

The people behind  
the magic.



JOIN OUR TEAM



# Educational Teaching Assistant

**Salary:** Band D (NJC point 7-11) Full Time: £24,294 - £25,979 Actual £4,434 - £4,742 per annum (inclusive of NJC April 2023 uplift)

**Hours:** 8 hours per week, term time only, Monday – Friday 1.15pm – 3.15pm

**Contract:** Fixed term until 31st August 2024 (funding at this stage is limited to academic year 2023-24).

**Closing Date:** Thursday 12 October 2023 at 9am

**Interview:** Week commencing 16 October 2023

**Start Date:** As soon as your notice period allows



JOB PACK 2023

Together  
Learning Trust

## THE SCHOOL



# More than meets the eye.

Welcome to **Meltham Moor**, a warm, vibrant and successful primary school in Kirklees. We have around 220 children from nursery to year 6, and a fantastic skilled and dedicated staff team who are committed to providing the very best education for our children.

Outstanding teaching and learning matters. Our curriculum has been designed with the aim of creating knowledgeable and inquisitive children who know lots but want to find out more. Academic standards at Meltham Moor are consistently high – but we are so much more than just this. As a school, we love our outdoor environment and our local community, and take every opportunity to learn and contribute outside of our school. We have a carefully planned enrichment programme – the 'More' at Meltham Moor - offering opportunities many of our children might not otherwise have chance to experience.

Our aim is for every member of the school community to be the best that they can be – personally, socially and academically. We invite you to join our team.

**LIZ WOODFIELD, HEADTEACHER**

Watch our welcome video - [www.meltham Moor.org/welcome](http://www.meltham Moor.org/welcome)



*"My daughter is excited to go to school each day."*

- PARENT COMMENT 2022

### EXPLORE MORE



[www.meltham Moor.org](http://www.meltham Moor.org)



[meltham Moor](https://www.facebook.com/meltham Moor)



[@MelthamMoor](https://twitter.com/MelthamMoor)



# When schools collaborate, incredible things happen.

**Together Learning Trust** is a thriving local group of six schools, three secondary and three primary, inspiring over 5300 young people in Calderdale and Kirklees. We are driven by a shared commitment to providing magical learning experiences for all our children and a belief that all of them can achieve great things.

Exceptional achievement stems from developing world class teaching and learning. Creativity is the core of our values. Our staff are amazing, in both the relationships they forge and the incredible range of opportunities they make possible. We get great results, but we give and expect so much more. We are shaping a generation of future global citizens with the character they need to succeed; with the integrity and commitment to excellence that will enable them to thrive.

Together Learning Trust schools are wonderful places to work. We value and support our team across all our schools, and recognise the ideas, experience and expertise of our staff. Being part of the Trust opens up new opportunities for staff development. The Trust schools work closely together to identify and then implement the best school improvement strategies across its schools. Our aim is to grow great people and talent.

We cherish our staff, support their wellbeing and enable them to flourish. Being part of Together Learning Trust feels special due to the unique nature of the schools and the opportunities it brings for staff, students and communities to collaborate. For everyone involved in our Trust our mission is simple. To **Grow, Excel, and Learn Together.**

What could we do, together?

**DAVID LORD, CHIEF EXECUTIVE OFFICER**



*"I believe that the support that schools can provide each other cannot be underestimated. Being part of the Together Learning Trust enables our schools to continue to flourish and develop within a supportive school focused community, where the expertise of those who have a hands on understanding of our children will lead the way forward."*

**- LIZ WOODFIELD, HEADTEACHER,  
MELTHAM MOOR PRIMARY SCHOOL**

EXPLORE MORE



[www.togetherlearningtrust.co.uk](http://www.togetherlearningtrust.co.uk)

**Together**  
Learning Trust

## THE JOB

# Educational Teaching Asst

Are you a passionate, friendly and dedicated when it comes to providing excellent care and educational support to pupils with additional needs? Do you recognize yourself as having strong communication skills, patience and understanding? Are you a strong team player who can help to secure outstanding outcomes for all pupils in a safe, vibrant, and happy school? If this sounds like you, we'd love to hear from you.

### What we're looking for

Someone to:

- Provide dedicated 1:1 support for a children with additional needs who require individual support to access learning, as well as being able to nurture the child's social and emotional needs.
- Be responsible for some learning activities within the overall teaching plan to enable access to learning.
- Carry out interventions within or outside of the classroom.
- Be actively involved in all aspects of school life.
- Provide the energy, stamina and commitment to make a difference and create the best possible educational opportunities for the young people at Meltham Moor Primary School.

