



Educational Teaching Assistant – 4 Posts

Job Description

**Required September 2020
Grade 6 / SCP 7**

**Full time – 31.25 hours per week
Monday to Friday
8.45am to 3.30pm with a 30 minute lunch break
Term time only
£13,974.40 actual salary – FTE is £19,554**

Closing date:	Friday 3 rd July 2020 at 9am
Interview date:	TBA – further information will be given to shortlisted candidates

Contents

Page	Item
3 and 4	A word from the Principal of Beaumont Primary Academy
5 and 6	Information about South Pennine Academies Trust
7	The Selection Process
8, 9 and 10	Job Description
11, 12 and 13	Person Specification

Important Safeguarding notice

As part of your wider duties and responsibilities you are required to promote and actively support the Trusts 'responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn't just about the very old and the very young, it is about everyone who may be vulnerable.



Beaumont Primary Academy

Background and Vision

“Adventures in Learning”

Beaumont Primary Academy opened in September 2016 and will be up to Year 4 in September 2020. When it reaches capacity, it will be a 650 place 2-11 academy and is situated in the grounds of Moor End Academy in Crosland Moor and near to Beaumont Park. In September, numbers are expected to be approximately 360. As part of South Pennine Academies, Beaumont Primary Academy is well supported by a successful Trust team led by the CEO, Jane Acklam OBE.


At Beaumont a highly skilled and experienced team of staff are all committed to providing a safe environment and a high quality education for our students. Our expectations are high and we work relentlessly to realise them. Our belief is that all children whatever their background and starting points, can achieve highly. We know that children only get one chance at their education and we have a duty to ensure that at the end of each stage of their education, children are ready and prepared for moving on to the next stage. Alongside the strong focus on progress and attainment, a planned programme of opportunities is in place which enriches experiences, allowing students to develop their interests, social skills and embrace the community around them, in many areas of learning. Pupil voice is central to our work and we have a Silver Rights Respecting award in recognition of the work we do in respecting the rights of the child. We want our children to be truly involved and excited by their education and as such we provide active, engaging and interactive learning experiences, both onsite and beyond as a classroom and this is an essential part of the role. The classroom environment is a fundamental part of the learning experience where children have a sense of ownership and are able to develop as purposeful, focussed and independent learners.

We have well established relationships with our families and the local community. We hold regular family learning afternoons and morning reading sessions, where parents are involved in their child's learning journey. Beaumont is a very happy, calm, purposeful learning environment where children and adults thrive.

Beaumont Primary Academy serves a fabulous vibrant academy community from a diverse cultural and religious background. We want all of our students and families to be proud of themselves and who they are, whilst having the highest standards of respect and understanding for each other.

Beaumont Primary Academy has the advantage of sharing a site with Moor End Academy, Woodside Pre-School and Huddersfield Horizon SCITT, allowing for close partnerships across the campus.
Find out more on our website www.beaumontprimary.org.uk or on our Twitter account [@BeaumontPAC](https://twitter.com/BeaumontPAC)

Visits to the academy are welcomed and strongly encouraged.



Debbie Kelly,
Principal





South Pennine Academies

Sponsorship

South Pennine Academies is the sponsor and works in partnership to raise levels of attainment and aspirations of all students. As sponsor, South Pennine Academies is very well placed to create a unique institution characterised by high achievement and success. The Trust has a national reputation for excellence and has a solid track record of partnership working with employers, universities and local academies. The benefits that South Pennine Academies brings are immense, adding their expertise and ideas as well as opening up life-enhancing opportunities to all academies in the Trust including Beaumont Primary Academy.

The key to the Academies success will be the development of a shared vision, effective and transformational leadership and management, robust partnership arrangements, high quality and focused teaching which guarantees students learning and success. This all needs to be achieved amongst a strong and cohesive staff body.

Students will show good manners, work hard and be honest at all times. They will learn, share and succeed, together.

At Beaumont, we are proud to be part of the SPA team. Staff have fantastic opportunities to work with colleagues across the Trust and build upon good networks to support professional development.

