



**Teaching Assistant Application Pack**

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**Letter from Catherine Paine, Chief Executive Officer**

Dear Candidate

Thank you for your interest in this role within the REAch2 Academy Trust.

This is a hugely exciting time for our family of schools. The Trust has been recognised by the Department for Education as being well placed to raise standards and achieve excellence for pupils in a growing number of schools nationwide. We are presented with a rare opportunity to make a real difference to the lives and life chances of so many primary school children – many of whom haven’t previously received the educational opportunities they deserve.

The Trust includes schools at all stages of development, from those requiring significant improvement through to existing outstanding schools. As a Trust we are clear about the importance of achieving long term sustainability for our schools. Our vision is to enable individual academies to flourish with real autonomy, whilst also ensuring a strong ethos of support and collaboration across our schools.

Employees within REAch2 belong to a national community of professionals, and benefit from a wide range of networks and development opportunities across the Trust. In time, our best teachers are able to work across schools, develop specialisms and step up to leadership roles within and beyond their own academy. The Trust provides a strong culture of collaboration and support, together with high expectations for staff and pupils alike.

Those we recruit are able to demonstrate that they share our values, are highly motivated to work with colleagues within and beyond their school to continuously develop their skills and pursue professional excellence and are committed to providing the highest standards of teaching for all children. If that is you then we would be delighted to receive your application.

**Catherine Paine**

**CEO**

# Our Cornerstones and Touchstones

REAch2 is defined by the values of **excellence, quality, delivery and standards** – these features give the Trust its enduring attributes and its inherent reliability.

However, what gives each REAch2 Academy its uniqueness are the Touchstones of the Trust (seen on the right). Just as 500 years ago touchstones were used to test the quality of the gold they marked, so too our touchstones find what is precious and set these things apart. They are used to express the values and ethos of the Trust and describe what the Trust wants to be known for and how it wishes to operate.

With good **leadership**, we aspire to develop children academically, emotionally, physically and spiritually. We notice talent and spot the ‘possible’ in people as well as the ‘actual’. Developing potential across our Trust becomes a realisation that there is a future worth pursuing for everyone.

Children deserve **enjoyment** in their **learning** and the pleasure that comes from absorption in a task and achieving their goals. Providing contexts for learning which are relevant, motivating and engaging, release in children their natural curiosity, fun and determination.

**Inspiration** breathes energy and intent into our schools: through influential experiences, children can believe that no mountain is too high and that nothing is impossible.

REAch2 serves a wide range of communities across the country and we celebrate the economic, social, cultural and religious diversity that this brings: embracing **inclusion** ensures that we are a Trust that serves all, believing that everyone can succeed.

We take our **responsibility** seriously. We act judiciously with control and care. We don’t make excuses, but mindfully answer for our actions and continually seek to make improvements.

REAch2 is a Trust that has a strong moral purpose, our **integrity** is paramount. Our mission is to change children's lives by providing the very best quality education we can. Through this, children can fulfil their potential, become happy, successful adults and contribute effectively and meaningfully to society. We welcome the fact that all our decisions and actions are open to scrutiny. You can learn more about REAch2 at our website: [www.reach2.org](http://www.reach2.org)

# The role

**Teaching Assistant at** **Water Lane Primary Academy Broadley Road, Harlow**

Water Lane Primary Academy is an Ofsted rated ‘Good’ school and we are currently seeking **two** **Teaching Assistants** to work in Key Stage 1 or Key Stage 2 providing help and support to our amazing children. The teaching assistant role is vital to the school and involves supporting children with a variety of needs including Education, Health and Care Plans (EHCP’s).

**Successful candidates should have:**

* Experience of working with and caring for children in KS1/KS2
* Experience of working with children with special educational needs.
* High expectations of students in terms of learning, achievement and behaviour
* Enthusiasm and dedication to developing innovative approaches to learning, teaching, mentoring and guidance
* A commitment to promoting and fostering good relationships between children and with parents and colleagues
* Experience of working with children in a friendly, busy environment
* Level 2 qualification in play work/childcare
* A current food hygiene certificate (desirable)
* Paediatric first aid qualification (desirable)
* Knowledge of child safeguarding procedures

**You should be:**

* Forward thinking and willing to adapt to the changing needs of the school
* Able to promote the warm, caring and friendly ethos of the school to pupils, parents and the public
* Able to perform under pressure
* Confident to use your own initiative when required
* Have excellent communication skills
* Have the ability to build effective relationships with students, parents and other staff
* The ability to relate in a firm and friendly way with a wide range of personalities
* The ability to use initiative
* Be willing to undertake direction and guidance
* Have a good understanding of behaviour management strategies
* Be able to work as part of a team

