

Primary Teaching Assistant – Level 3

Three Peaks Primary Academy

November 2019



**THREE PEAKS
PRIMARY
ACADEMY**
*Creative
Education
Trust*

Dear Colleague



Thank you for taking the time to find out more about the opportunity of working at Three Peaks Primary Academy in Wilnecote, Tamworth.

Three Peaks is a Primary Academy serving families from predominately, the Stoneydelph and Wilnecote areas of Tamworth. Three Peaks is part of The Creative Education Academies Trust and converted to an academy on December 1st 2014.

As an academy sponsor, Creative Education Trust is focused on the quality of the educational experience it provides for its students. All of our schools that have been visited by Ofsted since joining the Trust are now rated 'good', having previously been 'inadequate' before joining the Trust.

The Academy is on a constant journey to raise standards so that the pupils get the best possible start to their education. We want them to be independent learners and successful members of society. In September 2017 Ofsted graded us as being Good in all areas. As a school which has been on a real journey over the past five years, we were extremely pleased that the hard work had been recognised and the results seen. We now face the exciting challenge of moving the school on towards achieving an Outstanding judgement.

As a school, we seek to provide our pupils with a range of learning experiences that inspire and motivate them to succeed. We are proud of our school and the improvements that have been made in recent years and are keen to employ people who will help us to evolve further.

My passion and vision for quality education is clear. I demand the highest expectations from everyone who works with the children of Three Peaks. It is important to aim for nothing short of outstanding outcomes for all pupils, whilst concentrating on the individual, encouraging and nurturing personal interests and giving the time to discover individual talents and skills. A school must create a learning environment and establish a love of learning so that pupils gain an enthusiasm for learning that remains throughout life. All pupils should achieve their full potential across a wide and varied curriculum, including academic, artistic and athletic studies.

At Three Peaks, we will work hard to ensure that our pupils experience the richness of the cultural world. Pupils will learn to be a member of the wider community, they will develop their understanding of a range of views and beliefs and develop their understanding and appreciation of British values. We will support them as they develop as citizens and learn to work as part of a team.

You can watch a short video on what it means to be part of Creative Education Trust, illustrating our 'Knowledge Connected' approach to learning on our YouTube channel: www.youtube.com/user/creedacad.

I look forward to receiving your application.

Yours sincerely,

Richard Penn-Bourton

Headteacher

You can find out more at:

www.creativeeducationtrust.org.uk

“We are passionate about learning and teaching and want to inspire a love of learning in all of our students”

ABOUT CREATIVE EDUCATION TRUST



Creative Education Trust inspires and enables young people to build successful lives on foundations of learning, resilience and employability. We believe that a rewarding educational experience and the highest possible qualifications are the best way to ensure social mobility for young people.

Creative Education Trust is a growing multi-academy trust educating over 13,000 children in England. It was established in 2010 to work in England's post-industrial cities and coastal towns: areas of economic disadvantage and with a history of academic underachievement. We transform these schools by integrating a knowledge-rich curriculum with skills and creativity.

Creative Education Trust defines creativity as the ability to find connections between the things we know and turn these connections into new ideas and action. The academic arts and the sciences, practical subjects and life skills all need this creativity, and creativity is valued highly by employers. Our staff and expert advisers use imaginative methods for linking knowledge across subject boundaries, fostering personal development and resilience and developing practical skills that prepare students for their transition to adult life and employment.



Our aims for our students are to:

- ★ Raise their attainment in exams and tests through outstanding teaching
- ★ Make them intellectually curious with a sense of confidence
- ★ Increase their participation in HE, FE and apprenticeships
- ★ Ensure they have employable skills and attitudes
- ★ Create rounded individuals through a wide choice of co-curricular activities



We are achieving our aims through:

- ★ Educational rigour
- ★ Organisational effectiveness
- ★ Financial efficiency
- ★ Partnership & recognition of local identity
- ★ Respect for autonomous leadership
- ★ Quality not quantity
- ★ Promoting practical creativity

You can find out more at:

www.creativeeducationtrust.org.uk

ABOUT THREE PEAKS PRIMARY ACADEMY



At Three Peaks Primary Academy, teachers and support staff observe and assess individual pupils to understand what skills and knowledge they have, and how they learn best. This enables us to work more effectively with pupils to establish where they are in their learning, where they need to go, and the best way to get there. We use tracking systems to identify pupils who are making less than expected progress and who need extra support, as well as those who are working at higher levels and need additional challenge.

Our aim is to provide all pupils with a broad, relevant and engaging curriculum that will equip them with the key skills required to succeed in the next stage of their education and in their adult lives. Our curriculum focuses on skill development and allows room for creativity – both for the teachers and pupils. It is supported by the use of laptops, Chromebooks and other technology and enhanced by a wide range of educational trips and visitors.

Our site and school:

- Three Peaks Primary Academy comprises of three buildings set in large grounds which are used to enrich the children's learning experiences. The school is well resourced and includes dedicated teaching spaces for ICT, Music and Modern Foreign Languages. There is also a large, newly refurbished library and several nurture rooms.
- Our classrooms are well equipped and inviting learning zones. All classrooms benefit from being grouped in year groups which helps to develop teamwork and opportunities to maximise learning and intervention opportunities. The layout of the school also allows for the development of phase teams.



Our school motto is

‘Believe in yourself – Be the best you can be!’

To see full details of the school performance data please visit:

<https://www.compare-school-performance.service.gov.uk/school/141344/three-peaks-primary-academy>

SUPPORT FOR OUR STAFF

Staff wellbeing is recognised as being of great importance and the facilities allow for us to have a large staffroom and dedicated PPA space which provides all members of the staff with the opportunity to work together in a comfortable environment with all of the appropriate resources close to hand.



