



St Michael's Church of England Academy

Teaching Assistant Level 2 Candidate Information Pack



St Michael's Church of England Academy
Saddlebow Road
King's Lynn
Norfolk
PE30 5BN

Contact information
Phone: 01553 772420
Email: office@stmichaelskingslynn.norfolk.sch.uk
Website: www.stmichaelskingslynn.norfolk.sch.uk/



St Michael's Church of England Academy

Dear Applicant,

Thank you for your interest in our school, St Michael's Church of England Academy.

St Michael's is an exciting place to work and to learn. We have friendly pupils, amazing facilities, a committed staff team and parents that want St Michael's to be an exemplary place of learning.

We are looking for new, excellent and forward thinking staff who are passionate about learning, eager to be the best they can be and capable of having a real impact on the lives of our children and their families to join our team.

As a staff we enjoy coming to work and take pride in the relationships built across the school and the culture of working together that we have embedded; learning with and from one another in a 'cooperative' manner.

As you find out more about our Academy you will find that we are passionate about utilising and sharing individual's talents to better enrich and develop our offer to children too.

We want our children to be high achievers, who are highly motivated and who gain a thirst for learning and what they 'can do' by spending time with us. We have a strong pedagogy that we use in our lessons and in our approach to teaching and learning.

In February 2018, [Ofsted](#) judged our Academy to be good.

I, our governors and the staff believe that we can be outstanding, hopefully with your help!

Should you wish to find out more by having a conversation with myself, or a member of the office staff who will be more than happy to answer any specific questions you may have about our school. Visits to the school are strongly encouraged, please contact the office on

01553 772420.

Please do remember that the closing date for applications is Friday 24th June 2022

with interviews being held week beginning 27/06/22 – 04/07/2022

Yours faithfully,

Emma Scarisbrick
Headteacher

St. Michael's Church of England Academy

About St Michael's Church of England Academy



St. Michael's and All Angels Infants School opened in October 1901 on the original site in Saddlebow Road.

The school became a First School in 1988 and a Primary School in 1997.

It serves the housing areas of South Lynn, including a large new development, and a nearby permanent Traveller Site.

In June 2010 we moved into our new building St Michael's CE Primary School in Saddlebow Road, King's Lynn.

This has 7 classes, a large community hall, space available for group work and a library with a good selection of books, and a parent room for meetings.

Outside there is a pond, class outdoor spaces, growing beds, playground and a large multi-use games area which can be used by the community outside of school hours.

The 210 children on roll are taught in seven classes, YR, Y1, Y2, Y3, Y4, Y5, Y6 with full time teaching assistant support in each class.

This reflects our commitment to the 'Every Child Matters' outcomes.

We have a School Council, Eco team Peer and Playground Leaders and operate a positive behaviour system.

We offer a range of after school clubs.

On the 1st of March 2015 St Michael's CE Primary School converted to Academy status and became St Michael's Church of England Academy.

OFSTED graded us as GOOD in February 2018 please read our report on the web site. [Ofsted Report 2018](#)

The Academy is host to the Phoenix Unit a secure base for up to 8 pupils from other schools in the west of Norfolk with social, emotional and mental health problems.

We work closely together as a team and everyone's contribution is valued.

The Academy shares the building with the [St Michael's Family Centre](#) who offer pre-school provision and [Action for Children](#) who have a local hub on site.

