all pupils ensuring they have equal access to opportunities to learn and develop.
- To be responsible for promoting and safeguarding the welfare of children and young people within the school.

## Support for Pupils

- Use specialist (curricular/learning) skills/training/experience to support pupils.
- Hold a caseload of pupils with Special Educational Needs and Disabilities (SEND) and manage Education Health and Plans (EHCPs) and Annual Reviews.
- 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.
- Support pupils consistently whilst recognising and responding to their individual needs.
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities.
- Promote independence and employ strategies to recognise and reward achievement of self-reliance.
- Provide feedback to pupils in relation to progress and achievement.
- Use behaviour management strategies, in line with the school's policy and procedures, which contribute to a purposeful learning environment.

## Support for Teachers

- Work with the teacher to establish an appropriate learning environment.
- Work with the teacher in lesson planning, evaluating, and adjusting lessons/workplans as appropriate.
- Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives.
- Provide objective and accurate feedback and reports as required, to the teacher and Lead Practitioner for Inclusion on pupil achievement, progress, and other matters, ensuring the availability of appropriate evidence.
- Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested.
- Undertake marking of pupils' work and accurately record achievement/progress.
- Promote positive values, attitudes, and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- Liaise with the Literacy Lead Practitioner, subject teachers, and Inclusion staff.
- Administer and assess routine tests.
- Produce and maintain classroom resources, displays and classroom layout in consultation with the teacher.

## Support for School

- To be aware of and comply with the school's Code of Conduct.
- To be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to a Designated Safeguarding Lead.
- To undertake duties before school, break-time, lunchtime and after-school when required
- To contribute to overall ethos/work/aims of the school.
- To attend and participate in regular meetings and in training and other activities as required.
- To assist in the general care of the school environment.
- To support and comply with the performance management system for support staff.

## **Support for Curriculum**

- Planning Interventions, and be responsible for the supervision of students, including individual, small group and whole class as directed by the SENCO or HoD
- Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs.
- Implement local and national learning strategies e.g., literacy, numeracy and make effective use of opportunities provided by other learning activities to support the development of relevant skills.
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- Help pupils to access learning activities through specialist support.
- Determine the need for, prepare and maintain general and specialist equipment and resources.

*The above duties are neither exclusive nor exhaustive and the post holder may be required to carry out such other appropriate duties as may be required by the Headteacher within the grading level of the post, the competence of the post holder and the context of the duties of the post holder.*

*This job description is subject to annual review.*

## **Person Specification: Teaching Assistant Lead (ASD)**

You will need to have a can-do attitude with strong eye for a story and be known for your attention to detail. You will need to be committed to providing excellent customer service and to the aims and objectives of North Star Community Trust as a provider to the highest quality education to children in our area.

## **Qualifications and other required experience and skills**

<i>Skill - Essential</i>	<ul style="list-style-type: none"><li>• Ability to work and communicate with young children</li><li>• To be diplomatic and tactful</li><li>• Ability to communicate with teachers and parents</li><li>• Ability to interpret pupil data and use that data to plan lessons which address the needs of the pupils</li><li>• Excellent numeracy/literacy skills</li><li>• Ability to plan effective actions for pupils at risk of underachieving</li><li>• Ability to self-evaluate learning needs and actively seek learning opportunities</li><li>• Good communication skills orally and in writing</li></ul>
<i>Skills - Desirable</i>	<ul style="list-style-type: none"><li>• Able to deliver planned programmes of work to children.</li></ul>
<i>Knowledge- Essential</i>	<ul style="list-style-type: none"><li>• Understanding of Safeguarding in School; Health and Safety; Data Protection.</li><li>• An awareness of Equal Opportunities and Diversity</li></ul>
<i>Knowledge- Desirable</i>	<ul style="list-style-type: none"><li>• Child development and Trauma theory</li><li>• First Aid</li><li>• Code of Practice</li></ul>
<i>Experience - Essential</i>	<ul style="list-style-type: none"><li>• Some experience of working in a relevant educational setting.</li></ul>



*Experience - Desirable*

- Experience of working with children with Special Educational Needs.
- Experience of working with children with English as an Additional Language.
- Supporting children in English and Maths.

*Qualifications - Essential*

- Have obtained or be prepared to obtain an HLTA Qualification.
- Grade C or above in Maths and English
- Level 3 TA standard or equivalent qualification

*Qualifications - Desirable*

- Diploma
- Foundation Degree

*Personal Qualities and Attitudes – Essential*

- To have a commitment towards own CPD

*Personal Qualities and Attitudes – Desirable*

- Open, honest, resilient
- Ability to cope and adapt to change
- Demonstrate the commitment towards being part of the life of the Academy
- Able to take the initiative and make decisions
- Patience, kindness, and a genuine interest in children
- Adaptability, flexibility, and ability to work as a team with members of staff.
- Confidence in dealing with children
- Demonstrates an understanding of and a commitment to school improvement at all levels

## Next Steps

To apply please visit TES via the green quick apply button shown on the advert. You can view the roles available at the school and apply via the TES by clicking on the link here: <https://www.tes.com/jobs/vacancy/teaching-assistant-lead-asd-enfield-1669957>

Closing date for applications is Friday 15 July 2022.



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