

# Educational Teaching Assistant



## RECRUITMENT PACK



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Proud member of Impact Education Multi Academy Trust

## Our Academy



Thank you for taking an interest in our school. I hope that you find the information both informative and inspiring.

I am delighted to take on the role of Acting Headteacher. Our academy is a vibrant, diverse and welcoming community, which we want to be an outstanding place to learn but also work - where hearts and minds connect.

The children of Hill View Academy and the whole Almondbury community deserve the absolute best and I will do everything in my power to deliver that. I want to help create a school, working closely with our amazing staff team and other community leaders, that your children are desperate to attend - a place they feel safe and happy, excited and enthralled. A school they can proudly call their own! I am passionate about giving children opportunities to succeed in not just the core subjects but more widely; drama, music, art and sport for example.

Personal development will be at the heart of Hill View Academy; our broad and balanced curriculum is underpinned by the core values of the 4R's: respect, responsibility, resilience and reflection. All children have the right to excel and I will always strive to provide every child with opportunities to fulfil their dreams and ambitions whilst striving to provide a caring and nurturing environment which values the uniqueness of each child. Through developing confidence and communication skills and being able to learn within our wider community, we aim to develop our children into confident, well-rounded individuals who have a belief that their voices and actions can contribute positively to modern society.

Best wishes,  
Ben Normington



## Job Description

**Post:** Educational Teaching Assistant (Fixed Term)  
**Salary:** Scale 2 | NJC 3 – 4 (£20,812 - £21,189 FTE)  
**Contract Type:** Fixed Term until 31<sup>st</sup> August 2023  
**Start Date:** Tuesday 3<sup>rd</sup> January 2023

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## 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.

## 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.
- As required by the school to assist under the direction of the School Nurse and/or Physiotherapist in medically related issues e.g. Administer medication-dosage already drawn up by the Nurse, gastrostomy feeding and preparing to care for children requiring other medication administered and Physiotherapy treatment.

## **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.

## **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.

- Carry out your duties with due regard to current and future School's policies, procedures and relevant legislation. These will be drawn to your attention in your appointment letter, your statement of particulars, induction, ongoing performance development and through School communications.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

***Impact Education Multi Academy Trust is committed to safeguarding staff and students and expects all employees and volunteers to share this commitment. All posts are subject to an enhanced Disclosing and Barring Service DBS check. All interviews will include a question about Safeguarding and any anomalies identified in pre-recruitment checks will be discussed at interview.***



## 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
<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
<b>General Knowledge</b>	Understanding of National Foundation Stage curriculum and other basic learning programmes/strategies.	Selection Process	Essential
	Understanding of Child Development and Learning.	Selection Process	Essential
	Understanding and commitment to the Schools Equality and Diversity Policy and how this relates to the duties of the job.	Selection Process	Essential

Attributes	Relevant Criteria	How Identified	Essential / Desirable
	Knowledge of the national curriculum applicable to the school.	Application Form/ Selection Process	Essential
<b>Skills &amp; Abilities</b>	Effective use of ICT to support learning.	Application Form/ Selection Process	Essential
	Ability to assist the Teacher in planning class activities.	Selection Process	Essential
	Ability to communicate effectively with pupils and staff members.	Application Form/ Selection Process	Essential
	Ability to relate to children/young people from diverse/social backgrounds.	Selection Process	Essential
	Ability to work as a team member.	Application Form/ Selection Process	Essential
	Ability to work with children exhibiting behavioural difficulties	Application Form/ Selection Process	Essential
<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

## Impact Education Multi Academy Trust

A Department for Education (DFE) approved academy sponsor based in West Yorkshire. Founded in 2016, Impact Education Multi Academy Trust consist of seven academies including primary, secondary, all-through and alternative provision sectors across Calderdale and Kirklees.

### 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.

### CEO Message

I am proud to welcome you to Impact Education Multi Academy Trust. The Trust is on a mission to improve the life chances of children and young people and improve social mobility for the disadvantaged. Our vision is to be a Trust **Where Hearts & Minds Connect**; values-driven partners working collaboratively to ensure education impacts positively on students, families, communities and staff.

Impact Academies are aligned to the Trust Mission, Vision and Aims. Our Academies have individual identities which reflect the diverse communities they serve. They have the autonomy to create, explore and learn from different practices and our Headteachers believe that leadership and personal accountability are founded on self-direction and reflection.



We believe that collaborative leadership and strong partnership development can lead to a significant positive impact on the quality of education through sharing the best collective practice.

Our values of Heart, Mind and Connect underpin everything we do and our Core Principles and Aims articulate how we will live these out.

Best Wishes,  
Mick Kay, Chief Executive Officer & Accounting Officer



### Benefits of Joining

All staff within our Trust will receive a planned induction to ensure that your career with us gets off to the best start possible. We recognise that your development is important and working for us will mean that you have fully funded access to a suite of 63 courses with Every e-learning including safeguarding and safer recruitment training modules. 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 e.g Finance qualifications.

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 Assistant 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

To apply, please visit <https://hillviewacademy.co.uk/vacancies/> to download and complete the application form and self-disclosure form, returning these to the HR team at [hr@i-mat.org.uk](mailto:hr@i-mat.org.uk).