



The Rivers
C.of E. Academy Trust

Summerhill Primary Academy



Application Pack
Teaching Assistant Level 2



The Rivers
C.of E. Academy Trust

Dear Applicant,

We are delighted to advertise the role of **Level 2 Teaching Assistant** at Summerhill Primary Academy.

Salary: Scale 3, Point 5-6 £24,790- £25,183 per annum (reduced proportionately for part-time hours)

Actual Salary £21,294.61-£21,680(based on 37 hours)

Contract: Permanent.

Variable Hours (32.5- 37) hours a week. Starting on 37.

Term time only plus 5 training days.

8.30am-4.30pm 4 days a week

9am-4:30pm 1 day a week (to be agreed if appointed)

Start Date: ASAP

This post is an opportunity for a Level 2 Teaching Assistant at Summerhill Primary Academy.

Summerhill Primary Academy have an exciting opportunity to recruit a part-time Level 2 Teaching Assistant to join our highly motivated support staff team at Summerhill Primary Academy. Summerhill Primary Academy is part of the highly successful Rivers Academy Trust which offers excellent training and continued professional development for the staff team. Candidates will need to meet the requirements of the job description and person specification.

Summerhill Primary 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 application is **9am on Monday 13th 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-spa@riverscofe.co.uk.

Interviews for this post will take place on Wednesday 15th January 2025.

Shortlisting will take place by Monday 13th 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 557 3282.

We look forward to hearing from you.

Yours sincerely,

Mrs Lloyd-Davies & Mrs Rich
Co-Headteachers

Summerhill Primary Academy

Job Description



Teaching Assistant (TA2) - Job Description

Our People Values:

- **Love, Learn, Live** - Our aim is that our staff will **love learning for life**. Our family of school's **love, learn and live** together.
- **Our STARS values** - Empowering staff to make a difference to children's outcomes: Sharing; Trust; Achievement; Respect and Safety
- We expect our staff to: deliver high quality performance for our children; have a positive and proactive approach; be passionate about learning and CPD; listen to and work collaboratively with others; and engage in school and Trust life.

Accountabilities:

The appointee will work within the school as a member of the Teaching Assistant Team.

The senior leadership team and SENCO will hold the post holder to account.

Key Purpose:

The purpose of this post is to support pupils and staff to ensure that all pupils reach their full potential.

Main Activities:

Supporting the pupil

- Assisting pupils in the acquisition of basic literacy and numeracy skills.
- Cover duties in Afterschool club.
- To assist pupils in making progress across all subject areas.
- Working with pupils on an individual 1:1 or group basis as required by the class teacher.
- 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.
- Cover duties in Afterschool club.
- 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 should any questions about individuals asked.
- Foster positive links between home and school.
- After negotiation with the line manager, 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 senior leadership team.

Generic Responsibilities

- To undertake any further training as required.
- To be aware of and observe all policies, procedures, working practices and regulations. In particular:
- Employees must comply with the provisions of 'The Health and Safety at Work Act 1974' and must take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions whilst at work. Employees are also required to cooperate with their employer to enable them to perform or comply with any statutory provisions. The Trust's efforts to promote a safe and healthy working environment can only succeed with the full co-operation of its employees.
- To understand, comply with and promote the Trust's safeguarding policy and procedures. It is the responsibility of all employees to make the working environment safe and secure for all
- It is the responsibility of all staff to comply with the Trust's Equal Opportunities Policy. The key responsibilities for staff under this Policy are set out in the Trust Code of Conduct. 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.
- To maintain the confidentiality about pupils, clients, staff and other Trust business. The work is of a confidential nature and information gained must not be communicated to other persons except in the recognised course of duty. The post holder must meet the requirements of the Data Protection Act at all times.
- To report to line manager, or other appropriate person, in the event of awareness of bad practice
- Employees must adhere to the Code of Conduct and comply with all reasonable management requests. This job description is intended to provide a broad outline of the accountabilities and responsibilities only. The post holder will need to be flexible in developing the role in conjunction with the line manager. The post holder may be asked to carry out any other delegated duty or task that is in line with their post.

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.



Summerhill Primary Academy Person Specification

Criteria	Essential	Desirable
Qualifications and experience	<ul style="list-style-type: none"> • Appropriate level 2 or above qualification • GCSE Maths and English, grade C or 4 and above • Experience in working in a school setting 	<ul style="list-style-type: none"> • Evidence of further CPD • First Aid trained • Team Teach trained
Skills and knowledge	<ul style="list-style-type: none"> • Ability to work independently • Ability to use own initiative • Good understanding of safeguarding issues • Excellent practitioner 	<ul style="list-style-type: none"> • Good understanding of the new National curriculum • Safeguarding training undertaken • Offsite visit trained • EYFS Experience
Personal qualities	<ul style="list-style-type: none"> • Enthusiasm for learning and working with children • Growth mindset and resilience • Positive attitude towards learning and developing • Caring, friendly, approachable, open, inclusive, welcoming, and personable • Able to maintain confidentiality at all times • Able to be professional at all times • Able to be punctual and reliable at all times 	

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 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 leaders of this 4-form entry primary school which caters for pupils from 3 to 11 years 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 everchanging world by providing a curriculum based on the United Nations Sustainable Development Goals. Teaching and learning is also supported by the use of technology and 1:1 iPads.

Thank you for your interest in Summerhill Primary 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.

Mrs Lloyd-Davies and Mrs Rich

The Rivers Multi Academy Trust

When you join Summerhill Primary Academy you become part of The Rivers CofE Academy Trust family, a group of 16 schools and over 850 staff working in partnership to provide the best learning experience for over 5500 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

Summerhill Primary Academy

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