



WE ARE ASTREA

**TEACHING ASSISTANT
APPLICANT BRIEF**

THE HILL PRIMARY ACADEMY
Part of
ASTREA ACADEMY TRUST





Open Letter from Principal

The Hill Primary Academy is a primary school in the heart of its community. As Principal, I am immensely proud to lead such a welcoming, hardworking and caring team. Also, to be able to work with kind, respectful children who want to learn and develop their understanding of the world is a privilege!

We are a vibrant, friendly two form entry primary school. We are proud to be a part of the Astrea Academy Trust, a family of 27 schools across South Yorkshire and Cambridgeshire with a proven track record of school improvement. 'Inspiring Beyond Measure' embodies The Trusts passion by stating our commitment to 'educate, not just school'.

The Astrea dispositions of Resilience, Empathy, Aspiration, Contribution and Happiness are encouraged and nurtured in all of our students in our academy and also in our staff – at both the academy and Trust level.

With over 370 pupils aged between 3-11 at The Hill Primary Academy, we have a strong ethos of inclusion. We encourage all children to be confident, independent learners, caring for themselves as well as others around them. We set ourselves high standards of respect, resilience and achievement. As a team we are constantly striving to provide our children with the best possible education and a range of opportunities.

At The Hill Primary Academy, our aim is to empower children in a life full of choices. We hope to provide experiences and the knowledge so that children can make informed decisions, encouraging children to take risks and to learn from their previous choices to help them to make better, informed choices as they move through life. We aim to foster a love of learning and develop enquiring minds through a curriculum especially tailored to our school and the needs of the children. Our curriculum drivers; heritage, knowledge of the world, cultural diversity, aspiration and healthy minds and bodies help our curriculum take shape. These drivers are our passions. We also place a high emphasis on the development of basic skills to support our children. We ensure that our children value themselves as unique individuals, respecting the differences and working together as a community to enable our children to develop as responsible citizens.

Last year the school opened a successful community hub that supports adult learning, mental health and wellbeing and a number of opportunities for members of the community to come together for a collective cause. We hope to continue our work on this over the coming years to strengthen our community links. Parent partnerships are regarded with upmost importance at The Hill. Only when working with parents and carers and sharing a common goal, do we achieve the very best for our children.

Mrs Emma Cadman
Principal at The Hill Primary Academy



JOB DESCRIPTION

SALARY	£18,887 pro rata
CONTRACT TYPE	Fixed Term Contract
WORKING PATTERN	Monday to Friday (Term Time Only)
HOURS PER WEEK	27.5 hours

Purpose

To work under the guidance of Teaching staff or Higher Level Teaching Assistants to implement agreed work programmes with individuals / groups both within and out of the classroom. This may include the use of detailed and specialist knowledge in particular areas and will involve assisting the Teacher in the whole planning cycle and with the management / preparation of resources.

The postholder may also supervise whole classes occasionally during the short-term absence of Teachers, when the primary focus will be to maintain good order and to keep pupils on task.

Key Accountabilities

- Support for Pupils
- Support for Teachers
- Support for the Curriculum
- Support for the Academy

Key Responsibilities

Support for Pupils

- Attend to the pupils' personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters
- Supervise and support pupils ensuring their safety and access to learning
- Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs
- Promote the inclusion and acceptance of all pupils
- Encourage pupils to interact with others and engage in activities led by the teacher
- Encourage pupils to act independently as appropriate
- Support pupils in accessing learning activities as directed by the teacher.



Support for the Teacher

- Prepare the classroom as directed for lessons and clear afterwards and assist with the display of pupils work
- Be aware of pupil problems/progress/achievements and report to the teacher as agreed
- Undertake pupil record keeping as requested and other basic record keeping
- Support the teacher in managing pupil behaviour, reporting difficulties as appropriate
- Gather/report information from/to parents/carers as directed
- Provide clerical/administrative support e.g. photocopying, typing, filing, collecting/recording money etc
- Ensure the maintenance of a clean and orderly working environment
- Timely and accurate preparation of routine equipment/resources/materials as set out in instructions.
- Assist the teacher with learning activities ensuring health and safety and good behaviour of pupils

Support for the Curriculum

- Support pupils to understand instructions given
- Have an understanding of the national curriculum in order to support pupils in their learning of all curriculum subjects
- Support pupils in using basic ICT as directed
- Prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use
- Monitor and arrange orderly and secure storage of supplies
- Operation of every day equipment in accordance with instructions
- Maintenance of every day equipment, check for quality/safety
- Undertake simple repairs and report other damages

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
- Be aware of and support difference and ensure all pupils 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 relevant meetings and participate as required
- Participate in development and other learning activities and performance development opportunities as required
- Assist with the supervision of pupils out of lesson times, including before and after Academy and at lunchtimes, e.g. clubs, extra curriculum activities
- Accompany teaching staff and pupils on visits, trips and out of Academy activities as required



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, Data Protection and Financial Regulations, policies and procedures
- To develop and promote high standards throughout Barnsley Children, Young People and Families Service

PERSONAL SPECIFICATION

Experience

- Minimum 2 years experience working with and or caring for children of relevant age/subject area, in an educational setting.



- General understanding of national curriculum and other basic learning programmes/techniques.
- Basic understanding of child development and learning.
- Ability to relate well to children and adults.
- General awareness of inclusion, especially within a school setting.

Qualification & Knowledge

- GCSE C or above in Maths/numeracy and English/literacy.
- NVQ 2 for Teaching Assistants or equivalent qualification or experience
- Training in relevant learning strategies e.g. literacy / numeracy (desirable)
- Willingness to undertake appropriate first aid training.
- Ability to provide support for pupils, including those with special needs, ensuring their safety and access to learning activities.
- Ability to utilise strategies to support pupils in achieving learning goals (desirable)
- Promote good pupil behaviour, and deal promptly with conflict and incidents.
- Ability to undertake pupil record keeping as requested.
- Ability to provide support for structured and agreed learning activities/learning programmes, taking into consideration pupils learning styles.
- Understanding of how to support Literacy/Numeracy programmes, record achievements and progress and providing appropriate reports and feedback for the teacher. (desirable)
- Awareness of procedures relating to child protection, health, safety and security, confidentiality and data protection.

Capabilities & Skills

- Establish good working relationships with pupils acting as a role model.
- Encourage pupils to interact with others and engage in activities led by the teacher.
- Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes.
- Provide detailed and regular feedback to teachers on pupils' achievements and progress.
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- Work as part of a team appreciating and supporting the role of other people in the team.
- Support the change process, remaining positive during times of change.
- Build and maintain successful relationships with pupils.
- Ability to improve your own practice

This is not exhaustive.

Astrea Academy Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment. Posts are subject to enhanced DBS checks. For further details on the recruitment process, please review our Recruitment Pack. This can be found attached to each vacancy or requested by emailing recruitment@astreaacademytrust.org