You will find an Academy that:

- Provides strong and effective leadership at all levels.
- Fosters and develops a strong team ethos among all its staff.
- Is highly supportive and values and develops people.
- Is forward thinking and outwardly facing.
- Is committed to developing staff and student leadership skills and encourages wider participation in local and national agendas.
- Offers an exceptionally supportive community and Academy Council.
- A staff wellbeing group to ensure their views are represented at senior leadership team meetings.



You can find out more at:
www.creativeeducationtrust.org.uk

TEACHING ASSISTANT LEVEL 3 JOB DESCRIPTION AND PERSON SPECIFICATION

LOCATION

Three Peaks Academy, Tamworth

SALARY

Grade 4

THE ROLE

To work under the direct instruction of teaching staff, usually in the classroom with the teacher. Provide specific support to the teacher in the care of pupils and management of the classroom. Work may be carried out in the classroom or outside the main teaching area. Assist teachers in the following:

SUPPORT FOR PUPILS

- Provide pastoral support to pupils within the school environment.
 - Assist children in matters of personal needs and their general health including first aid and welfare matters.
 - Provide structured support in accordance with specific work programmes designed and supervised by individual teachers
 - To contribute to raising standards by ensuring high expectations are promoted for pupils.
 - Involvement in the implementation of Individual Education/Behaviour/Support/Mentoring plans.
 - Arrange medical/dental visits as appropriate.
 - Provide general support to pupils, ensuring their safety, by complying with good H&S practice.
 - Accompany teaching staff and pupils on visits, trips and out of school activities as required.
 - Encourage pupils to interact with others and engage in activities led by the teacher.
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SUPPORT FOR TEACHERS

- To act as Cover Supervisor during teacher absence under the direction of a teacher/designated member of staff. Cover will be in accordance with the nationally agreed protocols and as provided for in the Education Act 2002. (The role of Cover Supervisor will be to supervise and take sole responsibility, for short term cover only, for a class/group who are undertaking pre-planned work or where pupils are able to undertake effective, self directed learning)
 - Provide structured support in accordance with specific work programmes designed and supervised by individual teachers.
 - Support the teacher in the development and implementation of Individual Education/Behaviour Plans.
 - Assist in maintaining classroom discipline through the implementation of the schools behaviour management strategies.
 - Provide support to pupils to achieve learning goals, e.g. guided reading.
 - Supervise pupils for a particular curriculum activity under the supervision and guidance of a qualified teacher.
 - Assist the teacher with the planning of learning activities.
 - Assist the teacher in monitoring pupils' responses to learning activities and accurately record achievement/progress as directed.
 - Co-ordinate and organise pupils attending extra curricular activities/work experience or other out of school activities under guidance of teacher.
 - Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems etc.
 - Provide general admin support, for classroom activities e.g. produce worksheets for agreed activities etc.
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SUPPORT OF THE CURRICULUM

- To provide support in literacy/numeracy/SEN strategies.
 - Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
 - Contribute to curriculum planning, evaluation and implementation.
 - Contribute to development of school policies and procedures by participation in working groups.
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- Contribute to the development, preparation and dissemination of appropriate materials

SUPPORT FOR THE SCHOOL

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Ensure all pupils have equal access to opportunities to learn and develop.
- Liaise effectively with teachers/parents/guardians, welfare officers, health visitors and other professional staff as part of the routine consultative process.
- Contribute to the overall ethos/work/aims of the school.
- Attend relevant meetings as required
- Participate in training and other learning activities and performance development as required.
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes.

The content of this job description will be reviewed with the post holder on an annual basis in line with the School's performance and development review policy. Any significant change in level of accountability that could result in a change to the grade must be discussed with the post holder and the relevant trade union before submitting for re-evaluation.

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> • Good numeracy and literacy skills • Level 3 qualification for Teaching Assistants (or demonstrate equivalent skills and experience) 	
EXPERIENCE	<ul style="list-style-type: none"> • Successful experience of supporting learning across Key Stage 1 and Key Stage 2 	
KNOWLEDGE AND UNDERSTANDING	<ul style="list-style-type: none"> • Understanding of relevant policies/codes of practice. • Good understanding of areas of learning, e.g. literacy, numeracy, science, SEN or Early Years. • Use of other equipment technology – video, photocopier. • Well-developed interpersonal skills to be able to relate well to a wide range of people. • Work constructively as part of a team whilst being able to demonstrate initiative. • Good communication skills. • Effective use of ICT to support learning. 	
SKILLS AND PERSONAL ATTRIBUTES	<ul style="list-style-type: none"> • Open, honest and an active listener. • Takes responsibility and accountability. • Committed to the needs of the pupils, parents and other stakeholders and challenge barriers and blocks to providing an effective service. • Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations. • Is committed to the provision and improvement of quality service provision. • Is adaptable to change/embraces and welcomes change. • Communicates effectively. • Has the ability to learn from experiences and challenges. • Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills 	
EQUAL OPPORTUNITIES	<ul style="list-style-type: none"> • A demonstrable commitment to supporting and promoting safeguarding, student welfare, equality and diversity 	
SAFEGUARDING	<ul style="list-style-type: none"> • A thorough understanding of up-to-date safeguarding requirements and best practice 	
OTHER REQUIREMENTS	<ul style="list-style-type: none"> • High expectations for every pupil and a proven track record of making a difference to the learning and experiences of pupils inside and outside the classroom. 	

Creative Education Trust is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake relevant safeguarding checks in line with Government safer recruitment guideline