### What will you get in return?

- A supportive and forward thinking Leadership Team
- Fabulous children who are polite, enthusiastic and eager to learn
- Supportive and committed Staff, Governors and Parents
- Excellent professional development opportunities
- Strong links with local and partner schools
- Access to our Employee Assistance Programme to provide practical and emotional support <https://www.educationsupport.org.uk/>
- Automatic enrolment to the West Yorkshire Pension Fund
- Cycle to Work Scheme
- Free onsite car parking
- Collaboration with Trust colleagues in similar roles
- Working as part of a creative and supportive team who want the best for all of our pupils

If our school sounds like a place in which you could really make a difference, then we'd love to show you around and tell you more about our wonderful school.

## JOB DESCRIPTION

# Educational Teaching Assistant (Level 2)

<b>Responsible to:</b>	Headteacher
<b>Scale/Salary</b>	Grade D (7-11) – Full Time: £24,294 - £25,979 <b>Actual:</b> £4,434 - £4,742 per annum
<b>Main Purpose of the role</b>	<p><b>In the role of Learning Support Assistant (Level 2) you will:</b></p> <ul style="list-style-type: none"> <li>• Work under the direction, guidance and direct supervision of the classroom teacher to support access to learning.</li> <li>• Responsible for some learning activities within the overall teaching plan to enable access to learning.</li> <li>• Interventions within or outside of the classroom.</li> </ul>
<b>Main Duties &amp; deliverables</b>	<p>You will support teaching and learning within the classroom by:</p> <ul style="list-style-type: none"> <li>• Providing support to class teachers in targeted curriculum areas.</li> <li>• Working under the direction, guidance and direct supervision of the classroom teacher to support access to learning.</li> <li>• Helping subject teachers prepare adapted materials for use in the classroom,</li> <li>• Prepare adapted materials and teaching aids under the guidance of the SENDCO or teacher.</li> <li>• Supporting teaching staff in carrying out aspects of the school behaviour policy and to reinforce the behaviour policy as part of the professional role.</li> <li>• Delivering identified support and intervention under the direction of the SENDCO (e.g.moving &amp; handling support)</li> <li>• Monitoring and communicating progress of identified students to the teacher</li> <li>• Maintaining an up-to-date provision map for key students.</li> <li>• Ensuring staff and students are working towards targets identified in annual reviews.</li> <li>• Being interested and enthusiastic in the delivery of subject specific learning materials and resources.</li> <li>• Attend departmental meetings, where appropriate.</li> <li>• Assisting in adapting work both for lower and higher ability students – examples of this are: <ul style="list-style-type: none"> <li>○ simplifying/extending subject specific vocabulary</li> <li>○ explaining and interpreting work given by the teacher</li> <li>○ suggesting ways of tackling the task</li> <li>○ providing simplified/extended versions of work (needs advance planning with teacher)</li> <li>○ breaking down tasks into appropriate chunks</li> <li>○ assisting students in recording homework</li> </ul> </li> </ul> <p>You will support student progress by:</p> <ul style="list-style-type: none"> <li>• Establishing positive and productive working relationships with students.</li> <li>• Promoting the inclusion of all students.</li> <li>• Supporting students in their work as directed by the class teacher and the SENDCO</li> <li>• Encouraging and supporting: <ul style="list-style-type: none"> <li>○ Development of appropriate strategies for learning</li> <li>○ Development of independent study skills</li> <li>○ Appropriate standards of behaviour</li> </ul> </li> <li>• Be a key worker for identified students or specific groups of students.</li> <li>• Helping students access practical activities safely and successfully.</li> <li>• Undertaking moving and handling with designated students.</li> <li>• Assisting with care needs (NB: where these additional responsibilities include</li> </ul>

