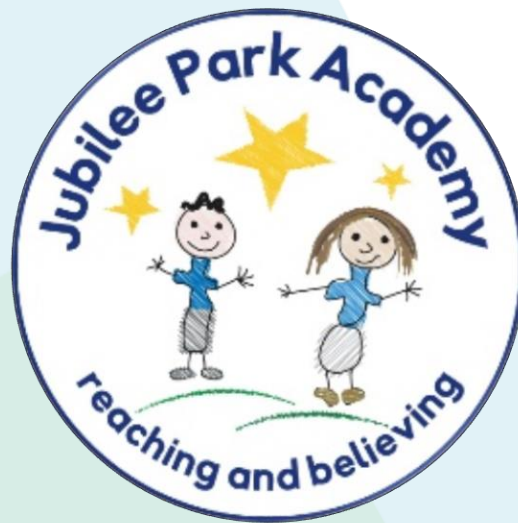




The Rivers  
C.of E. Academy Trust



# Jubilee Park Academy

Application Pack  
Teaching Assistant Level 1



The Rivers  
C.of E. Academy Trust

Dear Applicant,

We are delighted to advertise the role of **TA1** at Jubilee Park Academy.

**Salary:** Scale 1-2, Points 2-4 £23,657-£24,404 FTE per annum. Actual salary £10,984.81-£11,331.66

**Contract:** Permanent. 20 hours a week. 9-1 Mon-Fri. Term time only plus training days.

**Start Date:** ASAP

Jubilee Park Academy has an exciting opportunity to recruit an experienced, committed, and innovative teaching assistant to join our team on a part-time basis. Our school is a lively, exciting place of learning. We work hard to raise our children's aspirations and also value the individual achievements of each child. We are passionate about raising standards and improving the life chances of our children. We can offer well motivated, engaging children, and very supportive staff. We are part of the highly successful Rivers C of E Academy Trust.

Jubilee Park Academy has proudly been part of the highly successful Rivers C of E Academy Trust since November 2020. We are a dynamic trust of sixteen primaries, first and nursery schools and a thriving teaching alliance with a strong educational reputation. As a member of our 850+ staff community, you will have access to a collaborative network of colleagues who work together to drive high standards and benefit from a contributing pension scheme, access to continued professional development and opportunities for internal talent management.

Our vision is to teach children to love, learn, live as a global citizen in an ever-changing world, encapsulated in our vision: 'love, learn, live.'

The closing date for applications is **9am Monday 27<sup>th</sup> January 2025**. Applications should be made on a Rivers Academy Trust application form, which are available on our website. Completed application forms should be sent to [hr-jpa@riverscofe.co.uk](mailto:hr-jpa@riverscofe.co.uk).

**Interviews for this post will take place on Friday 31<sup>st</sup> January 2025.**

Shortlisting will take place on Monday 27<sup>th</sup> January 2025. If you have not heard back from us after this date, unfortunately you have not been successfully shortlisted.

We would be delighted to hear from you and if you share our vision and want to make a real difference to our pupils, school and Trust. If you have any further queries, or would like to visit our school, please call the main office on 0121 522 2598.

We look forward to hearing from you.

Yours sincerely,

**Mrs Tanya Price**  
**Headteacher**

## Teaching Assistant TA1 Job Description



**Responsible to:** Headteacher

### **Key Purpose:**

- Prepare and serve refreshments to pupils at breaktime, e.g Toast and Juice duties.
- Assisting pupils in the acquisition of basic literacy and numeracy skills.
- To assist pupils in making progress across all subject areas.
- Working with SEN pupils on an individual or group basis as required.
- 1:1 and group reading with pupils.
- Supporting pupils on a 1:1 basis where needed.
- Assist in offsite visits.
- Aid pupils with special needs to access all subjects of the national curriculum and encourage their independence as learners.
- Ensure pupils understand instructions.
- Motivate and encourage pupils to behave well in and around school.
- Acquaint themselves with the support materials in and around the school for individual pupil or group use.
- Assist the teacher in developing a supportive and trusting relationship with other adults and children.
- Promote and reinforce pupil self-esteem through praise and encouragement.
- Be sensitive to the general welfare and care of all pupils within the school, drawing areas of concern to the attention of the class teacher.
- Meet the physical and/ or hygiene needs of pupils as required.
- Act as support worker for children with Emotional and Behavioral Difficulties.
- Support children at lunchtime.

