



Educational Teaching Assistant

32.5 hours term time +1 day

(actual salary £16,776.75 + Pay Award Pending)

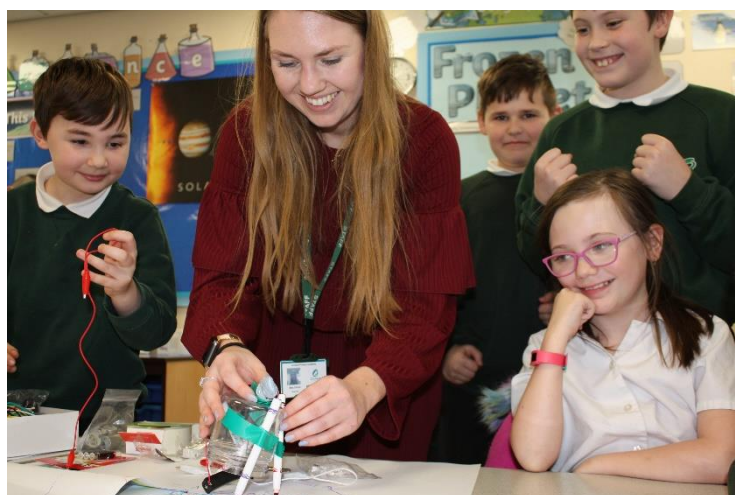
Required from January 2024

Permanent contract



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Dear Colleague

Thank you for expressing an interest in this exciting post.

Orchard Primary Academy is a unique and vibrant school where staff are fully committed to changing the fortunes for the children and families that it serves. The Academy, under the guidance of South Pennine Academies, has been on a journey of improvement in the last 5 years and in June 2022 achieved a 'Good' Ofsted grading with all areas inspected as 'Good'. Our children are fantastic. They are curious, willing and have taken challenges that have been put in front of them head-on. Our staff are committed and passionate practitioners who truly want the best for each child.

Inspection of Orchard Primary Academy

Princess Road, Chickenley, Dewsbury, West Yorkshire, WF12 8QT

Inspection dates: 15–16 June 2022

Overall effectiveness	Good
The quality of education	Good
Behaviour and attitudes	Good
Personal development	Good
Leadership and management	Good
Early years provision	Good
Previous inspection grade	Requires improvement

Orchard Primary Academy serves a community that has its challenges and staff work tirelessly to not only educate children, but to keep them safe, ensure they are in school regularly and to make sure they are ready to learn. Chickenley is a close-knit community and the school is at the heart of it.

We are committed to not only providing our children with a high-quality academic curriculum, but also a carefully planned enrichment curriculum. We place a huge emphasis on physical activity, sport and competition and love to teach our children outdoors through our forest school programme and active learning sessions. Trips and enrichment are a key part of our approach to help children understand the world outside of the community. All children, in all classes attend regular trips which are linked to their curriculum and we have a range of visitors who come in and share their knowledge, experiences or provide an 'out-of-this-world' experience.

We are looking for someone who is:

- Committed to raising standards by being passionate about enabling every child to fulfil their potential.
- Willing to be fully involved in the life of the school.
- Committed to our local community.

- An excellent practitioner who has experience working with children
- Caring and consistent.

The Governors, South Pennine Academies and Academy leaders work together to ensure Orchard Primary Academy provides the very best educational success for our children. All stakeholders are aware of the challenges that Academy faces on a daily basis and will not stop in their pursuit to ensure Orchard becomes a good school that we can all be proud to say we are a part of.

If you think that you are still right for the job then we look forward to receiving your application. If you wish to discuss the job in more detail then please do not hesitate to contact the Principal, Matthew Carbutt, to arrange a visit.

Yours faithfully

Mr. M Carbutt

Executive Principal

Our mission and priorities at Orchard

Mission:

Empower all to be the best that they can be.

Priorities

Engaging children through our outstanding curriculum

Making meaningful and consistent relationships

Promoting diversity and inclusion

Offering excellent wider-world experiences

Widening world and local responsibility

Enabling all children to read fluently and accurately

Raising outcomes for all pupils

All children can achieve, not matter their starting point or barrier.

All staff at Orchard Primary Academy are committed to their role in safeguarding our children in all aspects of their lives. Our staff are caring, vigilant and leave no stone unturned in their pursuit to keep our children safe. Safeguarding procedures, policy and systems are thorough and are part of our everyday practice.

