



APPLICATION PACK

TEACHING ASSISTANT (FULL TIME)

Aim high, work hard, be happy and successful





TEACHING ASSISTANT

Would you like to be a part of a passionate, hard-working and forward-thinking team who puts the children at the heart of everything they do?

Job Description	Teaching Assistant
Salary	Grade 4 (£23,500 - £23,893 full time equivalent)
Job Type	Term time Only Monday - Friday
Start Date	September 2024
Apply by	Monday 8th July
Working Pattern	Full time, 27.5 hours per week 8:30 - 14:30 plus 1 hour after school per week
Contract Term	Permanent
Purpose of the Job	To work under the guidance of the Class Teacher to plan and implement an appropriately balanced curriculum whilst providing a caring, safe and welcoming environment for children which will allow each child to develop at their own rate in accordance with the current Curriculum Development Framework Document.





WELCOME FROM THE HEADTEACHER, MRS JOANNE FROST

Thank you for your interest in joining us at Stanley Grove Academy.

Stanley Grove is a busy but friendly school in Stanley, Wakefield. We are a single form entry school, with 243 pupils, (ages 3-11) and a team of hard working, committed staff that provide an engaging, motivating and relevant curriculum.

Our school has a fantastic environment and have trained and employ a Level 3 forest school teacher who works across the school. We value our outdoor learning space and believe pupils thrive from a rich environment of opportunities and educational excellence, allowing them to excel academically and across the arts, sports and sciences.

We work closely with schools in our community and beyond, and are part of the Outwood Together partnership, where we work together with 8 local schools on projects, sports, subject networks and moderation to support staff development and improve the teaching and chances for all children in our group.

We are very proud of our staff, children and school and continue to be proud of our achievements. We're also proud to be a part of Accomplish MAT. Accomplish MAT are specialists in Early Years education and we know that your professional development will be enhanced significantly by joining our team.

We encourage children to aim high, work hard and be happy and successful.

Through working together and supporting each other, we can give all children the very best start in their education and school life.

Visits to the school are welcome.



OUR SCHOOL VISION

Ready for school, ready for life!

- Our pupils are well prepared for school and living in our community. They grow up being:
- Happy and confident with a positive attitude
- Proud of their achievements
- Respectful and empathetic, with the ability to communicate and socialise effectively
- Responsible for their own actions and the impact they have on others, our community and the environment
- Independent, hardworking, literate and numerate
- Keen to learn and achieve success
- Healthy and enjoying an active lifestyle

We have the **right** to feel **safe**, to **learn** and be **respected**.



OUR SCHOOL MISSION

Things that we hold dear for our pupils

Reading to the children every day

Playing outside – even if it is drizzling or snowing

Experiencing regular **Forest School** and **outdoor learning** sessions, with input about sustainability and the effects of our actions on the planet

Showing and feeling **respect** for ourselves, others and our community

Developing **resilience and well-being strategies** – it is ok to fail as we learn from our mistakes. Access to support where needed

Having an **'I can'** attitude and doing everything to the best of our ability

Feeling **cared** for and **supported**

Offering **opportunities** that children might not otherwise experience.

Teaching that **everyone is unique** and we **celebrate our differences** together.





The role

This is an opportunity for an exceptional professional to join our hard-working, passionate and forward-thinking team.

This role involves assessing children's learning and development and planning for their next steps.

The Person

We are looking for an excellent Teaching Assistant, that enthuses and inspires children. We need someone that recognises and values the role children play in their own learning and development, who works effectively as part of a team and has excellent communication skills.

The successful candidate will match our values and be committed to providing the best possible learning experiences for children so they are able to fulfil their greatest potential.

Why Join us?

There are many reasons to choose our school as a place to continue your career.

- We are a fast-forward, child-centred team with the support of strong, caring staff and governor network.
- We also have the wider support of Accomplish MAT.
- We are fully committed to supporting your career and professional growth through a range of development opportunities.
- We value our positive, happy and enthusiastic children and recognise the importance that a valued and well-motivated workforce is key in our children's success and the continued success of our school.



HOW TO APPLY

Visits to the Academy:

Please call our academy office to make an appointment to look around our school.

Application closing date:

Monday 8th July

Interviews will be held:

W/C 15th July

1. Please read this information pack carefully. Please use the job description and the job specification to complete your application, which lists the key competencies that we are looking for.
2. Complete the enclosed application form; CVs will not be accepted.
3. Please make sure you address the criteria outlined in the job specification when writing your personal supporting statement.
4. We recommend that you visit our school. To arrange a visit, please call the academy office on **01924 303805**
5. Should you have any queries on the application process, please contact:
Katie.townend@amat.org.uk
6. Completed applications should be sent by email to: **contact@stanleygrove.wakefield.sch.uk** or by post to: Mrs J Frost, Head Teacher, Stanley Grove Academy, Aberford Road, Stanley, Wakefield, WF3 4NT
7. References will be sought for short-listed candidates prior to the interview date.
8. The successful candidate will be required to complete an enhanced DBS check.



