

# KS2 Teaching Assistant



## RECRUITMENT PACK

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**Impact**  
Education  
Multi Academy Trust



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## Our Academy



It is with great pleasure that I welcome you, on behalf of the children, staff and governors, to Warley Road Academy; a school educating children from 2 to 11 years old.

We provide a welcoming, caring, supportive and secure environment in which all children are valued. Our child-centred approach builds relationships, confidence and teamwork alongside a commitment to developing every child into resilient and reflective individuals who are proud of their academic achievements and personal successes.

As part of Impact Education Multi Academy Trust, we are passionate about making a difference to all children, whatever their starting points, allowing them to flourish academically and personally. Working in collaboration across the Trust, we have a dedicated and knowledgeable staff and leadership team who have high aspirations and want the best for every child in their care.

We will always have time to talk about children's education and development and warmly welcome parents, carers and the wider community to work alongside us in fostering the readers, writers and problem solvers of the future.

Best wishes,  
Mrs Sarah Tindal  
Head Teacher



## Job Description

|                                 |   |
|---------------------------------|---|
| <b>Post:</b>                    | KS2 Teaching Assistant  |
| <b>Overview:</b>                | To work under supervision of teaching staff and to enable access to learning for all students in the classroom. |
| <b>Salary:</b>                  | Scale 2 SCP 3-4   |
| <b>Hours:</b>                   | 32.5 Hours per week Mon – Fri   |
| <b>Contract:</b>                | Term Time Only - Fixed Term for 1 year  |
| <b>Start Date:</b>              | 1 <sup>st</sup> September 2023  |
| <b>Closing Date for advert:</b> | Thursday 15 <sup>th</sup> June at 4pm   |
| <b>Interview Date:</b>          | W/C 19 <sup>th</sup> June 2023  |
| <b>Responsible to:</b>          | The Headteacher, Warley Road Academy  |

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## Purpose

To work under supervision, direction and guidance of the teaching staff. Assisting the Teacher(s) in the overall delivery of the Curriculum, and undertake intervention or support programmes as required, to enable access to learning for all students in the classroom

## Duties and Responsibilities

- Constantly uphold and promote our values and vision.
- Provide students with clear behaviour expectations and ensure our system of sanctions and rewards is firm and fair.
- Work with the teacher to ensure that progress is clearly recorded and relates to the learning objectives/goals for students.
- Supervise activities and assist with the general management and control of students in the academy.
- Work with individuals or small groups to ensure interventions are delivered that meet the needs of the students under Teacher guidance.
- To participate in and assist in supervision of educational visits, in conjunction with the teacher / line manager.
- Respond to the needs of all students with a sense of urgency.
- Liaise with relevant staff to ensure all students' needs are met.
- Work in effective partnership with colleagues.
- Support students throughout the day by fulfilling pastoral responsibilities.
- Attend meetings / training and carry out administrative tasks and duties as specified on the academy calendar.
- Consistently implement all academy policies.
- Report any safeguarding concerns immediately to the Designated Safeguarding Lead.
- Carry out any other reasonable duties as requested by the Headteacher.

