



Primary Teaching Assistant

**Scale 3
Fixed Term/ Term
Time Only**

Required For September 2024



Bury Campus
Little Bury Street, Edmonton,
London, N9 9JZ

Tel: 020 8360 3158 Email: ECSRecruitment@edact.org.uk

Head of School: Paul Miller Head of Primary: Erini Franciosa

About EdAct



EdAcT

www.edact.org.uk

EdAct comprises Edmonton County Secondary School (Bury and Cambridge Campuses), Lea Valley Academy, Edmonton County Primary School, Salmons Brook School and from September 2023, the Konrad Halls Centre.

Our Academies provide an education for children aged 4-18 in North London. We have been educating young people in this part of London since 1919 and throughout that time our approach has been epitomised by high standards and academic excellence, a tradition that continues today.

Our values of aspiration and achievement, personal responsibility, self-discipline and mutual respect are evident in all our work and result in young people who develop and grow as independent, resourceful and resilient individuals.

The Trust has set out the following vision for its work:

Excellence in all we do

Developing a shared understanding of teaching and learning by sharing strengths and best practice

Ambitious and Accountable to our community for the better use of public funds so more resources are available to address the challenges we face

Creative in our approach to achieving the best for the children

Trusted by the community to provide a high-quality education and a great place to work

As a Trust we are committed to providing the best for the children in our schools but also to offer excellent professional development to our wonderful team of staff. If you join us you will enjoy excellent conditions of service and teach children who are keen to learn and succeed. The success of our Trust means that you will have great career prospects either within the Trust or beyond.

We look forward to hearing from you.

Dr Susan Tranter

Chief Executive

About ECS



Edmonton County School

www.edact.org.uk

[Ofsted Report](#)

Edmonton County School (ECS) is a 4-18 mixed, community, comprehensive school with a long history of providing a high-quality education to the communities of Enfield and Edmonton. Although we are a large organisation, with over 1800 students and around 250 staff making up our school community, our dual-campus structure means that the young people in our care have the experience of being in a caring and supportive environment that much smaller schools can offer.

ECS has a hard-working and high-calibre staff working as teachers and members of the wider workforce. Together, we share the aim that we are 'Educating our Community for Success'. The governors, staff and myself share a passionate commitment to meeting the varied individual needs of all our students, in order to ensure they leave ECS with the best possible academic qualifications. We want them to enjoy every aspect of their learning and we want them to develop as individuals, so that they leave us as confident and socially-responsible young people who are well equipped to contribute to society and enjoy success in whichever field they choose for themselves.

At Key Stage 4 (GCSE), the progress of our students is consistently good, whilst post-16 the progress of our students studying A Levels puts the school in the top 10% of Sixth Forms nationally. Whilst we continue to enjoy increasingly high standards of academic achievement, we are always ambitious to do even better and we are continually looking for ways to raise the level of achievement of our students.

Research has shown that strong partnerships between parents and school staff have a positive impact on a child's progress and helps them to feel good about school and their education. I have been teaching in north London schools for over 25 years and have been a senior school leader for over 15 years. I know that a successful school and happy children depend on all of us working together.

Working together also ensures that children are getting a consistent message about good behaviours. Our school is a calm, orderly place and we have high expectations regarding attendance, punctuality, attitudes towards learning, showing respect to members of the school community and the wearing of our uniform, both in school and in the local community.

I look forward to hearing from you.

Paul Miller

Head of School

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[Ofsted Report](#)

Edmonton County Primary consists of Reception – Year 6 with a seamless transition into Year 7 with no hesitation.

Edmonton County is a school with a strong sense of community. We are very proud of our school and work very hard to ensure that all our children feel happy, healthy, secure and safe so that they achieve their full potential. Our broad, stimulating and relevant curriculum helps each child to develop a firm foundation on which they can build in preparation for adult life. We recognise each child's individuality and strive to meet their needs in a caring and fully inclusive environment.

“Our Ofsted inspection in 2014 and 2018 confirm that we are a consistently ‘good’ school aiming to become outstanding in the future.”

Edmonton County Primary provides a wonderful place for children to grow and develop in a warm and nurturing environment. We believe that our children need to feel happy and secure at all times. We provide a strong foundation in basic skills learning, enriched with adventure and creativity. Providing safety, nurture and strong guidance forms the essence of an excellent learning atmosphere.

We have a strong commitment to raising the achievement of all children through a wide range of opportunities and experiences that promote the development of each child academically, socially, physically, intellectually, morally and spiritually. At our school, we want our children to become the best that they can be and leave as strong, open minded, confident individuals who have the ability and adaptability to thrive in an ever-changing world.

Erini Franciosa

Head of Primary



Job Description: **KS1/KS2 Teaching Assistant**



Post Title:	KS1/KS2 Primary Teaching Assistant
Grade:	Scale 3
Hours of work:	36 hours per week (plus 1.5 hours contractual overtime) x 39 weeks per year
Responsible to:	Head of Primary, Head of School and ultimately the Executive Headteacher

Edmonton Primary is the primary phase of Edmonton County School. Edmonton County School is the founding school of Edmonton Academy Trust. Edmonton County Primary Phase has approximately 210 children from Reception to Year 6. The primary phase opened in 2014 and Edmonton County School became an All through school from 4-18 years old.

Main activities and responsibilities

Teaching Assistants are appointed to work as part of a team within the School and to take a leading role in key aspects within a year group and/or to take responsibility for the organisation and management of specific educational programmes as required. They will be required to teach small groups of children with a specific focus. Certain particular duties are reasonably required to be exercised, and completed in a satisfactory manner. It is the contractual duty of the post holder to ensure that his/her professional duties are discharged effectively.

