

Zest Academy Trust

Recruitment Information and Application Pack

Teaching Assistant level 2 1:1 Support

(February 2024)

Information

The academy is part of Zest Academy Trust which promotes its own set of values which we believe in.

ZEST will promote a love of learning, have a constant focus on teaching and assessment and will effectively manage all its resources.

ZEST will prepare our children for life's challenges by creating innovative, safe learning environments that challenge preconceptions and expectations.

ZEST values each member of the ZEST learning community by trusting, supporting and treating each other with dignity and respect.

ZEST will enable our family of schools to maintain and develop their own school identity, sharing innovative practice and support.

ZEST will enable staff to develop professionally and share their enthusiasm and love of learning with the children in their care.

ZEST Leaders and teachers will share expertise and experience within the ZEST community and will collaboratively support professional development and build effective learning capacity.

ZEST will always challenge to improve

Dear Potential Applicant,

Thank you for showing an interest in our current vacancy. Waterloo is a thriving three-form entry primary academy in the South Shore area of Blackpool. We educate up to 680 children in our Victorian school buildings yet are fortunate to deliver a 21st Century education through our exciting, inspirational, global curriculum which focuses on four world issues; **Culture**, **Conflict**, **Conservation** and **Communication**.

We currently have a vacancy for 2 **Teaching Assistants level 2 1:1 support** to complement our existing team.

The successful candidate will be required to assist in promoting the learning and personal development for a child who has special educational needs.

The successful candidate will:

- hold a current level 2 Teaching Assistant qualification or equivalent.
- be fully committed to inclusion and continually striving for highest standards
- support the teacher in monitoring, assessing and recording pupil progress/activities
- communicate with pupils to promote learning, including assessing the impact of the communication on recipients and adjusting approach as necessary.
- support children in social, health and emotional well-being, drawing any problems which cannot be resolved to the attention of the teacher.
- have experience of dealing with pupils with additional needs.

Vacancy:	Teaching Assistant level 2 1:1 support (x2)
Grade:	Grade C SCP 5-6 (FTE £23,500 - £23,893 pro rata)
Actual salary:	£17,655 - £17,951
Hours:	32.5 hours per week (term time only)

44.6weeks payable paid in 12 equal payments
(38weeks worked, 6.6weeks paid holiday including bank holiday pro rata'd)

Contract: **Linked to pupil with funding, attending Waterloo Primary Academy**

Required from: **ASAP**

Closing date: **Tuesday 12th March 2024 (noon)**
Shortlisting: **Tuesday 12th March 2024 (pm)**
Interview with task: **Monday 25th March 2024**

If appointed, we can offer you:

- enthusiastic, motivated and friendly children who are excited about current world issues in a broad, deep and progressive curriculum
- strong, supportive leadership and a dynamic, talented staff team
- exceptional levels of teamwork and a focus on staff wellbeing
- excellent professional development opportunities
- bespoke wellbeing programme

How to apply:

Application forms, person specification and job description is available to download from the school website <https://waterloo.zestacademytrust.co.uk/our-vacancies/> or alternatively contact the school office on 01253 315370.

Please return your completed application form and a covering letter of interest (no longer than 2 sides of A4) to: **Mrs Nicola Lea, HR Business Manager** via the school's postal address or alternatively email to: HR@zestacademytrust.co.uk

If you have not been contacted within two weeks of the closing date you can assume that, on this occasion, your application has been unsuccessful.

We look forward to receiving your application, if you have any questions regarding the post, please contact the Head of School, Jenny Brown on 01253 315370.

Thank you for the interest you have shown in this vacancy.

*Waterloo Primary Academy is committed to safeguarding and promoting the welfare of children/vulnerable adults. This post is subject to satisfactory three-year reference history, Disclosure & Barring Service (DBS) check (previously CRB check), medical clearance, evidence of essential qualifications and proof of legal working in accordance with the Asylum and Immigration Act. **Please note: CVs are not accepted***

Online searches will be conducted on shortlisted candidates. Please see Zest Academy Trust Recruitment and Selection policy for further details - located on our school website <https://waterloo.zestacademytrust.co.uk/our-vacancies/>

Job description

Title of Post	Teaching Assistant 2 1:1 support
Grade	Grade C scp £21,575 - £21,968
Hours	32.5 hours Monday – Friday 08:45am – 15:45pm
Weeks	Term time only
Weeks per year payable	44.6 weeks (paid in 12 equal payments) (38weeks worked, 6.6weeks paid holiday including bank holiday pro rota'd)
Reporting to	Phase Leader/SEND/CO/Speech & Language team

Purpose of the Job

To assist in promoting the learning and personal development of the pupil whom you are assigned, to enable him/her to make the best use of the educational/opportunities available to them.