KEY DUTIES AND RESPONSIBILITIES

The area of responsibility will be decided following agreement between the interview panel and the candidate on appointment, depending on the candidate's strengths. The job description will be refined to reflect the designated area more closely following appointment, but will not differ significantly from the information below.

- Plan and organise children's learning through appropriate learning experiences.
- Observe, record and assess through interaction, the needs of individual children.
- Monitor and evaluate children's progress.
- Implement and raise awareness of equalities within the establishment.
- To promote personal social emotional development (PSED) through good health, safety and caring practices.
- To provide appropriate learning experiences for children with special educational needs.
- To implement child protection procedures and to support children and families through crisis.
- To participate in school outings, adhering to Health and Safety guidelines.
- To support and develop parental participation and relations with the community.
- To be involved in the purchasing, utilising and maintaining appropriate resources associated with delivering the school curriculum.
- Work co-operatively and effectively within a professional team whilst respecting each person's abilities and aptitudes.
- To work collaboratively with other professionals from a variety of disciplines.
- Contribute to staff meetings relating to all relevant and current topics.
- To be a positive role model.



Accountability

- Accountable for meeting the needs of all children.
- Developing purposeful liaison with parents/carers.
- Liaising and providing information for relevant agencies.
- To adhere to and implement local and national policies.

Demands

- The ability to respond effectively to children in a stimulating learning environment using a variety of strategies and techniques.
- Participation in both formal and informal staff training activities in order to maintain and update knowledge.
- Lifting and manoeuvring of heavy equipment, which should be undertaken within Health and Safety procedures.
- The job may expose staff to various viruses from Chickenpox to HIV/Hepatitis, which will require compliance with Health and Safety procedures.
- The job may demand certain administrative duties, i.e., collecting money, filling in forms, etc.
- Confidentiality to be respected at all times.
- The job may demand provision of personal and intimate care to be conducted in line with school policy and procedure.

Communications

- The postholder will be required to contribute, as part of a professional team, to reports made available to relevant agencies.

Working Environment

- Postholders will normally be located within a School or Reception setting, working with others to deliver a curriculum within a caring and stimulating environment, under agreed ratios.
- This will include working with small groups of children within the wider school or on outings, working within the framework of Health and Safety guidance to staff.
- In some positions, postholders will fulfil their remit in other settings such as primary schools, special schools, child's home and special group settings.



PERSON SPECIFICATION

ESSENTIAL CRITERIA

Expertise/Competence/Skills

- | | |
|----|--------------------------------------------------------------------------------------------------------------------------|
| 1 | Knowledge of the individual learning and development needs of children. |
| 2 | Understanding and respect of the central role of parents/carers in the lives of young children. |
| 3 | Effective interpersonal and communication skills, especially when dealing with sensitive Information |
| 4 | Understanding of current education and childcare provision and procedures. |
| 5 | Knowledge of ICT. |
| 6 | Appropriate knowledge in First Aid |
| 7 | Ability to work independently using own initiative and have good judgement and common sense when dealing with situations |
| 8 | Be flexible and willing to work with all age groups within the infant school as required. |
| 9 | Interact sensitively with children in groups and individually to promote confidence and self esteem |
| 10 | Build, support and work as part of a team. |
| 11 | Work effectively in partnership with parents, governors and the wider community |



PERSON SPECIFICATION

QUALIFICATIONS (IT/ACADEMIC/ VOCATIONAL)

- | | |
|----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 12 | NVQ level 2
Or
NVQ Level 3 in Children's Care, Learning & Development
Or
The Council for Awards Children's Care and Education (CACHE) Diploma
Or
The Business and Technical Education Council (BTEC) Diploma in Childcare.
Or
Diploma for the Children and Young People's Workforce (Level 3)
Or
Early Years Professional Status |
|----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

SPECIFIC QUALITIES

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|----|------------------------------------------------------------------|
| 13 | Ability to develop and maintain positive relationships |
| 14 | Commitment to teamwork and supporting others |
| 15 | Have a high expectation of attainment and behaviour |
| 16 | A good record with regard to punctuality and attendance at work. |

DESIRABLE CRITERIA

Expertise/Competence/Skills

- | | |
|----|-------------------------------------------------------------------------------|
| 17 | Knowledge of Child Protection |
| 18 | Knowledge of Data Protection |
| 19 | Evidence of working or caring for children |
| 20 | Have experience in Primary School settings and/or knowledge of the curriculum |