



WE ARE ASTREA

TEACHING ASSISTANT

NETHERWOOD ACADEMY
PART OF ASTREA ACADEMY TRUST

APPLICANT BRIEF





OPEN LETTER FROM PRINCIPAL, JONNY MITCHELL

Dear Candidate

I am absolutely delighted that you have shown an interest in applying for this absolutely crucial post at Netherwood. Netherwood is on a journey to becoming an exceptional place to learn, and I am keen to ensure that the academy community espouses the values and vision around which I have cultivated my own professional journey – and I want exceptional colleagues to join the staff community to realise the potential which Netherwood clearly has in spades.

We need to attract the right calibre of professional to work alongside our dedicated team of staff; a colleague who shares the clear vision that the child is at the very heart of everything we do; a colleague who is able to enjoy positive, professional relationships with young people; and, perhaps most importantly, a colleague who can demonstrate high levels of resilience and emotional intelligence when dealing with complex and sensitive situations.

The ideal candidate will be an experienced and outstanding classroom practitioner with a track record of strong outcomes and in supporting the development of other colleagues. We need someone who can walk the walk and be a beacon of excellent practice in a classroom environment, whilst possessing the muscularity of intellect and professional credibility to drive up standards across the academy.

I hope you can see that this is an exciting time to join the Academy. If you are considering applying for this role, you will need to have ambition for the students as well as for yourself. I want colleagues who are prepared to push themselves professionally to develop their skills and experiences, so that the young people of Netherwood get the very best we can offer them; my ambition is that Netherwood provides a world-class education, and colleagues joining the academy will need to want to be part of this ambition.

Everyone connected with the academy will expect commitment and drive, but this needs to be coupled with sensibility and humility. A sense of humour and a willingness to work really hard are also huge attributes. I would never have entertained the idea of becoming Principal in a school I did not think had the level of potential that this place has – if you feel you have the skills, expertise, energy, enthusiasm and passion to join the staff team here, please ensure you submit an application.

I am currently able to arrange short visits to the academy after 3pm most days. I may have limited availability to conduct short visits during the school day, subject to availability. If you would like to visit, please contact me; equally, if you would like an informal conversation about the role prior to submitting an application, please feel free to get in contact with me to make arrangements.

My email address is jonny.mitchell@astreanetherwood.org

In the meantime, I very much look forward to hearing from you. I appreciate the amount of time that goes into preparing an application, so thank you in advance for considering joining us.

Jonny Mitchell
Principal at Netherwood Academy



JOB DESCRIPTION

| | |
|----------------------|------------------------------------------------|
| POSITION | Teaching Assistant |
| SALARY RANGE | Grade 3, points 5 to 6 |
| CONTRACT TYPE | Permanent |
| | Term Time (38 weeks & 5 INSET days) |
| | 30 hours per week, Monday to Friday |
| REPORTING TO | SENCO |
| LOCATION | Netherwood Academy |

The Teaching Assistant will carry out the responsibilities listed below in a manner which is in keeping with the ethos of the Academy.

This description is not intended to be exhaustive and is a general outline of the typical duties and responsibilities expected to be carried out whilst accepting that these may vary.

Purpose

To work under the direct instruction of teaching/senior staff or appropriate Teaching Assistant Staff. To undertake work/care/support programmes to enable access to learning for students. To assist the teacher in the management of students and the classroom. Work may be carried out in the classroom or outside the main teaching area.

Provide general support in a specific curricula/resource area, including preparation, and maintenance of resources and support to staff and students.

Key Areas:

Support for Students
Support for the Teachers
Support for the Curriculum
Support for the Academy

Key Duties and Responsibilities

Support for Students

- Supervise and provide particular support for students, including those with special needs, ensuring their safety and access to learning activities.
- Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care Programmes.
- Establish constructive relationships with students and interact with them according to individual needs.
- Promote the inclusion and acceptance of all students.
- Encourage students to interact with others and engage in activities led by the teacher.



- Set challenging and demanding expectations and promote self-esteem and independence.
- Provide feedback to students in relation to progress and achievement under guidance of the teacher.
- Support students in accessing learning activities under the guidance of the teacher.