	intimate care of student's guidance will be provided).
<b>Expected Behaviours</b>	<ul style="list-style-type: none"> <li>• Support the ethos, vision, principles and values of the school.</li> <li>• Treat colleagues, students and all members of the community with respect and consideration.</li> <li>• Treat all students fairly, consistently and without prejudice.</li> <li>• Set a good example to students in terms of appropriate dress, standards of punctuality and attendance.</li> <li>• Support the ethos of the school by upholding the code of conduct, uniform rules, etc.</li> <li>• Take responsibility for own professional development and participate in arrangements adopted by the school for the assessment of his/her performance and that of other teachers.</li> <li>• Reflect on our own practice as well as the practices of the school with the aim of improving all that we do and achieving excellence.</li> <li>• Read and adhere to School policies and implement School improvement plans.</li> <li>• Participate in the development and management of the school by attending various team and staff meetings.</li> <li>• Undertake duties as prescribed within the school's policies.</li> <li>• Undertake professional duties reasonably assigned to them by the Headteacher.</li> <li>• Be proactive and take responsibility for matters relating to health and safety.</li> <li>• To play a full part in the life of the school community, to support its distinctive values and ethos and to encourage and ensure staff and students follow this example.</li> </ul>
<b>Other specific duties</b>	<p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified. Employees will be expected to comply with any reasonable request from the Chief Executive Officer and Headteacher to undertake work of a similar level that is not specified in this job description.</p> <p>This job description is current at the date shown. It will be reviewed at least annually and, in consultation with you, it may be changed by the Chief Executive Officer or Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.</p>
<p>We are committed to safeguarding children, young people and vulnerable adults. All staff and volunteers are expected to behave in a way that supports this commitment and are subject to an enhanced DBS check. Please be aware that <b>it is an offence to apply for the role</b> if you are barred from engaging in regulated activity relevant to children.</p>	

## PERSON SPECIFICATION

# Learning Support Assistant (Level 2)

To be assessed through application, reference, interview and certification

Criteria	Essential	Desirable
<b>Qualifications</b>		
Educated to GCSE Grade C/4 or above (or equivalent) in English and Maths	✓	
To have or to be willing to work towards Level 2 QCF in Teaching and Learning	✓	
To have or to be willing to work towards a full or emergency pediatrics first aid certificate	✓	
<b>Experience</b>		
Trained in relevant learning strategies and/or a particular curriculum or learning area	✓	
Working with children/young people	✓	
Working in a school environment	✓	
Experience of support teachers in at least one curriculum area	✓	
Experience of supporting children with specific learning difficulties		✓
Experience of supporting children with social, emotional and behavioural difficulties		✓
Experience of supporting children with physical/sensory impairments		✓
<b>Skills and Abilities</b>		
Excellent written and communication skills	✓	
A good understanding of literacy and numeracy	✓	
Ability to efficiently manage and prioritise workloads	✓	
Ability to build positive relationships with all stakeholders, especially parents/carers	✓	
Ability to relate to students in a pleasant and sympathetic manner and to recognise child safeguarding issues	✓	
Good level of proficiency in Microsoft Word, Excel and Outlook	✓	
Ability to remain calm under pressure	✓	
Excellent communicator with strong interpersonal skills	✓	
Well organised, pro-active and able to thrive under the pressure	✓	
<b>Personal Attributes</b>		
Self-driven, results-orientated with a positive outlook	✓	
A natural forward planner who critically assesses their own performance	✓	
Mature, credible with excellent interpersonal skills	✓	
Reliable, tolerant and determined	✓	
Empathetic - able to see things from another person's point of view	✓	
Able to motivate and persuade, negotiate and influence others	✓	
Well-presented and professional	✓	
Keen for new experiences, responsibility and accountability	✓	
Able to get on with others and be a team player	✓	

Ability to evaluate own learning needs and actively seek learning opportunities	✓	
Integrity and exercises confidentiality	✓	
A commitment to inclusive education	✓	
Good sense of humour	✓	
Integrity and exercises confidentiality	✓	
Ability to think pragmatically and be solutions focused	✓	



## HOW TO APPLY

# Say yes to new adventures.

Could we be a good fit for each other? If you'd like a chat about the role, or a chance to visit the school ahead of making a formal application, we'd be delighted to hear from you. Please contact Liz Woodfield (Headteacher) using [liz.woodfield@melthamoor.org](mailto:liz.woodfield@melthamoor.org)

If you're ready to take the plunge and apply, please complete our application form and return it to [recruitment@tlt.school](mailto:recruitment@tlt.school) by the deadline.

## SAFER RECRUITMENT

We are committed to safeguarding children, young people and vulnerable adults. All staff and volunteers are expected to behave in a way that supports this commitment and are subject to an enhanced DBS check. Please be aware that it is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children. If you are shortlisted for interview, we will undertake an online public search in line with guidance from the Department for Education and Keeping Children Safe in Education 2023.