



WE ARE ASTREA

TEACHING ASSISTANT KS2 (Lv2)
APPLICANT BRIEF

HARTLEY BROOK PRIMARY ACADEMY
Part of
ASTREA ACADEMY TRUST





Open Letter from Principal

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.

Claire Costello
Acting Principal at Hartley Brook Primary Academy



JOB DESCRIPTION

SALARY	£19,650 - £20,043 (Pro Rata)
CONTRACT TYPE	Permanent
WORKING PATTERN	Monday to Friday
HOURS PER WEEK	35 hours

Purpose

- To work under the guidance of Teaching staff or Higher Level Teaching Assistants to implement agreed work programmes with individuals / groups both within and out of the classroom. This may include the use of detailed and specialist knowledge in particular areas and will involve assisting the Teacher in the whole planning cycle and with the management / preparation of resources.
- The postholder may also supervise whole classes occasionally during the short-term absence of Teachers, when the primary focus will be to maintain good order and to keep pupils on task.

Key Accountabilities

- Support for Pupils
- Support for Teacher
- Support for the Curriculum
- Support for the Academy

Key Responsibilities

Support for pupils

- Use specialist (Curricular / Learning) skills / training / experience to support pupils.
- Assist with the development and implementation of individual Education Plans.
- 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 cooperatively 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.

Support for the Teacher

- Work with the Teacher to establish an appropriate learning environment.
- Work with the Teacher in lesson planning, evaluating and adjusting lesson / work plans as appropriate.
- Monitor and evaluate pupils' responses to learning activities through observation and planned



recording of achievements against pre-determined learning activities.

- Provide objective and accurate feedback and reports, as required, to the Teacher, 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 school policy and encourage pupils to take responsibility for their own behaviour.
- Liaise sensitively and effectively with Parents / Carers as agreed with the Teacher within your role / responsibility and participate in feedback sessions / meetings with Parents / Carers.
- Administer and assess routine tests and invigilate exams / tests.
- Provide general clerical / administrative support, e.g. administer coursework, produce worksheets for agreed activities etc.

Support for the Curriculum

- Implement agreed learning activities / teaching programmes, adjusting activities according to pupil responses / needs.
- Implement local and national learning strategies, e.g. Literacy, Numeracy, KS3, Early Years 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.

Support for the School

- 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 in accordance with policy.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos / aims of the school.
- Establish constructive relationships and communicate with other agencies / professionals, in liaison with the Teacher, to support achievement and progress of pupils.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities as required.
- Recognise own strengths and areas of expertise and use these to achieve and support others.
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.
- Undertake planned supervision of pupils' out of school hours learning activities.
- Supervise pupils on visits, trips and out of school activities as required.



PERSONAL SPECIFICATION

Experience

- Experience working with and or caring for children of relevant age/subject area, in an educational setting.
- General understanding of national curriculum and other basic learning programmes/techniques.
- Basic understanding of child development and learning.
- Ability to relate well to children and adults.
- General awareness of inclusion, especially within a school setting.

Qualifications

- GCSE C or above in Maths/numeracy and English/literacy.
- NVQ 2 for Teaching Assistants or equivalent qualification or experience
- Training in relevant learning strategies e.g. literacy / numeracy (desirable)
- Willingness to undertake appropriate first aid training.
- Ability to provide support for pupils, including those with special needs, ensuring their safety and access to learning activities.
- Ability to utilise strategies to support pupils in achieving learning goals (desirable)
- Promote good pupil behaviour, and deal promptly with conflict and incidents.
- Ability to undertake pupil record keeping as requested.
- Ability to provide support for structured and agreed learning activities/learning programmes, taking into consideration pupils learning styles.
- Understanding of how to support Literacy/Numeracy programmes, record achievements and progress and providing appropriate reports and feedback for the teacher. (desirable)
- Awareness of procedures relating to child protection, health, safety and security, confidentiality and data protection.

Behaviours

- Establish good working relationships with pupils acting as a role model.
- Encourage pupils to interact with others and engage in activities led by the teacher.
- Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes.
- Provide detailed and regular feedback to teachers on pupils' achievements and progress.
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- Work as part of a team appreciating and supporting the role of other people in the team.
- Support the change process, remaining positive during times of change.
- Build and maintain successful relationships with pupils.
- Ability to improve your own practice.

This is not exhaustive.

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