**In return we can offer you:**

* The chance to be part of a Multi-Academy Trust that genuinely cares about YOU
* The chance to work with a supportive family of schools (REAch2 trust) who share the same passion for primary education.
* The chance to work with a supportive team.
* An excellent CPD training programme with REAch2 and beyond.
* A tenacious and courageous senior leadership team who care fervently about inclusion and promote creativity and thinking outside of the box
* An active school community with supportive parents;
* An award winning learning environment;
* Excellent professional development opportunities;
* A supportive working culture that focuses on positive learning behaviour and high expectations for all children;
* Fun-loving, energetic and enthusiastic pupils (and staff).
* Proactive parents waiting to join us on our journey to excellence
* Membership of a Local Government Pension Scheme LGPS,
* As part of REAch2 employee benefits we also offer an eye care scheme, access to an Employee Assistance Programme for you and your immediate family and membership of ‘perks at work’ – which includes discounts on holidays, shopping, family days out and much more.

**About the school**

Based in Harlow, and set in large and beautiful grounds, Water Lane Primary Academy is a happy and safe environment in which children can learn, grow and develop into confident and successful young people.

The school has a caring team that works hard to reach high standards in everything they do. The school firmly believe that education is a partnership between home and school and regard parents as an active partner in their child’s education.

Through the school’s engaging curriculum, they ensure that children can foster a passion for learning and curiosity that will help to develop: a strong knowledge base, high aspirations and a lifetime of memories. The school has a focus on Visible Learning strategies that promote independence, develop resilience and encourage all our children to become inquisitive, life-long learners.

Like many REAch2 schools, Water Lane Primary Academy supports a community that is socio-economically mixed and thenumber of students who are from minority ethnic backgrounds is above the national average.

# The application

You are invited to submit an application form to **Amy Rawlinson, Headteacher** using **recruitment@reach2.org**

REAch2 Academy Trust have an Equal Opportunities Policy for selection and recruitment. Applicants are requested to complete the Trust’s online [Equality & Diversity Monitoring Form](https://forms.office.com/Pages/ResponsePage.aspx?id=EGorfMwEtEi30d9QFOXXNJ4DEcgd411KhzIQrNunT_hUMlJXTkhNVlE0SlhKV0FWTEk2Wkw1TTUwRS4u) separately.

In accordance with our Safeguarding Policy the successful candidate will be required to have an enhanced DBS check.

Informal and exploratory conversations are welcomed and encouraged. Please contact the school office using 01279 417410

## The application process and timetable

|  |  |
| --- | --- |
| **Application deadline:** | Friday 10th May at 12pm midday. However, applications will be assessed as received. |
| **School visits:** | Please contact school office on Telephone No. 01279 417410 |
| **Interviews:** | To be arranged with shortlisted candidates |
| **Contract details:** | Permanent – **35 hours per week.** Term-time only plus 5 INSET days.  Working hours 8am to 4pm daily. |
| **Salary:** | **NJC E&W SCP 13-17 (£26,873 - £28,779) FTE pro rata salary** |
| **Start date:** | As soon as possible |

The candidates selected for interview will be informed after shortlisting and full details of the interview programme will be provided.

# Safeguarding, Safer Recruitment and Data Protection

At REAch2 we recognise that those who work in an academy are in a unique position in their care of children. The responsibility for all staff to safeguard pupils and promote their welfare, as stated in Section 175 of the Education Act (2002) is one that is central to our ethos, our policies and our actions. All children are deserving of the highest levels of care and safeguarding, regardless of their individual characteristics or circumstances, and we are committed to applying our policies to ensure effective levels of safeguarding and care are afforded to all our pupils.

We will seek to recruit the best applicant for the job based on the abilities, qualifications, experience as measured against the job description and person specification. The recruitment and selection of staff will be conducted in a professional, timely and responsive manner and in compliance with current employment legislation, and relevant safeguarding legislation and statutory guidance.

All information is stored securely and any information supplied by unsuccessful candidates will be destroyed through a confidential waste system six months after the decision has been communicated, in accordance with our information and records retention policy.

The Trust ensures all applicant data is stored and processed appropriately. For further details on how your information will be managed during the recruitment process please refer to our [Privacy Notice for Job Applications](https://reach2.org/wp-content/uploads/2020/01/Privacy-Notice-Job-Applications.pdf).

