

# Teaching assistant

Queen Eleanor Primary Academy

January 2025



QUEEN ELEANOR  
PRIMARY  
ACADEMY  
*Creative  
Education  
Trust*



## Dear Colleague

Thank you for your interest in the role of Teaching Assistant at Queen Eleanor Primary Academy. I hope that you will find this information pack helpful in finding the information that you need and giving you an insight into our school community, to support your application.

Queen Eleanor Primary Academy joined Creative Education Trust in September 2013. Our network consists of eleven secondary and six primary academies in the Midlands and Norfolk plus a central team. Further schools are in the pipeline and our medium-term ambition is to be a trust of 25 schools.

Working in partnership, Queen Eleanor Primary Academy and the Trust have made much progress in recent years. We were delighted to have been awarded a 'good' judgement from Ofsted in March 2023. The report notes many strengths, including the shared vision and high expectations and the warm, nurturing and friendly atmosphere within the school. Building on those strengths, we are ambitious to do much more.

At Queen Eleanor Primary Academy, we are highly committed to our vision of excellence for all members of our school community. We are looking to appoint a teaching assistant who will support the aims and ethos of the school, developing both pupils, families and staff. Queen Eleanor has a strong emphasis on behaviour for learning and academic rigour in all subjects.

We also place a strong emphasis on the importance of staff development and the successful candidate can be assured that they will receive the support that they need to help them excel. This role specifically is one that we seek to utilise to develop our wider provision and development of a Forest School Curriculum.

Further information about the school can be found on our website at <http://www.queeneleanoracademy.org.uk>. You can also watch a short video on what it means to be part of Creative Education Trust, illustrating the Trust's 'Knowledge Connected' approach to learning on the following YouTube channel: [www.youtube.com/user/creedacad](http://www.youtube.com/user/creedacad).

If you feel that this is a role that interests you and that you would be able to make a difference to our wonderful pupils, then we would be delighted to discuss this vacancy with you further. Please feel free to contact us on 01604 761200 or by e-mail at [magnus.wallace@q/ueeneleanoracademy.org.uk](mailto:magnus.wallace@q/ueeneleanoracademy.org.uk).

I look forward to hearing from you.

Yours sincerely,

Magnus  
Wallace

Acting  
Head  
Teacher

“We are looking an enthusiastic and dedicated teaching assistant who can contribute to the further development of Queen Eleanor Primary Academy.”

You can find out more at:  
[www.creativeeducationtrust.org.uk](http://www.creativeeducationtrust.org.uk)

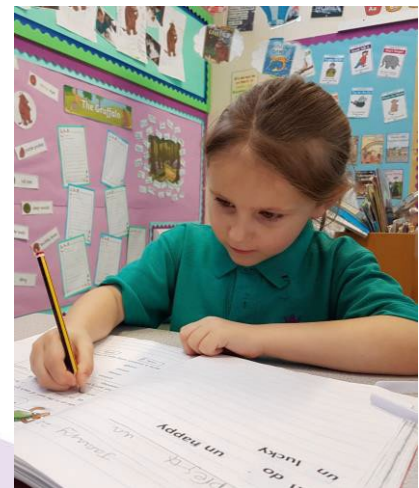
# ABOUT CREATIVE EDUCATION TRUST



**Creative Education Trust inspires and enables young people to build successful lives on foundations of learning, resilience and employability. We believe that a rewarding educational experience and the highest possible qualifications are the best way to ensure social mobility for young people.**

Creative Education Trust is a growing multi-academy trust educating over 13,000 children in England. It was established in 2010 to work in England's post-industrial cities and coastal towns: areas of economic disadvantage and with a history of academic underachievement. We transform these schools by integrating a knowledge-rich curriculum with skills and creativity.

Creative Education Trust defines creativity as the ability to find connections between the things we know and turn these connections into new ideas and action. The academic arts and the sciences, practical subjects and life skills all need this creativity, and creativity is valued highly by employers. Our staff and expert advisers use imaginative methods for linking knowledge across subject boundaries, fostering personal development and resilience and developing practical skills that prepare students for their transition to adult life and employment.



