



**North East
Learning Trust**

**Teaching Assistant
Diamond Hall Junior Academy**
Applicant information pack

Teaching Assistant

Required September 2022
Permanent/Full time
Salary Grade 2 SCP4-SCP6
£19,264-£20,043 FTE, £16,561-£17,231 Actual

Diamond Hall Junior Academy is part of the North East Learning Trust and is seeking to appoint a Teaching Assistant to join our dedicated team.

Diamond Hall Junior Academy is a positive and happy school where the development of the whole child is paramount. As a team, we ensure children are given every opportunity to thrive in an environment of high aspirations, care and mutual respect. Their work is valued and celebrated and all children, regardless of their abilities are of equal worth.

We aim to achieve the highest possible standards in all areas for every child. Our vision, along with all schools in the Trust, is that every child experiences excellence every day.

We are committed to:

- A vibrant learning community with enthusiastic and engaging students.
- A positive and caring ethos.
- An excellent learning environment and resources.
- A team of hardworking, dedicated and friendly staff where everyone is valued.

We can offer:

- National Terms and Conditions of Employment (NJC Green Book).
- Local Government Pension Scheme.
- Employee Assistance Programme providing free confidential advice and counselling service 24/7 365 days per year.

The successful candidate will:

- hold relevant qualifications at a level equivalent to at least NVQ Level 3
- show evidence of specialism in specific curriculum areas or areas of learning difficulty
- have knowledge of the National Curriculum requirements
- A knowledge of behaviour management techniques that support school and classroom practices.

Deadline: 12 noon Friday 17 June 2022

Interviews taking place week commencing 20 June 2022

How to apply:

Application packs can be downloaded from our website.

Letters of application should be no more than two sides of A4 and should be returned with application forms to Michaela.Kelly@nelt.co.uk or by post to Michaela Kelly, Office Manager, Diamond Hall Junior Academy, Well Street, Sunderland, SR4 6JF. Please do not submit a CV unless it is to complement your application form.

Job Description

Post title: Teaching Assistant

Responsible to: Deputy Head

Responsible for: Assisting class teachers in raising the achievement of all pupils

Salary Band: Grade 2 SCP 4-6

JOB PURPOSE:

To support and assist teachers, parents and children as part of a professional team to contribute to raising standards of pupils' achievement and to undertake a range of learning activities under the professional direction and supervision of qualified teachers and/or senior colleagues, in line with school's policies and procedures.

Duties and responsibilities:

Support for the Teacher

- Assisting in the preparation and reproduction of learning materials and the management of resources
- Assisting in the deployment and setting up of equipment and resources and making them ready for use in order to organise the teaching environment
- Overseeing the care and cleanliness of the teaching environment, equipment, apparatus, and materials
- Supporting teaching staff or senior colleagues with routine administration i.e. Filing reports, distributing leaflets and reports
- Organisation of own records to support teachers
- Contributing to the assessment of pupils' progress and development as directed by the teacher through observations, basic record-keeping, and discussion with the teacher (for example contributing evidence to the planning and production of IEP)

Support for the Pupil

- Supervising the use of equipment as required to maintain pupils' needs, and support their participation in learning tasks and activities
- Assisting in ensuring that the length of time spent on tasks and activities is consistent with the individual pupils needs and according to instructions
- Assisting pupils to carry out programmes set by teaching staff
- Assisting individual pupils or small groups of pupils in classroom activities under the specific direction of the teacher and/o other support staff
- Supporting all pupils included in a mainstream setting, support base, home base or special school, or any other learning environment as appropriate
- Maintaining awareness of pupils' needs and targets
- Assisting with distressed children under the general direction of teaching staff or other members of the support staff
- Assisting in the provision of activities for the fullest development of the pupils which may involve work outside the school base and in the local community
- Undertaking duties in connection with personal hygiene and welfare of pupils as directed by the teaching staff
- Having and applying a higher level of understanding of SEN, as determined by the SEN Code of Practice

Support for the School

- Assisting in maintaining a safe environment for pupils and staff
- Accompanying teachers and classes on education visits as required
- Assisting in the supervision of pupils during the day and in the playground/school grounds as required
- Assisting in ensuring that pupils adhere to the behaviour policy of the school and providing feedback to teaching staff and senior colleagues on the effectiveness of strategies used
- Contributing to preparing reports on pupils as appropriate
- Liaising with parents and other parties as required
- Assisting the school in embedding their Rights Respecting School ethos
- Contributing to the whole School's Self Evaluation process

