

# Teaching Assistant Level 2

## 27 hrs per week – 2 posts

candidate information



## WELCOME

I am so proud to welcome you to Ormiston Ilkeston Enterprise Academy, a school dedicated to achieving the highest standards of teaching and learning.

We work in partnership with parents and carers in order to ensure students achieve their full potential and are fully prepared for their next steps.

We pride ourselves on our calm and purposeful atmosphere around the academy, with high standards for every aspect of academy life.

We strive to work in an atmosphere of trust and to enjoy our education, developing a drive to explore the world in which we live.

Ormiston Academies Trust (OAT) is the sponsor of Ormiston Ilkeston Enterprise Academy.

OAT is a not for profit sponsor of both primary and secondary academies. Their vision is for all young people to have the highest academic, social and practical skills to allow them to lead a fulfilling life. They are determined to become the Trust that makes the biggest difference.

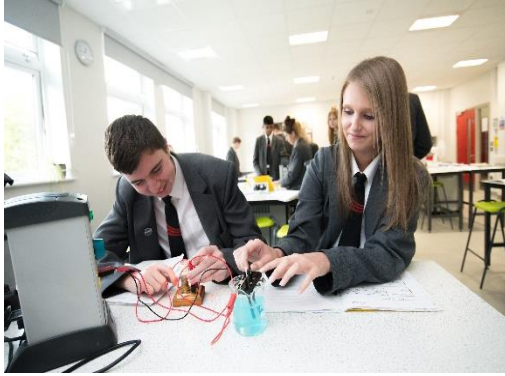
Find out more on the [Ormiston Academies Trust](#) website.

The academy is easily accessible to the M1 (J25-26) and the A50 link to the M6. The major city centres of Derby and Nottingham are only 15 minutes' drive and Leicester, Sheffield and Birmingham are all within 45 minutes travel time.

Ilkeston is also on the doorstep of Shipley Country Park and only a short distance from the Peak District National Park. The local area is an attractive and pleasant place to live, Ilkeston people are renowned for their warmth and humour – it is a close and friendly community in which to work and live.

**Mr Simon Leach**  
**Principal**





## **TEACHING ASSISTANT LEVEL 2**

**2 posts available**

**Required for September 2024**

**SCALE:** Grade 2: Pts 3-5  
£22,737- £23,500 pa (pro rata)  
**Actual Salary: £14,271 - £14,750 pa**

**HOURS:** 27 hours per week, term time (39 wks)

***The school day is 8.35 – 15.55 on a Monday, Tuesday and Wednesday, with 8.35 – 15.30 on a Thursday and 8.35 – 14.35 on a Friday with a 30 mins lunch break. We are flexible with the times of working and will negotiate with the successful applicants.***

If you are someone who is passionate about their job, enjoys working with young people and is determined to make a real difference to the children, then this could be the role for you.

OIEA is an inclusive Academy and we are looking to appoint a highly motivated and experienced teaching assistant to work with pupils who have social, emotional and mental health needs. We have a range of pupils that require additional support in order to support them to achieve both emotionally and academically. The post holder will be required to liaise with pastoral and teaching staff, attend meetings and work with specialist outside agencies in order to support the pupils successfully.

We welcome applicants with qualifications relating to behaviour support, emotional literacy or with experience of working with pupils who have SEMH needs.

We are seeking to employ staff who have a thirst to develop young people and build teams committed to academic and pastoral success. This is a fantastic opportunity to play a key role in influencing positive learning outcomes for our students.

This is an exciting time to be joining our new Academy. Our latest building houses the English, science and mathematics departments in state-of-the-art facilities. Our Academy is a vibrant and friendly place to teach, with 989 students currently on roll 11-16 yrs. We are pleased to announce that we have again recruited to full capacity in Year 7, with regular in-year enquiries to join our academy. We offer excellent CPD opportunities for staff at all levels.

Our new colleague will also benefit from being part of Ormiston Academies Trust, a MAT of 43 primary and secondary academies. The Trust's vision is for all young people to have access to the highest academic, social and practical skills required to achieve their full potential. OAT support all staff so that they can enhance and develop their professional skills whatever their role within the trust.

We offer a competitive package of benefits for our staff including:

- *A network of exceptional support staff, teachers, middle and senior leaders.*
- *A supportive and collaborative working environment.*
- *The opportunity to achieve career development through excellent CPD opportunities (at a trust and school level)*
- *Vivup – lifestyle saving, cycle to work scheme, car salary sacrifice scheme, and employee assistance programme*

Visit us online at [www.oatcareers.co.uk](http://www.oatcareers.co.uk) where you can find further information and details on how to apply. Please note that CV's are not accepted.

For an informal chat or to arrange a visit please Simon Glover, Senior Vice Principal, or Ben Fry, SENDCO, on 0115 9303724.

Closing date for applications: **10 am – Thursday 18<sup>th</sup> July 2024**  
Interviews to be held: **Monday 22<sup>nd</sup> July 2024**

## Job Description



**POST:** Teaching Assistant Level 2 (TA) – 2 posts

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**RESPONSIBLE to:** The Principal, working under the direction of the Senior Vice Principal and the SENDCO.

### **BACKGROUND INFORMATION:**

OIEA is an inclusive Academy and we are looking to appoint a highly motivated and experienced teaching assistant to work with pupils who have social, emotional and mental health needs. We have a range of pupils that require additional support in order to support them to achieve both emotionally and academically. The post holder will be required to liaise with pastoral and teaching staff, attend meetings and work with specialist outside agencies in order to support the pupils successfully.