## Our aims for our students are to:

- + Raise their attainment in exams and tests through outstanding teaching
- + Make them intellectually curious with a sense of confidence
- + Increase their participation in HE, FE and apprenticeships
- + Ensure they have employable skills and attitudes
- + Create rounded individuals through a wide choice of co-curricular activities



## We are achieving our aims through:

- ★ Educational rigour
- + Organisational effectiveness
- + Financial efficiency
- + Partnership & recognition of local identity
- + Respect for autonomous leadership
- + Quality not quantity
- + Promoting practical creativity

You can find out more at:

[www.creativeeducationtrust.org.uk](http://www.creativeeducationtrust.org.uk)

# ABOUT QUEEN ELEANOR PRIMARY ACADEMY



Queen Eleanor Primary Academy is a welcoming and ambitious school, situated in the heart of Northampton, serving the thriving community of Far Cotton and beyond. Here at Queen Eleanor, we value diversity and set high aspirations for all pupils. Our vision is that all members of our school community will be inspired to learn, equipped to succeed, have an enriched experience during their time here and as such, will go on to excel in all aspects of life.

At Queen Eleanor, we place high importance on creativity and seek to provide children with a broad and relevant curriculum that will teach them the skills that they need to succeed throughout their lives. We work hard to ensure that pupils' learning experiences are engaging and original and teachers within the school are encouraged to seek out innovative ways to bring the curriculum to life for our pupils, who come from a wide range of backgrounds.

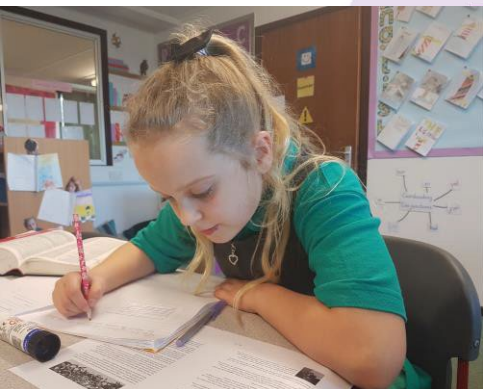
Our school values are strongly embedded throughout the work of the school. We believe that they create a solid platform for effective learning. We have a strong inclusion team within the school, and we believe in the importance of working closely with parents to maximise opportunities for learning.

At Queen Eleanor, we are not afraid to challenge existing ideas about education in our continued journey towards excellence. We want to be sure that our provision fully meets the needs of the children who learn here, and we believe that we can achieve this through highly reflective practice at all levels.



## Exciting times at Queen Eleanor Primary Academy...

- Nursery provision opened in September 2019.
- New digital screens in every classroom from September 2019.
- An exciting period of curriculum development.
- New professional development opportunities across the Trust.
- A supportive network of financial and HR support within the Trust.



**“Pupils are happy at this inclusive school.”  
Ofsted March 2023**

To see full details of the school performance data please visit:

<https://www.compare-school-performance.service.gov.uk/school/139650/queen-eleanor-primary-academy>

# SUPPORT FOR OUR STAFF

Queen Eleanor Primary Academy is committed to the professional development of all staff, at all levels of experience and in all roles within the school. The school's vision that all members of the school community are inspired, enriched, equipped and, as a result, excel applies to staff as much as it does to pupils.

We believe that school improvement should stem from reflective practice at classroom level alongside strategic decisions based upon the performance of pupils. As such, professional development opportunities will be provided for all staff throughout the course of any given year. These will take various forms, which include:

Staff meetings, addressing whole school issues for teaching staff.
In-house support, including training, mentoring and coaching sessions.
Online training, either for identified individuals or groups, or to address whole school needs.
Training courses, identified by SLT to address specific needs within the school.
Training courses, identified by the staff member or their line manager, based on individual development needs and/or professional interests.
Development opportunities within other schools, either locally, within the Trust, or schools with relevant specialities.
Opportunities to take part in development projects or research projects covering a range of subject areas and issues in education.