# Job Description

**Post: Teaching Assistant**

**Responsible to: Class teacher**

**Core Purpose**

To provide support to a teacher to work under the instruction and guidance of teaching staff to support all groups of pupils. To support pupils with special educational needs to enable access to learning, and to promote progress.

**Support for Pupils**

* Develop a positive and supportive relationship with pupils.
* Alongside the class teacher, support of the differing needs of pupils
* Supervise and provide particular support for pupils, including 1:1 support for those with special needs, ensuring their safety and access to learning activities.
* Set challenging and demanding expectations and promote self-esteem and independence.
* Provide feedback to pupils in relation to progress and achievement under guidance of the teacher.

**Support for the Teacher**

* Prepare classroom as directed for lessons, clear afterwards and assist with and help maintain displays of pupils’ work.
* Undertake routine administrative tasks e.g. pupil record keeping, as requested.
* Support the teacher in maintaining pupil behaviour and reporting difficulties as appropriate.
* Appropriate liaison with parents on general pupil matters.

**Support for the Curriculum**

* Undertake structured and agreed learning activities/teaching programmes, adjusting

activities according to pupil responses.

* Undertake programmes of intervention, recording achievement and progress and

feeding back to the teacher.

* Prepare and maintain general equipment/resources as directed by the teacher.
* Assist in the display and presentation of learning cues and pupils work inside and outside of the classroom environment as required.

**Support for the School**

* Promote and safeguard the welfare of children and young persons you are responsible for.
* Be aware of and comply with policies and procedures relating to child protection, health and safety, behaviour, confidentiality, and data protection reporting all concerns to the appropriate person.
* Ensure all pupils have equal access to opportunities to learn and develop.
* Undertake training and CPD as required.
* Support the role of other professionals.
* Attend and participate in relevant meetings as required.
* Supervise pupils out of lesson times, including before and after school (as required), playtimes and at lunch time.
* Accompany teaching staff and pupils on visits, trips and out of school activities as

required and take responsibility for a group under the supervision of the teacher.

* Be a role model for pupils and colleagues in terms of behaviour and attitude.
* Be punctual and professional at all times.
* Maintain confidentiality.

**Wrap Around Care**

* Provide full care for the children attending the club including the safe collection from their classrooms and the safe delivery to parents and/or named carers.
* Supply and provide refreshments to children.
* Ensure safe, creative, appropriate play opportunities in a safe and caring environment.
* To motivate and encourage the children to participate in activities.
* Providing a facility for children to do their homework.
* Ensure a clean, tidy environment conducive to fostering good health and safety practice.
* Carry out day-to-day administration and record keeping.
* Administer first aid as necessary and ensuring the well-being of sick children.
* Encourage parental involvement and support of the club.
* Initiate close liaison with parents, carers, and other childcare and play related agencies.
* Attend meetings as appropriate.
* Work with the health and safety policy guidelines of the school at all times.

**These duties may be varied to meet the changing demands of the school at the reasonable direction of the Headteacher. This job description does not form part of the contract of employment. It describes the way the post holder is expected to perform and complete the particular duties as set out above.**

**Person Specification**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | Essential | Desirable |
| **Philosophy** | * A belief in the ability of all children to achieve and be successful * A belief in teamwork and ability to get involved in the day-to-day running of the school | ✓  ✓ |  |
| **Experience** | * Working with children of primary school age * Working with individuals and groups of children * Experience of supporting children with SEN | ✓  ✓  ✓ |  |
| **Qualifications & Training** | * Very good Numeracy and Literacy skills - at least GCSE C grade or equivalent | ✓ |  |
|  | * Minimum NVQ2 or equivalent qualification * First Aid Qualification | ✓ | ✓ |
| **Knowledge & Skills** | * Knowledge of the National Curriculum * Experience of delivering Read Write Inc * Experience of promoting and gaining positive pupil behaviour conducive to learning, focused on raising standards | ✓ | ✓  ✓ |
|  | * Very good organisational skills | ✓ |  |
|  | * Very good time management skills | ✓ |  |
|  | * Ability to prioritise | ✓ |  |
|  | * Adaptability and flexibility | ✓ |  |
|  | * Willing to participate in CPD * ICT Literate Willingness to | ✓  ✓ |  |
| **Personal Characteristics** | * Boundless enthusiasm, determination and drive to inspire others to achieve high standards * A personable nature to build effective relationships with parents/members of the community * Ability and willingness to promote the school’s aims and the positive culture and ethos | ✓  ✓  ✓ |  |

All staff are expected to understand and be committed and to contribute to Trust’s commitment to Equal Opportunities for all.