General requirements

- Attending and participating in training and development activities as required
- Participating in professional development and review
- Assisting teaching staff or senior colleagues in escorting pupils home as and when required, as directed by the teaching staff
- Attending meeting, liaising, and communicating with colleagues in the school, outside agencies and other relevant bodies
- Being an effective role model for the standards of behaviour expected of pupils
- Having due regard to confidentiality, child protection procedures, health and safety, other statutory requirements, and the policies of the governing body and the local education authority

Professional values and practices

- Having high expectations of all pupils; respecting their social, cultural, linguistic, religious, and ethnic backgrounds; and being committed to raising their education achievement
- Treating pupils consistently with respect and procedures, using behaviour management strategies which contribute to a purposeful learning environment
- Working collaboratively with colleagues as part of a professional team; and carrying out roles effectively, knowing when to seek help and advice from colleagues
- Reflecting upon and seeking to improve personal practice
- Working within schools' policies and procedures and being aware of legislation relevant to personal role and responsibility in the school
- Recognising equal opportunities issues as they arise in the schools and responding effectively, following schools' policies and procedures
- Building and maintaining successful relationships with pupils, parents/careers and staff

Specific duties

- To support targeted groups of children
- To support children with special education needs, as appropriate

Any other duties deemed reasonable, as directed by the Head of School.

This job description may be reviewed at the end of the academic year (or earlier if necessary) and can be amended after consultation with the post holder.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Health and Safety:

It is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their acts at work. This includes co-operating with the Trust and colleagues in complying with health and safety obligations to maintain a safe environment and particularly by reporting promptly and defects, risks or potential hazards. Specifically:

- To report any incidents/accidents and near misses to your line manager
- To ensure own safety and safety of all others who may be affected by the Trust's business

Safeguarding

The Trust has a Child Safeguarding policy and procedure in place and is committed to safeguarding and promoting the welfare of all its students, each student's welfare is of paramount importance to us and you are expected to share this commitment. All staff will fully comply with the Trust's policies and procedures, attend appropriate training, inform the Designated Person of any concerns, record any potential safeguarding incidents appropriately.

Person Specification Teaching Assistant

	Essential	Desirable
Education/Knowledge	<ul style="list-style-type: none"> • Hold relevant qualifications at a level equivalent to at least NVQ Level 3. • Demonstrable levels of numeracy & literacy equivalent to GCSE (A-C) or NVQ Level 2 • Evidence of specialism in specific curriculum areas or areas of learning difficulty. • Knowledge of the requirements of the National Curriculum. • Willingness to participate in other development and training opportunities 	
Experience	<ul style="list-style-type: none"> • Relevant work experience • Understanding of relevant policies/codes of practice and awareness of relevant legislation • A knowledge of behaviour management techniques that support school and classroom practices. 	<ul style="list-style-type: none"> • Experience of working with children with SEND
Aptitude and skills	<ul style="list-style-type: none"> • To be able to maintain effective record keeping. • Ability to supervise groups of students. • Ability to self-evaluate learning needs and actively seek learning opportunities. • Ability to effectively use ICT to support learning, or to undertake training to do so. • Effective oral and written communication skills. • Excellent interpersonal skills both in working relationship with young pupils and in forming effective professional relationships with a wide range of contacts. • Good organisational and time management skills. • Able to form and maintain appropriate professional relationships and boundaries with children and young people. • Ability to deal with sensitive information in a confidential manner. • An understanding of and genuine commitment to Equal Opportunities. 	<ul style="list-style-type: none"> • Ability to liaise with other agencies and parents. • Understanding of First Aid procedures

Personal qualities	<ul style="list-style-type: none"> • A positive interest in working with children. • Adaptability. • Ability and willingness to work constructively as part of a team. • Ability to work calmly and with patience. • To build positive relationships with both student and parents. • Empathy with young people facing barriers to their learning. • A commitment to helping young pupils achieve, through education and learning. 	
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References:

References will be requested prior to interview, except for non-teaching roles where there are exceptional circumstances, and the applicant does not give consent to do so on the application form.

DBS:

North East Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

An application for a DBS certificate will be submitted for all candidates once they have been offered the position. For posts in regulated activity, the DBS check will include a barred list check. During the recruitment process, any offences, or other matters relevant to the position will be considered on a case-by-case basis.

Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure.

Pre-occupational health:

Pre-occupational health check is an essential part of the selection and recruitment process to assess if any reasonable adjustments are required.

Equal opportunities:

We are an equal opportunity employer. We want to develop a more diverse workforce and we positively welcome applicants from all sections of the community.

Applicants with disabilities will be granted an interview if the essential job criteria are met.