Line managers within the academy work closely alongside our reflective practitioners to ensure that they are receiving development opportunities tailored to their specific needs. We use purpose-made tools to support staff development and work with colleagues from across the Trust to develop these.

In addition to the CPD opportunities provided within the school, staff working at Queen Eleanor have access to high-quality collaborative and development experiences through the Creative Education Trust annual Primary Training Day and working parties focusing on key areas of school improvement and staff development.

“Staff work as a team to provide a calm and purposeful environment.”  
Ofsted March 2023



You can find out more at:  
[www.creativeeducationtrust.org.uk](http://www.creativeeducationtrust.org.uk)

# Teaching assistant JOB DESCRIPTION AND PERSON SPECIFICATION

## LOCATION

Queen Eleanor Academy

## SALARY

D3-4 £12.45-£12.65 per hour (32 hours a week)

Salary: £24027.00 - £24404.00\*

Actual Salary: £17871.63 - £18152.05 38 weeks per year + 5 training days

### The main responsibilities of the teaching assistant are:

- Assist with the planning, development and implementation of pupil education/behaviour plans and personal care programmes to ensure that the school's health, safety and behaviour policies are maintained.
- Supervise and support pupils in the learning environment including more in-depth support for those with special needs, to promote independence, inclusion, acceptance and equality of access to learning opportunities for all pupils.
- Assist pupils within the class, individually or in small groups (and sometimes outside the main classroom) in the completion and adjustment of a wider range of pre-defined learning, care and support activities to meet the requirements of pupils and the curriculum (for example literacy, numeracy, ICT)
- Assist with the supervision of pupils out of lesson times to enhance service delivery (for example before and after school)
- Provide clerical and other support to meet service delivery requirements (for example photocopying, typing, filing etc.)
- Support teaching staff and pupils on visits trips and out of school activities as required and take responsibility for a group of pupils under the supervision of the teacher to meet service delivery requirements.
- Administer routine tests, invigilate exams and undertake routine marking to meet requirements of pupils and the curriculum.
- Create and maintain a purposeful, orderly and supportive environment in accordance with lesson plans and assist with the display of pupils' work to support pre-defined learning activities to meet the needs of the pupils and the curriculum
- Prepare, maintain and use equipment and resources required to meet lesson plans/learning activities to meet the needs of the pupils and the curriculum
- Participate in meetings, team development activities and support less experienced colleagues when appropriate, to support the achievement of individual and team performance and development objectives
- Build and maintain positive and constructive working relationships with pupils, parents, carers and colleagues to maximise pupils' development and maintain the overall ethos of the school
- Monitor resource levels and contribute to the resource ordering process to ensure timely availability of resources to meet the requirements of the curriculum
- Monitor, feedback, record and report on pupil progress, including feedback to pupils, and participate in the completion of pupil profiles and records of attainment to maximise pupil development

Together with any other duties deemed reasonable by the Headteacher and the Governing Body.

The post holder's will be responsible for promoting and safeguarding the welfare of children and young people with whom they come into contact. The post holder will adhere to and ensure compliance with the School's Child Protection Policy at all times.

You can find out more at:

[www.creativeeducationtrust.org.uk](http://www.creativeeducationtrust.org.uk)

**PERSON SPECIFICATION**

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Qualifications</b>	Level 2 qualification in English and Maths (GCSE or equivalent)	Relevant Level 3 qualification, e.g., Level 3 CACHE, or Level 3 in Supporting Learning  Teaching Assistant CPD undertaken
<b>Experience</b>	Experience working in a primary school	Experience of working with individuals and groups on interventions  Experience of supporting children with SEN  Experience supporting children with English as an Additional Language
<b>Knowledge and skills</b>	Ability to form a rapport with children Ability to communicate tasks and instructions to children Ability to develop knowledge and understanding of strategies used to support children Awareness of need to continue own professional development	
<b>Personal qualities</b>	Ability to demonstrate awareness/understanding of equal opportunities	Understanding of the need to promote positive role models

Creative Education Trust is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake relevant safeguarding checks in line with Government safer recruitment guidelines.