The Vision:

- To develop a group of closely partnered academies.
- To ensure all academies are world class centres of excellence for teaching, learning and progress.
- To ensure the trust plays a pivotal role in improving the life chances of students.
- To ensure that local solutions and partnerships meet local needs.
- To focus on academy improvement with inclusion and diversity at the core.



THE SELECTION PROCESS

How to Apply

Thank you for taking time to read and digest our information. If you wish to apply for the post of **Educational Teaching Assistant** you should;

- Follow the link to apply via the TES website only. Late applications will not be considered. If you have any questions please telephone the school office on 01484 503111 to speak to a member of staff. The link for TES is: <https://www.tes.com/jobs/vacancy/educational-teaching-assistant-kirklees-1340629?preview=1>
- Complete the application form fully, ensuring all details are accurate and all declarations are signed. Please ensure you enclose two professional referees with one being your current employer (with email addresses if possible). Do not enclose additional CVs.
- Ensure you fully complete the relevant skills and experience section of the form, addressing the key characteristics and experiences outlined in the person / employee specification and the unique contribution that you could make to the future success of the Academy.
- Please ensure that your personal statement is no more than 2 A4 sides.

Our address:

**Beaumont Primary Academy, Moor End Academy Campus,
Dryclough Road, Crosland Moor, Huddersfield, HD4 5JA.**

Time table for the selection process

- Closing date for applications:
- Interviews will be held: **(Provisional date)**

Visiting Beaumont Primary Academy

Visits are usually welcomed and if you would like to visit to help with your application, however in the current situation, please email the above office email address with you name, contact number and availability and the Principal, Miss Kelly will be pleased to chat to you about the post in more detail. Thank you.

Successful applicants will be required to undertake a Criminal Record Check via the DBS. Beaumont Primary Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Job Description

Educational Teaching Assistant

PURPOSE OF POST

To work under the guidance of teaching/senior staff to implement and oversee agreed work programmes with individuals/groups, in or out of classroom. This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting the teacher in the whole planning cycle and the management/preparation of resources.

KEY AREAS

1. Teaching Support
2. Pupil Support
3. Curriculum Activities
4. General

DUTIES AND RESPONSIBILITIES

1. Teaching Support

- 1.1 To undertake duties in accordance with the Academy's practices and procedures, ensuring the post holder actively upholds and promotes the philosophies of the school.
- 1.2 To work under the guidance of the class teacher/line manager to plan and monitor pupils learning. Ensuring the progress is clearly recorded in the relevant systems and relates to the learning objectives/goals for pupils.
- 1.3 As appropriate to assist with the induction and mentoring of new staff within the remit of the role.
- 1.4 Under the guidance of the teacher provide one to one support to pupils or working with groups of pupils on pre-planned activities, to reinforce the teachers approach.
- 1.5 To assist where required in the planning of learning activities.
- 1.6 Under the guidance of the teacher ensure equipment or materials are suitable for the learning activities. Prepare materials and teaching aids where necessary.
- 1.7 Under the guidance of the teacher work with individuals or groups of pupils in accessing school library and in the use of ICT and other relevant resources to support learning.

- 1.8 To participate in and assist in supervision of educational visits, in conjunction with the teacher/line manager.
- 1.9 Promote good behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.

2. Pupil Support

- 2.1 Provide support and guidance on a one to one basis or to teams of pupils in their core skills and curriculum needs as per school policies/practices.
- 2.2 To actively encourage the inclusion of all pupils to participate in the life and activities of the school and access the national curriculum to the best of their ability.
- 2.3 To provide individual assistance or assistance within groups through implementing behaviour plans, Individual Education Plans and teaching strategies etc, to maximise their achievements.
- 2.4 As required, to deal with the personal care and comfort and necessary minor medical treatments of pupils, i.e. toileting and intimate care issues (as per school guidance and direction).
- 2.5 To contribute to plans, reviews and evaluations of pupils by writing reports on pupils' progress and attendance at meetings.
- 2.6 As required by the school to assist under the direction of the school nurse and/or physiotherapist in medically related issues eg. administer medication-dosage already drawn up by the nurse, gastrostomy feeding and preparing to care for children requiring other medication administered and Physiotherapy treatment.