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### **Purpose of the job**

Overall purpose of the post is to work with teachers support teaching and learning by working with individuals or small groups of pupils under the direction of teaching staff and may be responsible for some learning activities within the overall teaching plan.

### **Teaching and Learning**

- Work with individuals or small groups of pupils in the classroom under the direct supervision of teaching staff.
- May work with individual pupils with special educational needs and/or with pupils for whom English is not their first language.
- May implement planned learning activities/teaching programmes as agreed with the teacher, adjusting activities to pupils' responses as appropriate.
- Participate in planning and evaluation of learning activities with the teacher.
- Support independent learning and inclusion of all pupils.
- Provide feedback to pupils in relation to attainment and progress under the direction of the teacher.
- May assist with the development of individual development plans for pupils e.g. IEPs.

### **Resources**

- Select, prepare and clear away classroom materials and learning areas ensuring they are available for use, including developing and presenting displays.
- May handle small amounts of cash e.g. for school visits and/or monitor stocks/supplies for the classroom.

- Arranging/providing resources for lessons/activities under the guidance of the teacher.

#### **Exams, educational visits and other supervision**

- May invigilate exams and tests.
- May assist escorting pupils on educational visits.
- May assist with break time supervision including facilitating games and activities.

#### **Personal and welfare support**

- May assist pupils with dressing, hygiene and eating whilst encouraging independence.
- Supporting pupils emotional and social well-being, reporting any problems to the teacher.

#### **Systems, policies and procedures**

- Contribute to maintaining a safe environment.
- Responsible for the careful and safe use of equipment

#### **Team involvement**

- May demonstrate own duties to new or less experienced staff.
- May support the work of volunteers and other teaching assistants in the classroom.

#### **Building professional relationship**

- Communicates with pupils to support learning and development and encourage acceptable behaviour.
- Exchanges information with staff and parents/carers.

#### **Record keeping and information management**

- Providing feedback to the teacher on pupil progress and behaviour.
- Support the teacher in monitoring, accessing and recording pupil progress under the guidance of the teacher.

#### **Problem solving and decision making**

- There is a need to interpret information or situations and to solve straight forward problems/make minor decisions.

#### **Knowledge, skills and experience**

- NVQ level 2 in related area or equivalent or equivalent experience, with level 3 being desirable.
- Maths and English C or equivalent Level 2
- IT and keyboard skills.
- Curriculum knowledge and experience to support and lead learning activities.

#### **Physical demands and working conditions**

- May be required to stand for long periods and or work in awkward positions e.g. low chairs.
- Some exposure to unpleasant conditions e.g. noise, outdoor working.

#### **Generic**

- Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
- To ensure their tasks are carried out with due regard to Health and Safety
- To participate in appropriate professional development including adhering to the principle of performance management.

**Flexibility Clause**

As a term of your employment you may reasonably be expected to perform duties of a similar or related nature to those outlined in the job description.

**Variation Clause**

This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the Principal/Manager in consultation with the postholder. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation.

**Fluency in English**

The post is covered by Part 7 of the immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role.

Ormiston Ilkeston Enterprise Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The Academy's Child Protection and Safeguarding Policy can be found on our website: <https://www.oiea.co.uk/admin/wp-content/uploads/sites/21/2024/04/Child-Protection-and-Safeguarding-Policy-April-2024-1.pdf>

Suitability checks will be undertaken including two satisfactory references, medical clearance, Enhanced DBS check, including Children's Barred List, confirmation of qualifications, Prohibition Order or Interim Prohibition Order, verification of i.d. and of the Right to Work in the UK, Proof of NI Number.

***Please see Person Specification on the next page.***

## Person Specification



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Essential Requirements	Method of Assessment A = Application I = Interview
<p><b>1 Experience/qualifications/training</b></p> <ol style="list-style-type: none"> <li>1. Good general standard of education. Effective written and verbal communication skills</li> <li>2. Experience of working with youngsters</li> <li>3. Willingness to undertake further training relevant to the post</li> <li>4. Good attendance record</li> <li>5. Relevant qualifications relating to behaviour support, emotional literacy or experience of working with pupils who have SEMH needs.</li> </ol> <p><b>2 Abilities</b></p> <ol style="list-style-type: none"> <li>1. The ability to work effectively as a member of a TA Team</li> <li>2. The ability to relate to young people and command their respect</li> <li>3. The ability to gain the confidence of teaching staff and support their work in the classroom</li> <li>4. The ability to develop key teaching skills to enhance students' learning</li> <li>5. The ability to work to targets against which student progress can be measured</li> <li>6. The ability to remain confident, enthusiastic and positive and remain calm under pressure</li> </ol> <p><b>3 Special knowledge</b></p> <ol style="list-style-type: none"> <li>1. To understand some of the personal and emotional learning needs of youngsters</li> <li>2. To have an interest in learning about the SEN Code of Practice</li> <li>3. To have a good practical understanding of clerical and administrative skills</li> </ol> <p><b>4 Commitment</b></p> <ol style="list-style-type: none"> <li>1. Commitment to the school's values and principles, aims and policies</li> <li>2. Commitment to developing the role of parents in supporting children's education</li> <li>3. Commitment to the vision of the school</li> </ol>	<p>A</p> <p>A</p> <p>I</p> <p>A &amp; I</p> <p>A &amp; I</p> <p>I</p> <p>A &amp; I</p> <p>I</p> <p>I</p> <p>I</p> <p>I</p> <p>I</p> <p>I</p> <p>A&amp;I</p> <p>I</p> <p>A&amp;I</p> <p>I</p> <p>A&amp;I</p> <p>I</p> <p>A&amp;I</p> <p>I</p>



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