

# Educational Teaching Assistant for the ARP with Pastoral and Admin support



## RECRUITMENT PACK

### CONTENTS

1. Our Academy
2. Job Description
3. Person Specification



## Our Academy



It is with great pleasure that I welcome you, on behalf of the children, staff and governors, to Old Bank Academy.

Old Bank Academy is an inclusive school that caters for the needs of all children aged 4-11 years old. We pride ourselves on the friendly atmosphere of our school community, which enables our children to thrive and reach their potential in all aspects of their life. We are passionate about improving the life chances of young children in our school community and children are encouraged to develop themselves as fully rounded, emotionally intelligent individuals.

As part of Impact Education Multi Academy Trust, we are passionate about making a difference and inspiring children to be resilient and confident learners with a love for learning. Here at Old Bank, we want our children to be excited about learning and to develop their knowledge, skills and understanding across a wide curriculum. We believe in celebrating success and ensuring that children feel valued.

At Old Bank, we work in partnership with parents and carers. We value the contributions of a child's whole family and are committed to building strong links with the community. We know that the more parents are engaged in their child's learning, the more they will achieve!

We are a school **Where Every Pupil Grows.**

Mrs Judy Wood  
Headteacher



## Job Description

|                       |                                                                                                      |
|-----------------------|------------------------------------------------------------------------------------------------------|
| <b>Post:</b>          | Educational Teaching Assistant with pastoral and admin support –<br>Additionally Resourced Provision |
| <b>Salary:</b>        | Scale 5 SCP 14 -17 £13,698.04                                                                        |
| <b>Hours:</b>         | 23 hours per week (3.5 Days)                                                                         |
| <b>Contract Type:</b> | Permanent - Term time plus 5 days                                                                    |
| <b>Start Date:</b>    | 1 <sup>st</sup> September 2023                                                                       |

---

### Core Purpose

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. To provide additional support in form of admin and pastoral.

### Key Objectives

#### Teaching Support

- To undertake duties in accordance with school practices and procedures, ensuring the job holder actively upholds and promotes the philosophies of the school.
- 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.
- As appropriate to assist with the induction and mentoring of new staff within the remit of the role.
- 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 Teacher's approach.
- To assist where required in the planning of learning activities.
- Under the guidance of the Teacher, ensure equipment or materials are suitable for the learning activities. Prepare materials and teaching aids where necessary.
- 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.
- To participate in and assist in supervision of educational visits, in conjunction with the Teacher/Line Manager.
- Promote good behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.

## **Pupil Support**

- 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.
- 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.
- To provide individual assistance or assistance within groups through implementing behaviour plans, Individual Education Plans and teaching strategies etc, to maximise their achievements.
- As required to deal with pupils who require physical restraint and intervention, using such methods as TEAM-TEACH, under the direction of the Headteacher.
- 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).
- To contribute to plans, reviews and evaluations of pupils by writing reports on pupils' progress and attendance at meetings.
- To provide lunchtime cover as required.

## **Curriculum Activities**

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

## **Admin Support**

- 

## **Pastoral Support**

- 





## General

- As part of your wider duties and responsibilities you are required to promote and actively support the School'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.



## Person Specification

| Attributes                      | Relevant Criteria                                                                                                                              | How Identified                      | Essential / Desirable |
|---------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|-----------------------|
| <b>Relevant Experience</b>      | Experience of working with children/young people in a school environment.                                                                      | Application Form/ Selection Process | Essential             |
|                                 | Experience of assisting Class Teacher in delivering the curriculum.                                                                            | Application Form/ Selection Process | Desirable             |
|                                 | Knowledge of CAF and safeguarding procedures                                                                                                   |                                     | Essential             |
|                                 | Knowledge of special educational needs, inclusion and equalities procedures, legislation, and relevant guidance                                |                                     | Essential             |
| <b>Education &amp; Training</b> | Numeracy and Literacy skills to a level to assist pupils with their work.                                                                      | Application Form/ Selection Process | Essential             |
|                                 | Level 2 Adult Numeracy and Level 2 Adult Literacy.                                                                                             | Application Form/Certificates       | Desirable             |
|                                 | NVQ 3 for Teaching Assistants or equivalent qualifications (eg. Level 3 Diploma in Supporting Teaching and Learning in Schools) or experience. | Application Form/ Certificates      | Desirable             |
|                                 | Training in the relevant learning strategies e.g. Literacy.                                                                                    | Application Form/ Selection Process | Desirable             |



|                                      |                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                               |                                                                                                       |
|--------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|
| <p><b>General Knowledge</b></p>      | <p>Understanding of National Foundation Stage curriculum and other basic learning programmes/strategies.</p> <p>Understanding of Child Development and Learning.</p> <p>Understanding and commitment to the Schools Equality and Diversity Policy and how this relates to the duties of the job.</p> <p>Knowledge of the national curriculum applicable to the school.</p>                        | <p>Selection Process</p> <p>Selection Process</p> <p>Selection Process</p> <p>Application Form/ Selection Process</p>                                                                                                         | <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>                                   |
| <p><b>Skills &amp; Abilities</b></p> | <p>Effective use of ICT to support learning.</p> <p>Ability to assist the Teacher in planning class activities.</p> <p>Ability to communicate effectively with pupils and staff members.</p> <p>Ability to relate to children/young people from diverse/social backgrounds.</p> <p>Ability to work as a team member.</p> <p>Ability to work with children exhibiting behavioural difficulties</p> | <p>Application Form/ Selection Process</p> <p>Selection Process</p> <p>Application Form/ Selection Process</p> <p>Selection Process</p> <p>Application Form/ Selection Process</p> <p>Application Form/ Selection Process</p> | <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> |

|                               |                                                                                                                                                                                                                |                                     |           |
|-------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|-----------|
| <b>Any Additional Factors</b> | Understanding of relevant policies/codes of practice and awareness of relevant legislation.                                                                                                                    | Selection Process                   | Essential |
|                               | Commitment to ongoing personal training and development.                                                                                                                                                       | Selection Process                   | Essential |
|                               | Willingness to undertake an enhanced Disclosure and Barring Service check. <b>Please note a conviction may not exclude candidates from employment but will be considered as part of the selection process.</b> | Application Form/ Selection Process | Essential |





## CEO Welcome

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.



01924 495790 | OBA-Office@oldbankacademy.co.uk  
Old Bank Academy, Taylor Hall Lane,  
Mirfield, WF14 OHW  
www.oldbankacademy.co.uk

Part of Impact Education Multi Academy Trust | Company Limited by Guarantee | Registered in England & Wales | Reg No. 08529006





## 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)