Through our curriculum and ethos, we aim to instil 3 core values in our children that will encourage our children to 'Dream Big and Dare to Fail' in all aspect of their lives



Dream big and dare to fail



South Pennine Academies

Orchard Primary Academy is a proud member of South Pennine Academies.

South Pennine Academies help us to reach our aims and objectives through tailored support. The vision, values and key priorities of the Trust are outlined below:

Vision

- To develop a group of closely partnered academies
- To ensure all academies are world class Centres of Excellence for Teaching and Learning
- To ensure the Trust plays a pivotal role in improving the life chances of students
- To develop local solutions and partnerships to meet local needs
- To promote school improvement with inclusion and diversity at its core

South Pennine Academies believes in school improvement through a partnership model.

This brings drive, expertise and capacity to the school improvement agenda. We recognise and encourage each academy's unique characteristics and ethos, reinforcing their individual identities within their respective communities.

Working within a multi academy trust allows school to school support to flourish. Becoming part of our partnership will allow you to become a leader not a follower and be involved in shaping the partnership rather than having it shaped for you.

- Strong and Effective Leadership
- High Performing Staff
- Successful Students
- Engaged Community



Joining South Pennine Academies

- **Professional Development** - The Trust is committed to developing all staff within their roles and creating continued fantastic opportunities for further career progression. Please visit the following link to view the South Pennine Academies CPD brochure - [South Pennine Academies - Professional Development at SPA](#)
- **Pension** – Every employee of South Pennine Academies has access to the Teachers' Pension Scheme or the Local Government Pension Scheme.
- **Wellbeing Benefits** – Through our wellbeing provider, **Smart Clinic**, staff can access a number of generous wellbeing benefits including physiotherapy, 24-hour GP helpline, cancer support, stress counselling support and weight management.
- **Free Will writing service** – Provided via solicitors Dunham McCarthy – a free and completely confidential service for all SPA employees. The free service is provided remotely, either by telephone or video call, at a time to suit you. You will have an adviser to help you complete each step from start to finish.
- **Cycle to Work Scheme** – The Trust has registered to join this scheme as a provider for staff to be able to take advantage of the salary sacrifice tax-relief arrangement. For more information, eligibility criteria and details of how to apply, please contact the central HR team.
- **Annual Flu Vaccinations** – Annual Flu vaccinations offered to staff either by visit from nurse on site or via vouchers, accepted at various GP surgeries or pharmacies

South Pennine Academies Partners



THE SELECTION PROCESS

How to Apply

Thank you for taking time to read and digest our information. If you wish to apply for the post of **ETA at Orchard Primary Academy**, then you should:

- Apply via My New Term – please ensure all sections are completed.

Timetable for the selection process:

Closing date for applications: Tuesday 28th November 2023

Interview notifications by: Wednesday 29th November 2023

Interview date: Tuesday 5th December 2023

Visiting Orchard Primary Academy

If you would like to visit the Academy please contact the school office to make an appointment on 01924 467578

Visits are welcomed and strongly encouraged if you wish to be considered for the next stage of the application process.

Successful applicants will be required to undertake a Criminal Record Check via the DBS. Orchard Primary Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Job Description

Job Title	Educational Teaching Assistant
Salary Scale	Grade 6
Responsible to	Head of School
Required for	January 2024
Academies:	Orchard Primary Academy

The Role

Are you:

- An excellent practitioner;
- Committed to raising standards by being passionate about enabling every child to fulfil their potential;
- Willing to be fully involved in the life of the school;
- Committed to our local community;
- Excellent at building good working relationships with children, parents, staff and governors;
- Committed to overcoming barriers for all learners;
- Resilient, caring and consistent.

Are you a teacher who does not see the barrier to learning, rather the child's potential? The Orchard Primary Academy may be the place for you.

APPLICABLE CONTRACT TERMS AND DUTIES

The appointment is subject to the current conditions of employment for Class Teachers contained in the School Teachers' Pay and Conditions Document, the 1998 School Standards and Framework Act, the required standards for Qualified Teacher Status and Class Teachers and other current legislation.

This job description may be amended at any time following discussion between the head teacher and member of staff, and will be reviewed annually.

