



**Westgate Academy**

**Teaching Assistant  
Recruitment Pack  
October 2023**

**Excellence | Teamwork | Positivity  
Self-Belief | Respect**

Dear Applicant,

**Post: Teaching Assistant (18 hours), starting 1 November 2023, fixed term until August 2024**

Thank you for your interest in the position of Teaching Assistant at Westgate Academy.

The school was established in 1895 when it was a boys only school. Now, in 2022, we are a Junior School with 14 classes teaching Years 3-6, situated in the heart of the Bailgate area of Lincoln , close to Lincoln Cathedral and Lincoln Castle.

At Westgate Academy our core belief of “Learning and Growing Together” is key to ensuring that the children in our care get every opportunity to develop academically, emotionally and socially. We are committed to working together as a professional team and we are extremely proud of the high standards we achieve in all areas of our children’s development. Our Westgate Values are central to our whole school ethos and what we expect our pupils and staff to demonstrate these in every aspect of school life.

We believe children all have talents, which we must unlock, and our aspiration is that each child achieves their potential in a safe and happy environment. Working in close collaboration is highly valued and essential to guarantee success, and we believe in close partnerships between the school, parents and the wider community so that our pupils become resilient, confident, and well-rounded individuals.

Westgate Academy is a fully inclusive school, working closely with schools in Lincoln, but also across Lincolnshire through the KYRA teaching schools. We believe in sharing, and also learning, good practice from fellow professionals in education, social care and mental health.

Please do visit our school website for further details about our school. I have attached a copy of the job description and person specification, which I hope will be helpful to you in completing your application.

If you would like to visit our school, or if you have any questions about the role, please feel free to contact us.

I look forward to hearing from you.

Yours sincerely,

Mr S Betts  
Executive Headteacher

## Job Description

**School:** Westgate Academy

**Job description:** Teaching Assistant post

**Salary:** G3 06-09 £17,850 to 18,842 (£20,812 - £21,968 FTE).

**Duties:** This appointment includes the following duties:

### School Related:

- Ensuring that all safeguarding concerns are reported to the Designated Safeguarding Lead (DSL) or Deputy Safeguarding Lead (DDSL) and class teacher.
- Working with the SENDCo and Westgate Academy pastoral team (STAN) to ensure a proactive approach to behaviour and learning is maintained.
- Support teachers with the teaching, learning and assessment within the classroom environment
- Develop and implement policies and practices which reflect the Academy's commitment to high achievement through effective English and Maths outcomes
- To be aware of relevant developments and research which could impact on Academy improvement
- Work with a whole class, small groups or individual children. Supporting pupils with physical impairments, learning difficulties, and pupils that do not have English as a first language.
- Keep records as required by the Academy to enable progress to be monitored in Maths and English
- To help develop whole school initiatives to ensure quality of teaching, learning and assessment is consistent, and programmes of support are provided to develop teaching staff
- To follow the safeguarding process within the Academy and consistently implement the behaviour policy
- Where necessary assist with the planning and preparation of activities, and in the delivery of school priorities, specifically focused around Maths and English
- Participate in the preparation of the learning environment
- Monitor children's needs and reporting these to the class teacher
- Show depth and familiarity with all relevant EHC plan needs specific to the child

### Child Related

- Promote development and learning (physical, emotional, educational and social). Foster growth, self-esteem and independence
- Observe and record development and progress.
- Support groups of children.

**Relationships:** Responsible to the SENDCo and Deputy Headteacher

**Performance Management:** SENDCo, Mrs N. Watkinson and Deputy Headteacher, Mrs. A. Cross

### **Supervision of people**

- The postholder will not be required to supervise personnel in school whose work relates to behaviour and attendance improvement

### **Creativity and Innovation**

- The postholder is required to use creativity when assisting with planning of activities.

### **Contacts and relationships**

- Daily contact with pupils, Academy employed staff
- Regular contact with parents/carers, external bodies

**Decisions:**

- Discretion: Work is carried out in accordance within policies and procedures
- Consequences: Impacts on pupils and school community

**Resources**

- Learning materials and resources

**Work Environment**

The Postholder will experience some interruption which is intrinsic to the role but this should not cause any overall change to the task

**Physical Demands**

The postholder may be required to lift learning materials and resources

Working Conditions: Work is carried out in a school environment

Work Context: Moderate risk associated with this post from pupils/carers

**Knowledge and skills**

- Non-qualified but seeking development. Experience working with young people in settings such as primary schools, nursery
- Postholder will be expected to be familiar with a primary schools setting
- Postholder should have the ability to communicate effectively with children and adults, be able to empathise with children and work as part of a team.

**Additional responsibilities:**

Elements of this job description may be negotiated at the request of either party and with the agreement of both. The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.

**Safeguarding and Recruitment**

Westgate Academy is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

We want our workforce to reflect the make-up of the community we serve. Therefore we welcome all applications irrespective of gender, ethnic origin, belief, sexual orientation, age or disability. We consider ourselves to be a family friendly employer, and offer flexible working patterns.

*Based on an Enhanced DBS check.*

## Person Specification – Teaching Assistant

<b>Personal Qualities</b>	<i>Essential</i>	<i>Desirable</i>
Hardworking and enthusiastic	*	
Shows professionalism, integrity and works with a sense of humour	*	
Resourceful, organised and reflective	*	
Shows effective communication skills, is approachable and listens carefully	*	
Demonstrates empathy, compassion and understanding, and cares	*	
Passionate about the needs of every child and is keen to harness talents	*	
Relates well to others and has an ability to bring about positive change	*	
Shows discretion and understands the requirements of confidentiality	*	

<b>Education and Learning Commitment</b> <i>The teaching assistant will be able to:</i>	<i>Essential</i>	<i>Desirable</i>
Establish and maintain positive relationships with all school stakeholders: children, parents and professional colleagues	*	
Desire and ambition to set high expectations for all groups of pupils to ensure quality outcomes	*	
Adaptable, driven and ambitious	*	

<b>Knowledge and Understanding</b> <i>The teaching assistant will be able to:</i>	<i>Essential</i>	<i>Desirable</i>
The statutory requirements of legislation concerning Safeguarding, Equal Opportunities, Health and Safety and Inclusion	*	
Know current Keeping Children Safe in Education (KCSiE) and Working Together to Safeguard Children legislation and guidance		*
Recognises and implements a variety of strategies to meet the needs of all learners	*	
Knows how to set high standards and high expectations of exemplary behaviour	*	

<b>Skills</b> <i>The teaching assistant will have:</i>	<i>Essential</i>	<i>Desirable</i>
Knowledge and experience of KS1 and KS2 Curriculum	*	
Knowledge and experience of paired reading, precision teaching and colourful semantics.		*
The ability to adapt planning appropriately to support learning needs	*	
Knowledge of working with children with an EHC plan and the assess, plan, do, review cycle.	*	
Previous experience of supporting children with sensory needs		*
Experience of supporting children with social, emotional, and mental health needs		*
Knowledge and experience of delivering interventions specifically social skills and emotional literacy		*
Experience of working with external agencies such as The Working Together Team, and Specialist Teaching Team		*
Understanding of the importance of maintaining positive professional relationships with children, staff, parents and governors	*	
The ability to be a resilient, patient, nurturing and consistent key adult.	*	
The ability to promote the expectations and ethos of the Academy and use these to enhance outcomes	*	
Broad knowledge of the SEND Code of Practice.		*



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