



WE ARE ASTREA

TEACHING ASSISTANT (LEVEL 2)
APPLICANT BRIEF

LOWER MEADOW PRIMARY ACADEMY

Part of

ASTREA ACADEMY TRUST





Open Letter from Principal

Thank you for your interest in the post at our Academy. Lower Meadow Primary Academy is a 3-11 Academy; we sit in South Sheffield on the border with Derbyshire and chose to join Astrea Academy Trust in July 2016. We have a strong team that drive school improvement and strive for the best outcomes for all children.

The Academy is seeking to attract a talented, knowledgeable, and committed team member who can demonstrate high aspirations for all our children along with the enthusiasm and resilience to support all aspects of a child's education. The successful candidate will have the opportunity to work in a supportive, professional learning community that seeks excellence and play a key part in the next step of our journey towards Outstanding. Lower Meadow Primary Academy has been on a journey of improvement over the last five years and we were pleased to be recognised as a "Good" school by Ofsted in 2019. Our emphasis is on consistently high quality teaching and learning throughout school and across all areas of the curriculum to raise children's outcomes and allow them to move onto secondary school fully prepared.

We believe strongly in building our children's aspirations and helping them to become good learners so they can build on their successes each year and achieve their full potential. We use the Astrea Dispositions to help build children's life skills and prepare them fully for secondary school. Our children behave well and enjoy coming to school. All staff are committed to providing the very best for all children. Teamwork is a strong part of our ethos, with a supportive and nurturing staff and a culture of continual improvement in all that we do. Those we recruit can demonstrate that they share our values, have the child at the centre of everything they do, are highly motivated to work with colleagues to continuously develop their skills, pursue professional excellence and are committed to providing the highest standards consistently.

If you feel that you can support our ethos, we would be delighted to receive your application.

Jane Dawtry

Principal at Lower Meadow Primary Academy



JOB DESCRIPTION

SALARY	£19,650 pro rata (Grade 3)
CONTRACT TYPE	Permanent
WORKING PATTERN	Monday to Friday, Term Time Only
HOURS PER WEEK	34 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 selfreliance.
- 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

- Minimum 2 years experience working with and or caring for children of relevant age/subject area, in an educational setting.
- SEN Experience essential
- 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 3 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