Main Duties

1. Implement planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to pupils' responses and resolving related problems as appropriate
2. Participate in planning and evaluation of learning activities with the teacher for the session, day or week and providing feedback to the teacher on pupil progress and behaviour
3. Support the teacher in monitoring, assessing and recording pupil progress/activities
4. Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher
5. Communicates with pupils to promote learning, including assessing the impact of the communication on recipients and adjusting approach as necessary.
6. Support learning by arranging/providing resources for lessons/activities under the direction of the teacher
7. Responsible for the careful and safe use equipment, such as play and standard ICT equipment
8. Support pupils in social, health and emotional well-being, drawing any problems which cannot be resolved to the attention of the teacher
9. Share information about pupils with other staff, parents / carers, as appropriate
10. Understand and support independent learning and inclusion of all pupils as required.
11. Maintain confidentiality and adhere to safeguarding procedures

Supporting the pupil:-

1. To provide learning support for the pupil in class or in withdrawal situations, either 1:1 or small groups.
2. To develop knowledge of the particular needs of the child and seek advice from the SEN Leader and class
3. teacher as required
4. To aid access to the full range of learning experiences both inside and outside the classroom and provide modified materials as required e.g. worksheets, games, visual prompt cards etc.

5. To make or modify resources as suggested and advised by the SEN Leader, Educational Psychologist or other outside agencies.
6. To organise and maintain an inclusive learning environment both in the classroom and outside.
7. To support the pupil in the playground, being mindful of health and safety in relation to medical conditions/special education needs, and encouraging safe interactive play.
8. Motivate and encourage the pupil to have a go at activities they may be unsure of.
9. Provide positive reinforcements, praise and rewards.
10. Facilitate inclusion in small group activities with peers and support interaction between them.

Teaching Assistants in this role may also:

1. Support the work of volunteers and other teaching assistants in the classroom
2. Support the use of ICT in the curriculum
3. Assist in escorting and supervising pupils on educational visits and out of school activities
4. Select, prepare and clear away classroom materials and learning areas ensuring they are available for use, including developing and presenting displays
5. Support children's learning through play
6. Support pupils in developing and implementing their own personal and social development
7. Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence
8. Demonstrate own duties to new or less experienced staff

Operational/Strategic Planning

- Support pupils' access to learning using appropriate strategies and resources.
- Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs
- Occasionally, during short-term teacher absence be able to deliver pre-planned work to whole classes
- Facilitate leadership time by delivering pre-planned work to whole classes

Staff development

Participate in training, other learning activities and performance management, as may be reasonably directed

Quality assurance

Review one's practice to ensure that standards are maintained

Management information and administration

- Provide objective and accurate feedback and reports, as required, to the teacher on pupil achievement, progress/problems 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

Communications

- Maintain positive communications within the classroom, school and with home and outside agencies/professionals

Marketing & Liaison

- Establish constructive relationships with parents/carers, exchanging information facilitating their support for their child

Management of resources (other than people)

- Prepare general and specialist resources required to meet the relevant learning activity and assist pupils in their use

Corporate responsibility

- Be aware of, and comply with, policies and procedures relating to child protection, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person/body
- Be aware of, and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the Trust
- Ensure that positive professional behaviours are modelled at all times
- Appreciate and support the role of professionals and support staff.
- Attend and participate in relevant meetings as may be reasonably required.
- Actively promote the Trust's corporate policies.
- Comply with the Trust health and safety policy and to the overall ethos/work/aims of the school

Safeguarding

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and individually take responsibility for doing so

Other Specific responsibilities

- Carry out the duties in the most effective, efficient, and economic manner
- To continue personal development in the relevant area
- To participate in the staff review, and appraisal process

General statement

This job description sets out the main duties and responsibilities of this post at the time of drafting. It cannot be read as an exhaustive list. It is current at the date shown, but in consultation with the post holder, may be changed to reflect or anticipate changes in the job, commensurate with the grade and job title.

Approved date: 6th December 2022

Person Specification

Personal Attributes required	Essential (E) or Desirable(D)	Identified by:
Qualifications <i>The successful candidate will have:</i> <ul style="list-style-type: none"> English & maths qualifications (Grade C or equivalent) level 2 certificate in supporting teaching and learning or equivalent safeguarding training data protection training 	E E D D	Application Application Application/Interview Application/Interview
Experience <i>The successful candidate will have experience:</i> <ul style="list-style-type: none"> within a school environment working effectively, as part of a team relevant experience of providing 1:1 support 	E E E	Application Application/Interview Application/Interview
Knowledge/Skills/Attributes <i>The successful candidate will:</i> <ul style="list-style-type: none"> demonstrate an understanding of their statutory requirements concerning safeguarding, equal opportunities and Health & Safety. demonstrate a working knowledge of how to manage the reputation of the school and engage with the school community. 	E E	Interview Interview
Personal Qualities <i>The successful candidate will have:</i> <ul style="list-style-type: none"> excellent verbal and written communication skills high expectations of self and professional standards the ability to work as both part of a team and independently the ability to maintain successful working relationships with colleagues 	E E E E	Application/interview Interview Application/interview Interview