Support for the Teacher

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of student's work.
- Use strategies in liaison with the teacher to support students to achieve learning goals.
- Assist with the planning of activities.
- Monitor students responses to learning activities and accurately record achievement and progress as directed.
- Provide detailed and regular feedback to teachers on student achievements, progress, problems etc.
- Promote good student behaviour and ensure health and safety at all times, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour.
- Establish constructive relationships with parents/carers.
- Administer routine tests and invigilate exams and undertake routine marking of student's work.
- Provide clerical /administrative support e.g. photocopying, typing, filing, money and administer coursework etc.
- Timely and accurate preparation and use of specialist equipment/resources/materials as required by staff/curriculum/lesson plans etc.
- Maintain records as requested.

Support for the Curriculum

- Undertake structured and agreed learning activities / teaching programmes, adjusting activities according to students' responses.
- Undertake programmes linked to local and national learning strategies e.g. Literacy, Numeracy, KS3, Early Years, recording achievement and progress and feeding back to the Teacher.
- Support the use of ICT in learning activities and develop students' competence and independence in its use.
- Prepare and maintain equipment/resources required to meet lesson plans / relevant activities and assist students in their use.
- Monitor and manage stock supplies, cataloguing as required.
- Maintenance of specialist equipment, check for quality/safety, undertake repairs/modifications within own capabilities and report other damages/needs.
- Demonstrate and assist others in safe and effective use of specialist equipment/materials.

Support for the Academy

- 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 students have equal access to opportunities to learn and develop.
- Contribute to overall ethos/work/aims of the Academy.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in development opportunities and other learning activities and performance development as required.
- Assist with the supervision of students out of lesson times, including before and after school and at lunchtimes, e.g. clubs, extra curriculum activities.



- Accompany teaching staff and students on visits, trips and out of school activities as required and take responsibility for a group under supervision of the Teacher.

General

- To undertake any other duties, commensurate within the grade, at the discretion of the Principal.
- Be familiar and comply with all relevant Health and Safety, Operational, Personnel, Child Protection.
- To develop and promote high standards throughout the Barnsley Children, Young People and Families Service.
- Ensure equality of opportunity is afforded to all persons both internal and external to the authority, actively seeking to eliminate any direct or indirect discriminatory practices/behaviour.

General Information and Working Arrangements

Netherwood Academy operates a no smoking policy throughout the site.

Netherwood joined Astrea Academy Trust in May 2017 and caters for the 11-16 age range. The Academy is very popular and growing and the number on roll is currently 1140. We value equally all members of the school community and work together for the educational progress of all our students in partnership with the whole community.

The Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

The above duties are not exhaustive and the postholder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Principal.



PERSON SPECIFICATION

This part will allow you to understand who we are looking for within this role and the skills knowledge or experience that we would expect.

| Relevant Experience | Essential | Desirable |
|------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------|
| Recent relevant experience | * | |
| Experience with or caring for children of relevant age | * | |
| General technical/resource support | * | |
| Education and Training | | |
| Good numeracy/literacy skills | * | |
| 2 GCSEs at grade A to C in English and Maths or equivalent (e.g. NVQ level 2 or Level 2 Certificate) | * | |
| Training in relevant learning strategies e.g. literacy | * | |
| First aid training/training as appropriate | * | |
| Participate in development and training opportunities | * | |
| General and Special Knowledge | | |
| Effective use of ICT to support learning | * | |
| Use other equipment technology e.g. computer, video, photocopier | * | |
| General understanding of national/foundation stage curriculum and other basic learning programmes/strategies | * | |
| Basic understanding of child development and learning | * | |
| Skills and Attributes | | |
| Ability to relate well to children and adults | * | |
| Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these | * | |
| Use of relevant equipment / resources | * | |
| Knowledge of particular subject/technical area | * | |
| Ability to identify own training and development needs and co-operate with means to address these | * | |
| Additional Factors | | |
| Demonstrate a commitment to Equal Opportunities | * | |
| To comply with all Trust policies adopted by the Executive Board for example, Health and Safety, Equal Opportunities, Child Protection and Data Protection | * | |