Job specification

Main Duties / Responsibilities

SUPPORT FOR STUDENTS

- Provide care and support inside and outside the classroom for one or more individual students during the school day:
 - form a close, caring and purposeful relationships with all children
 - offer support to all children and work with targeted children in small groups/1:1
 - monitor pupils' responses to learning and accurately record achievement and progress as directed
- Support children either a one-to-one basis or in a small-groups within a classroom environment to support their learning and to develop English, Mathematics and social skills
- Assist students' language and communication development with appropriate support for reading, writing, speaking and listening
- Facilitate small group work in and outside the classroom
- Support individual students through assessments and tests, in line with the Academy procedures and as agreed with examining bodies
- Assist with students' personal, behavioral and social development requirements.
- Take a constructive role in preventing/minimising the effects of emotional and behavioural incidents
- Accompany all children on well-planned trips or visits.
- Support children with a range of learning needs to ensure they make progress in all areas of their education.

SUPPORT FOR THE TEACHER

- Work with the teacher to establish an appropriate learning environment for all students
- In collaboration with class teachers, support lesson planning, the assessment and reporting of the development of all students
- Assist staff in the acquisition and preparation of resources which will facilitate wider inclusion for all students
- Promote positive values, attitudes and good student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour
- To actively encourage the inclusion of all pupils to participate in the life and activities of the school.

SUPPORT FOR THE CURRICULUM

- Work with subject teachers to plan a differentiated curriculum:
 - Support one or more students' learning in consultation with teachers during lessons/sessions
 - Prepare materials to assist the teaching of students with the support and guidance of teachers to ensure differentiated material is available for all students
 - Assist with the planning of learning activities and administer routines
 - Assist the teacher to ensure the classroom is an enabling and language rich environment.

SUPPORT FOR THE ACADEMY

- Be aware of and comply with Academy policies relating to child protection, health and safety, confidentiality and data protection
- Be aware of and support difference, and ensure all students have equal access to opportunities to learn and develop
- Establish constructive relationships and communicate sensitively and effectively with other professionals, teachers, parents/carers and leaders to support the achievement and progress of all children.

ADMINISTRATION

- Record evidence of pupil's attainment and progress
- Record pre/post scores for any interventions delivered and report to the class teacher
- Assist in the planning when required to.

RESOURCES

- Determine the need for, prepare and maintain general and specialist equipment and resources
- Help students access learning resources as required by the class teacher
- Keep up-to-date knowledge of the range of external agencies and opportunities that can be used to provide extra support for students
- Keep up-to-date with specialised training and take ownership for personal CPD opportunities.

Person Specification

	Criteria	Rank	How Identified
EDUCATION AND TRAINING	Level 2 qualification or equivalent	E	Application form
	Evidence of continuing professional development	E	Application form
	Attendance at recent training/professional development	D	Application Form and interview
RELEVANT EXPERIENCE	Experience of working with children in primary school environment	E	Application form
	Evidence of raising attainment and progress outcomes for individuals and groups of children	E	Application form and interview
	Evidence of developing pupil's communication and language skills to ensure improved vocabulary impacting upon speaking, understanding and reading.	E	Application form and interview Application form and interview
	Evidence of record keeping to monitor the attainment and progress of individuals/ groups of pupils.	E	Application form and interview
KNOWLEDGE AND SKILLS	Knowledge of the National Curriculum	E	Application form and interview
	A clear understanding of child development	E	Application form and interview
	Ability to use IT to support learning	D	Application form and interview
	A thorough knowledge and understanding of the principles of Child Protection and safeguarding procedures	E	Application form and interview
	Ability to work collaboratively as part of a team	E	Application form and interview
	High quality and effective interpersonal skills	E	Application form and interview
	Excellent communication and presentation skills	E	Application form and interview
	A dedication in meeting all children's needs through varying teaching strategies	E	Application form and interview

	<p>Ability to develop positive relationships with pupils to nurture the development of personal, social and emotional wellbeing.</p> <p>An ability to engage parents through effective communication to develop secure relationship</p>	<p>E</p> <p>E</p>	
ADDITIONAL FACTORS	<p>Hard-working and resilient with a good sense of humour</p> <p>A commitment to ongoing professional training and development (CPD)</p> <p>A willingness to undertake extra-curricular activities and partake in wider school life</p>	<p>E</p> <p>E</p> <p>E</p>	<p>Application form and interview</p> <p>Application form and interview</p>