Job Description and Person Specification

Job Title	Teaching Assistant Level 2
Grade	NJC point 7-11
Responsible to	Head Teacher / Deputy Headteacher
Role and Context.	
Job Purpose	<ul style="list-style-type: none"> To work under the guidance of teaching/senior staff and within an agreed system of supervision, to implement agreed work programmes with individuals and groups, in or out of the classroom. This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting the teacher in the whole planning cycle and the management/preparation of resources. Supervise whole classes occasionally in the short term absence of the teacher by maintaining order and keeping pupils on task (Cover Supervisor role – see separate job description).
Organisational relationships	<ul style="list-style-type: none"> Responsible to the Headteacher or Senior Teacher or Higher Level Teaching Assistant but works to and with a qualified teacher on a day to day basis. Liaise with teachers, other support staff, health and education specialists, parents, visitors and volunteers.
Principal Accountabilities.	
Support for Pupils.	<ul style="list-style-type: none"> Use curricular/learning skills and experience to support pupils and assisting with the development and implementation of IEP's (Individual Education Plans). Establish productive working relationships with pupils, acting as a role model and setting high expectations while encouraging pupils to interact and work co-operatively with others. Support pupils consistently whilst recognising and responding to their individual needs and at the same time promote the inclusion of all pupils. Employ strategies to recognise and reward achievement of self-reliance, providing feedback to pupils in relation to progress and achievement.
Support for Teachers	<ul style="list-style-type: none"> Work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate, and establishing an appropriate learning environment. Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against predetermined learning objectives and 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.

	<ul style="list-style-type: none"> • Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested and undertaking marking of pupils' work and accurately recording achievement/progress. Administer and assess routine tests and invigilate exams/tests. • Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established 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 with, or as directed. • Provide general clerical/admin support e.g. administer coursework, produce worksheets for agreed activities etc.
Support for the Curriculum	<ul style="list-style-type: none"> • Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs including the literacy and numeracy programmes, making effective use of opportunities provided by other learning activities to support the development of literacy and numeracy skills. • Help pupils to access learning activities through specialist support including supporting the use of ICT in learning activities and developing pupils' competence and independence in its use. • Determine the need for, prepare and maintain general and specialist equipment and resources.
Support for the School	<ul style="list-style-type: none"> • 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. • 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 regular meetings and take part in training and other learning activities as required. • Recognise own strengths and areas of expertise and use these to advise and support others and assist in the supervision, training and development of staff. • Undertake planned supervision of pupils out of school hours and supervise pupils on visits, trips and out of school activities as required. • To undertake other duties and activities within the scope of the post, as required by the line manager.

Person Specification

Qualifications	<ul style="list-style-type: none"> • Qualifications/Training Very good numeracy/literacy skills/GCSE grade C (or NVQ 2 equivalent) in Maths and English; • NVQ 3 or equivalent in teaching assistance or equivalent experience; • Training in the literacy/numeracy strategy and/or in a particular curriculum or learning area, e.g. bilingual, sign language, dyslexia, ICT, Maths, English;
Experience	<ul style="list-style-type: none"> • Working with or caring for children of relevant age.
Skills/Knowledge	<ul style="list-style-type: none"> • Effective use of ICT to support learning; • Use of other equipment technology – photocopier; • Knowledge of relevant policies/codes of practice and awareness of legislation; • General understanding of National Curriculum and other basic learning programmes; • Basic understanding of child development and learning; • Ability to self-evaluate learning needs and actively seek learning opportunities; • 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.

General Information

- The job description details the main outcomes required and should only be updated to reflect **major changes** that impact on the outcomes of the job
- All work performed/duties undertaken must be carried out in accordance with relevant Academy/County Council, department and school's policies and procedures, within legislation, and with regard to the needs of our customers and the diverse community we serve.
- Job holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management.
- Job holders will be expected to be able to maintain a good level of attendance and punctuality.

Why work with us?

We can offer you:

- *A supportive, friendly working environment with excellent DNEAT professional development programmes and career options and career development pathways*
- *Colleagues who work closely together and are committed to improving outcomes for children and families*
- *Children that are well-behaved, enthusiastic and eager to learn*
- *Opportunities to develop your career through carefully targeted professional development within DNEAT*
- *Peer support across DNEAT for shared planning, learning and working opportunities*
- *Support networks and ambassadorial roles within our wider multi-academy trust*
- *The opportunity to lead a curriculum area alongside training and support*