### **Supporting the Pupil**

- Assisting pupils in the acquisition of basic literacy and numeracy skills.
- To assist pupils in making progress across all subject areas.
- Working with pupils on an individual or group basis as required by the class teacher.
- Supporting pupils on a 1:1 basis where needed.
- Assist in offsite visits.
- Aid pupils with special needs to access all subjects of the national curriculum and encourage their independence as learners.
- Ensure pupils understand instructions.
- Motivate and encourage pupils to behave well in and around school.
- Acquaint themselves with the support materials in and around the school for individual pupil or group use.
- Assist the teacher in developing a supportive and trusting relationship with other adults and children.
- Promote and reinforce pupil self-esteem through praise and encouragement.
- Be sensitive to the general welfare and care of all pupils within the school, drawing areas of concern to the attention of the class teacher.
- Meet the physical and/ or hygiene needs of pupils as required.
- Act as support worker for children with Emotional and Behavioural Difficulties.
- Support children at lunchtime.

### **Supporting the teacher.**

- Have access to the planned teaching and learning activities for the class.
- Record pupil progress to inform future planning for coverage of the national curriculum.
- Assist the teacher in evaluation of work undertaken and help plan future progress for identified pupils.
- Help with reasonable requests for preparation of materials to support teaching and learning.
- Assist with reasonable requests for minor administrative tasks e.g. photocopying and laminating.
- Under the direction of the class teacher, ensure a safe environment is maintained within the classroom/ school for all pupils.

### **Supporting the school**

- Attend training when appropriate and after consultation with the Head Teacher /Assistant Head Teachers/SENDCo.
- Be aware of and support all the schools policies.
- Be aware of the school safety procedures e.g. fire drill/ health and safety policy.
- Treat as confidential all information on individual pupils and refer parents to the class teacher
- Foster positive links between home and school.
- After negotiation with the Head Teacher, carry out the administration of elementary first aid at break times to pupils throughout the school (qualified staff only).
- Perform any reasonable duties as requested by the Headteacher and Deputy Headteacher.

### **Other**

- To ensure professional behavior at all times in regard to the schools Code of Conduct and Keeping Children Safe in Education.
- Perform any reasonable duties as requested by the Head Teacher.

### **Conditions of Employment**

- The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment.
- Attention is also drawn to the requirements for planning, preparation and assessment time under which all teachers at a school with timetables teaching commitments have a contractual entitlement to guaranteed PPA time within the timetabled teaching day.
- Any other duties as directed by the Head teacher.
- The School reserves the right to alter the content of this Job Description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility.
- The duties described in this Job Description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the School's Equal Opportunities Policy and Code of Conduct.

# Teaching Assistant Level 1 -Person Specification



Criteria	Essential	Desirable
<b>Qualifications and experience</b>	<ul style="list-style-type: none"><li>• Appropriate Educational qualification (Minimum Level 1)</li></ul>	<ul style="list-style-type: none"><li>• Evidence of further CPD</li><li>• Team Teach trained</li><li>• Experience of working in a primary school or school setting</li><li>• Food Hygiene and Handling</li></ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"><li>• Ability to work independently</li><li>• Ability to use own initiative</li><li>• Good understanding of safeguarding issues</li><li>• Excellent practitioner</li></ul>	<ul style="list-style-type: none"><li>• Good understanding of the new National curriculum</li><li>• Safeguarding training undertaken</li><li>• Offsite visit trained</li><li>• EYFS Experience</li></ul>

# About Our School



As part of the Rivers C of E Trust, the heart of all we do is our school ethos; **Love, Learn, Live**. At the core of this ethos is a belief in nurturing and ensuring positive wellbeing of all of our children. Alongside this we have an experienced, dedicated and determined staff team who have consistently high expectations of all children in all aspects of school life.

As a school, we are committed to creating a happy and vibrant community, where everyone feels valued, where students are stretched and supported academically and are given memorable experiences that excite them about learning for life. This is underpinned by our school values.

Our STARS values:

**Sharing**  
**Trust**  
**Achievement)**  
**Respect**  
**Safety**

We are proud to be part of the 1 form entry primary school which caters for pupils from 3-11years old. Within each class the children work in both ability and mixed ability groups ensuring all children are supported and challenged at a level which is appropriate for their ability. We are dedicated to preparing our children to be active citizens, in an ever-changing world by providing a curriculum based on the United Nations sustainable development goals. Teaching and learning are also supported by the use of technology and 1:1 iPads.

Thank you for your interest in Jubilee Park Academy! If you would like to find out more or to arrange a tour of the school, please get in touch using the contact details below.

Mrs Tanya Price  
Headteacher

## The Rivers Multi Academy Trust

When you join Jubilee Park Academy you become part of the Rivers C of E Academy Trust family, a group of 16 schools and over 850 staff working in partnership to provide the best learning experience for over 4600 children.

As a member of the Trust, you will have access to a wider network of friendly colleagues, working in similar positions, who are available to offer support, share ideas and provide guidance.

There are plenty of opportunities for you to thrive and grow your skills, through training and collaborative working.

## Jubilee Park Academy

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Tipton  
West Midlands  
DY4 0QS

Tel: 0121 522 2598

Email : [office-jpa@riverscofe.co.uk](mailto:office-jpa@riverscofe.co.uk)

Website : <https://www.jubileeparkacademy.co.uk/>