Qualifications Required

The post holder must have Level 2 qualifications in both English and Maths (or equivalent), and ideally have prior experience of working in an educational setting. Refer to Personal Specification for more details.

Detailed responsibilities:

Support the Pupil by:

1. Undertaking activities with either individuals or groups of children throughout the school day and to safeguard their health and safety at all times.
2. Carrying out pre-determined educational activities and work programmes whilst promoting independent learning.
3. Working to establish a supportive relationship with the children and parents concerned
4. Encouraging acceptance and inclusion of the child with specific needs

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Job Description: **KS1/KS2 Teaching Assistant**



5. To provide positive praise as appropriate to encourage learning
6. Consistently involving the children in their learning.
7. To promote children's independent learning through the appropriate organisation of classroom resources

Support the Teacher by:

1. Helping to provide a stimulating, happy, well managed environment within the classroom which encourages positive attitudes, enthusiastic involvement in learning and self-discipline in the children.
2. Monitoring individual children's needs and report this to their class teacher as appropriate
3. Assist class teachers in curriculum planning and assessment of children's progress
4. Keep such records of the children's development as are required by the school
5. Assisting teaching staff in the planning of work programmes for individuals and groups of children
6. Assisting the teaching staff in the smooth transition between educational phases
7. Maintaining a consistent, safe, and stable environment for children and adults with clear routines and structures
8. Having high expectations of behaviour in the classroom and that are in line with school policies.
9. To undertake general class teaching duties which include the providing of programmes of study planned jointly and recorded in advance by the teachers in the year group.
10. To provide cover if required, in the case of staff absence
11. Helping to monitor, assess and evaluate the educational programme for the assigned class, keeping in mind the needs of individual children and the statutory requirements of the EYFS, KS1 and KS2.
12. Helping to complete forecasts, records and reports to parents as agreed in school policies.
13. Helping to monitor and take account of the individual children's language needs, especially those with EAL.
14. Helping to monitor the children's progress; formally and informally assessing them in line with the school requirements.

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15. Monitoring pupils' behaviour, and social development and consistently use school-based systems for behavioural management.
16. Identifying children with specific needs, to inform the Class teacher and co-operate with them in designing and implementing individual targets.

To show whole-school commitment by:

1. Being aware of confidential issues linked to home/pupil/teacher/school work and to keep confidences as appropriate
2. Demonstrating a commitment to the full life of the school and to work with all other members of staff to ensure the success of whole school initiatives and assemblies, displays, staff meetings, parent consultations and other activities as they occur in the school year.
3. Demonstrating a commitment and implement all school policies and established practices.

This job description may be amended at any time after consultation with you.

EdAct is committed to safeguarding and promoting the welfare of children and young people. All staff are expected to demonstrate this commitment by signing the school's Code of Conduct.



Candidate Specification: **KS1/KS2 Teaching Assistant**



Edmonton Primary is the primary phase of Edmonton County School. Edmonton County School is the founding school of Edmonton Academy Trust.

Qualifications criteria

This person specification describes the skills, abilities and experience that we think are needed to do the job successfully. You should think about these carefully when writing the supporting statement part of your application form. We use the person specification as a benchmark against which we assess all candidates.

We will shortlist only those applicants who demonstrate in their application that they meet the criteria set out in the person specification. You should therefore make sure that your supporting statement demonstrates, how your previous experience, skills, qualifications and abilities match all those on the person specification.

You may find it helpful to list each of the person specification criteria as a separate heading and explain how you meet that criterion. When outlining your skills and abilities, try to give examples of your successes and achievements. Simply saying 'I have an understanding of...' is not enough.

CRITERIA	ESSENTIAL COMPETENCIES	HOW IDENTIFIED
Experience	<ol style="list-style-type: none">1. Recent experience of working successfully in the EYFS, KS1 or KS22. Recent experience of working in mainstream education3. Will have had some experience of working in a multicultural inner city environment	<ul style="list-style-type: none">• Application form
Qualifications/ Knowledge	<ol style="list-style-type: none">1. Demonstrable levels of numeracy and literacy equivalent to GCSE Grades A*-C or an equivalent Level 2 qualification2. Will have experience of working with children with SEN/EAL3. Good subject knowledge of the EYFS and primary curriculum4. Understanding of pupil learning styles5. Good subject knowledge of the new National Curriculum	<ul style="list-style-type: none">• Application form• Interview• References• Certificates



Candidate Specification: **KS1/KS2 Teaching Assistant**



Skills / abilities	<ol style="list-style-type: none">1. Excellent practitioner2. Demonstrable ability to be adaptable and solve problems3. Show a willingness to learn, acquire and apply new knowledge and skills4. Good interpersonal skills; the ability to liaise with outside organisations and agencies, students, parents and staff at all levels.5. Good communication skills, both written and oral6. Evidence of CPD7. Ability to speak a community language (desirable)	<ul style="list-style-type: none">• Application form• Interview• References
Commitment	<ol style="list-style-type: none">1. To practise equal opportunities in employment and service provision2. To maintain a personal commitment to professional development, linked to the competencies necessary to deliver the requirements of this post3. To maintain consistently high standards and expectations in all aspects of the job	<ul style="list-style-type: none">• Application form• Interview
Personal	<ol style="list-style-type: none">1. Willingness to share expertise, skills and knowledge and ability to encourage others to follow suit2. Ability to work independently and as part of a team. Sensitivity to the needs of others3. Openness and willingness to address and discuss relevant issues	<ul style="list-style-type: none">• Interview

How to apply

You can apply online by completing the application form:

<https://edact.org.uk/careers>

We look forward to hearing from you.



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