



**North East  
Learning Trust**

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

# **Teaching Assistant**

## **September 2021 or sooner if possible**

### **37 hours per week, Term Time + 5 days**

**Grade 2: SCP 4 – SCP6**  
**£18,933 - £19,698 (FTE)**  
**£16336 - £16,996 (Actual salary)**

North East Learning Trust and the Headteacher of Diamond Hall Junior Academy are looking for someone who can provide support for students and teachers and contribute to raising standards. This will involve undertaking a range of learning activities under the professional direction and supervision of a qualified teacher.

#### **We are committed to:**

- the pursuit of excellence in all that we do,
- a broad education designed to enable every young person to achieve their full potential and make the most of their talent,
- a calm, purposeful atmosphere where young people are cared for and able to learn with confidence,
- a healthy, happy, disciplined and supportive environment which promotes an independent work ethic and a love of learning,
- engendering respect for individuality and difference so that all will feel secure and equally valued,
- a nurturing sense of social responsibility, spiritual and personal development,
- fostering integrity, confidence, resilience, creativity, good manners and sensitivity to the needs of others.

#### **The successful candidate will have:**

- relevant qualifications at a level equivalent to NVQ Level 3,
- knowledge of the requirements of the National Curriculum,
- evidence of specialism in specific curriculum areas or areas of learning difficulty,
- knowledge of behaviour management techniques that support school and classroom practices,
- The ability to motivate and inspire students to achieve their full potential,
- Experience of working with children of a relevant age in a learning environment.

#### **Deadline: 4<sup>th</sup> June 2021**

Shortlisting will take place w/c 7<sup>th</sup> June. Interviews will take place on 11<sup>th</sup> June 2021.

#### **How to apply:**

Application packs can be downloaded from the website.

Letters of application should be no more than two sides of A4 and should be returned with application forms to [karen.marriott@diamondhalljuniors.co.uk](mailto:karen.marriott@diamondhalljuniors.co.uk)

## Job description

### Post title:

Teaching Assistant

### Responsible to:

Headteacher

### 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/or 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/carers and staff

## Specific duties

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

**The above list of duties is extensive but not exhaustive and may not identify each individual task which may reasonably be requested of the post holder. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.**

### **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

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

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

Any relevant issues arising from references will be taken up at interview.

## DBS and pre-occupational health:

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

An enhanced DBS check and pre-occupational health check are an essential part of the selection and recruitment process.

## 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.

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