***This job description is not necessarily a comprehensive definition of the post. It will be reviewed annually.***



## Person Specification

### Post: Teaching Assistant

| Attributes                  | Essential  | Desirable  | How Identified   |
|-----------------------------|--|--|--|
| <b>Qualifications</b>       | <ul style="list-style-type: none"> <li>Numeracy and Literacy skills to a level to assist students with their work. (GCSE/O'Level Grade C or above)</li> </ul>  | <ul style="list-style-type: none"> <li>NVQ Level 3 for Teaching Assistants or equivalent qualifications or experience</li> <li>Training in relevant support strategies</li> <li>First Aid at Work</li> </ul>       | <ul style="list-style-type: none"> <li>Application</li> <li>Certification</li> </ul>                 |
| <b>Experience</b>           | <ul style="list-style-type: none"> <li>Values driven</li> <li>Strong ICT skills</li> <li>Experience of working with young people</li> <li>Experience of working in a school setting</li> </ul>   | <ul style="list-style-type: none"> <li>Working in a school with a similar context</li> <li>Working with students with EAL</li> <li>Experience of specific SEND needs and appropriate support strategies</li> </ul> | <ul style="list-style-type: none"> <li>Application</li> <li>Interview</li> <li>References</li> </ul> |
| <b>Knowledge and skills</b> | <ul style="list-style-type: none"> <li>High expectations which motivate and challenge students</li> <li>Understanding and commitment to Equal Opportunities</li> </ul>   | <ul style="list-style-type: none"> <li>Understanding of the primary curriculum and other basic learning/national curriculum</li> <li>Understanding of Child Development and Learning</li> </ul>                    | <ul style="list-style-type: none"> <li>Application</li> <li>Interview</li> <li>References</li> </ul> |
| <b>Character</b>            | <ul style="list-style-type: none"> <li>Strong moral purpose and drive for improvement</li> <li>Ability to relate to children and adults</li> <li>Values-aligned &amp; resilient</li> <li>Ability to work as a team member</li> <li>Ability to work in a calm manner with children exhibiting behavioural difficulties</li> <li>Motivated, enthusiastic and flexible</li> <li>Excellent interpersonal skills</li> <li>Good sense of humour</li> <li>Desire to develop yourself</li> <li>Ability to receive and act on feedback</li> <li>Strong attention to detail</li> <li>Ability to work under pressure</li> <li>Commitment to the full life of the academy</li> </ul> | <ul style="list-style-type: none"> <li>Ability to liaise with the teachers to plan differentiated work</li> <li>Ability to think clearly and remain calm in emergency situation</li> </ul>                         | <ul style="list-style-type: none"> <li>Application</li> <li>Interview</li> <li>References</li> </ul> |

## Our Trust

I am proud to welcome you to **Impact Education**. We are a diverse family of Primary, Secondary, Alternative Provision and All-Through Academies, serving young people and their communities in Calderdale and Kirklees, West Yorkshire.

Our **vision** is to be a Trust **where hearts and minds connect**; values-driven partners who work collaboratively to provide a high-quality whole education that impacts positively on our young people. We are on a **mission** to improve their life chances, challenging social disadvantage and championing inclusion. We believe in student agency and equipping our young people with the knowledge, skills and qualities to be successful in learning, life and work.

Our **people** are empowered to create, explore, share and learn from each other and the wider system. They have access to high quality continued professional development and learning. We work hard, but at the expense of wellbeing, and we want all our people to feel valued, respected and happy in their work.

Our **values** of Heart, Mind and Connect underpin everything we do and our **core principles** articulate how we will live these out.

If you are interested in learning more about our Trust, please make contact, there is so much to share.

Best Wishes,

Mick Kay  
Chief Executive Officer

## Our Trust Our Family



Our family of academies work collaboratively to create a trust **Where Hearts & Minds Connect** with value-driven partners to ensure education impacts positively on students, staff and communities we serve.

## Benefits of Joining

All colleagues within our Trust will receive a planned induction to ensure that your career with us gets off to the best start possible. Our staff can also apply to take part in a range of external development programmes, including NPQs and other role-specific CPD is also actively supported.

You will also have opportunities to develop your skills and knowledge by working across the Trust on school improvement workstreams.

Staff wellbeing is important to us and colleagues new to the Trust will be automatically enrolled into our employee benefits platform 'Smart Hive', which gives access to a range of benefits:

- Car Benefit Scheme
- Cycle to Work Scheme
- Employee Assistance Programme (Including LifeWorks health & wellbeing portal & App)
- Face-to-face or telephone counselling (also available for immediate family members)
- Online Cognitive Behaviour Therapy (CBT) (also available for immediate family members)
- Gym Discounts
- Mobile phone deals
- Retail Discounts Scheme
- Westfield Health – voluntary Everyday Health Plan – e.g. claim back optical and dental payments

We also provide an online HR Policy handbook so that you can easily look up information on areas such as Maternity/Paternity leave, Attendance procedures and requesting special leave.

For further information about working for Impact Education MAT, please visit our website:

[www.i-mat.org.uk/working-for-us/](http://www.i-mat.org.uk/working-for-us/)

## How To Apply

Please download and complete the application form on our website and send it to

[hr@i-mat.org.uk](mailto:hr@i-mat.org.uk)