3. Curriculum Activities

- 3.1 To maintain stock of resources, ordering new replacements as agreed with colleagues, to support the work across the team in its delivery of service.
- 3.2 To contribute in the presentation of pupils' work and maintenance of display areas.
- 3.3 To assist with the preparation and tidying of the classroom and upkeep of resources.
- 3.4 To attend and contribute to duty related meetings as required.
- 3.5 To assist in the planning and implementation of structured and agreed learning activities/teaching programmes.

4. General

- 4.1 As part of your wider duties and responsibilities you are required to promote and actively support the Academy's responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn't just about the very old and the very young, it is about everyone who may be vulnerable.

Responsible To: Principal

Responsible for: None

PERSON / EMPLOYEE SPECIFICATION

POST TITLE: Educational Teaching Assistant

GRADE: 6

E = Essential

D = Desirable

	ATTRIBUTES		RELEVANT CRITERIA	HOW IDENTIFIED	RANK
1.	RELEVANT EXPERIENCE	1.1	Experience of working with children/young people in a school environment	Application Form/ Selection Process	E
		1.2	Experience of assisting class teacher in delivering the curriculum	Application Form/ Selection Process	D
		1.3	Experience of working with children in a Primary setting	“	D
		1.4	Experience of working with children with additional needs	“	D
2.	EDUCATION AND TRAINING ATTAINMENTS	2.1	Numeracy and Literacy skills to a level to assist pupils with their work, across the 4 – 11 age range	Application Form/ Selection Process	E
		2.2	Completion of DfES Teacher Assistant Induction Programme	Application Form/ Certificates	D
		2.3	NVQ 3 for Teaching Assistants or equivalent qualifications or experience	Application Form/ Certificates	D
		2.4	Training in the relevant learning strategies e.g. literacy / numeracy / phonics	Application Form/ Selection Process	D

3.	GENERAL AND SPECIAL KNOWLEDGE	3.1	Understanding of Primary setting curriculum	Selection Process	D
		3.2	Understanding of Child Development and Learning	Selection Process	D
		3.3	Understanding and commitment to Equality and Diversity and how this relates to the duties of the post	Selection Process	D
		3.4	Knowledge of the national curriculum applicable to the school	Application Form/ Selection Process	E
	ATTRIBUTES		RELEVANT CRITERIA	HOW IDENTIFIED	RANK
4.	SKILLS AND ABILITIES	4.1	Effective use of ICT to support learning	Application Form/ Selection Process	E
		4.2	Ability to assist the teacher in planning class activities.	Selection Process	D
		4.3	Ability to communicate effectively with pupils, families, staff members and the wider community.	Application Form/ Selection Process	E
		4.4	Ability to relate to children/young people from diverse/social backgrounds	Selection Process	E
		4.5	Ability to work as a team member	Application Form/ Selection Process	E
		4.6	Ability to work with children exhibiting challenging learning behaviours.	Application Form/ Selection Process	E
		4.7	Ability to work quickly and able to prioritise	"	E

5.	ANY ADDITIONAL FACTORS	5.1	Understanding of relevant policies/codes of practice and awareness of relevant legislation.	Selection Process	All E
		5.2	Commitment to ongoing personal training and development	Selection Process	
		5.3	Commitment to working outdoors, whatever the weather	Application Form/ Selection Process	
		5.4	Commitment to high expectations for <u>all</u> children.		
		5.5	Willingness to undertake an enhanced Disclosure and Barring Service check. Please note a conviction may not exclude candidates from employment but will be considered as part of the selection process.		

Please make sure that you demonstrate your ability to meet the requirements of the job by giving clear, concise examples of how you meet each criteria on your application form. The letters E and D in the "Rank" column refer to the importance we will give your answers when we read your applications. You must have all the E's on day one to be able to do the job, you need to have all the D's to do the job, but they could be learnt during the induction. We recognise and welcome our responsibility to remove any barriers in our Recruitment and Selection process for disabled people. We have tried to do this, but if you have a disability and identify any barriers in the job description or employee specification, please tell us of these in your application. We are committed to making reasonable adjustments to the job wherever possible and it would help us to know your needs in order to do this.

Where criteria are to be identified through the "Selection Process", this may involve written exercises, group discussions, presentations, interview etc.