

One to One Teaching Assistant

Woodlands Primary Academy

Easter 2021



**WOODLANDS
PRIMARY
ACADEMY**
*Creative
Education
Trust*



Dear Colleague

Thank you for your interest in the role of One-to-One Teaching Assistant at Woodlands Primary Academy, initially working with a child in Year 3 who requires academic and emotional support.

Woodlands Primary Academy joined Creative Education Trust in April 2015. Our network consists of eleven secondary and six primary academies in the Midlands and Norfolk plus a central team. Further schools are in the pipeline and our medium-term ambition is to be a trust of 25 schools.

As a Creative Education Trust school, we have access to outstanding support from the very best experts in school improvement and professional development. Our children also benefit from cross trust enrichment activities and an innovative approach to cross-curricular development through the 'Knowledge Connected' programme.

At Woodlands we aim to provide excellence through opportunity. We nurture the best in every child, ensuring equal opportunities for all. We strive to provide the very best teaching and learning opportunities, supporting all our children, whatever their need may be.

We are a large and friendly staff team who understand the importance of a high-quality education to support all pupils to achieve their full potential. The curriculum has been developed in school by the teachers and LSAs. We strive to provide pupils with a rich programme of co-curricular activities. Our school is well resourced and we strive to provide an inclusive and expansive education for all of the children in our care. As well as meeting their educational needs we also have a nurture room where we offer 1:1 support and small nurture group support for vulnerable children who have additional emotional needs.

We are lucky enough to be able to offer our children specialist provision for music and sport. Our specialist music provision includes our own designated music room and practice area. Our specialist music lead provides weekly music lessons to every year group and we offer whole class instrumental teaching opportunities for all our children.

We have an impressive record of sporting achievements at our school. Our children regularly compete at County and National level. This success is achieved through the successful leadership of our PE instructor. All children have two hours of PE each week and we offer a range of extra-curricular sports clubs which are second to none!

We have an amazing environment here at Woodlands so we can take teaching out of the classroom. Our nursery, reception and year 1 have their own designated outside space, as well as large playing fields and our very own woods, complete with over a mile of nature trails.

I would be delighted to discuss this role with you and am available on **Vicky.Platten@woodlandsprimaryacademy.org.uk** or **01493 665314**

I look forward to receiving your application.

Yours sincerely,
Vicky Platten, Headteacher

“We are looking for an ambitious, experienced, committed and energetic Teaching Assistant”

You can find out more at:

www.creativeeducationtrust.org.uk

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 WOODLANDS PRIMARY ACADEMY

We opened as a community primary school in September 2008, catering for children between the ages of 3 and 11 years. There are two classes in each year from Reception to Year 6 and a nursery class.

Since April 2015 we have been part of the Creative Education Trust. This has enabled the school to rigorously pursue rapid improvement for the children we teach.

We work closely with other local schools, both secondary and primary, as part of the Lynn Grove cluster. This ensures that there is consistency between the schools in areas such as SEND provision and creates a core focus on providing a positive education for students in Great Yarmouth.

The school is well resourced and we strive to provide an inclusive and expansive education for all of the children in our care.

Our on-site facilities include:

- A purpose-built extension for Nursery, Reception and Year 1 children, which helps nurture students in the Early Years whilst also allowing smooth transition to Key Stage 1;
- A networked ICT suite and portable banks of Chromebooks;
- New digital screens in every classroom;
- A purpose-built, fully computerised central library;
- Specialist facilities for music, art, science, design and technology (including food technology) and special educational needs;
- A Speech and Language Therapist;
- A large environmental area on the school site with over a mile of nature trails which we frequently use as a teaching resource.
- We also have covered seating areas, a gym trail and a play activity area.



The school's outcomes at the end of Key Stage two have increased year on year since joining CET and the school has moved from Ofsted inadequate to good.

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

<https://www.compare-school-performance.service.gov.uk/school/139580/woodlands-primary-academy>

SUPPORT FOR OUR STAFF

We are committed to providing our academy leaders with the highest quality support and challenge to ensure that their schools excel and give our students the education they deserve.

Our Principals and Headteachers have a good deal of autonomy as school leaders within a framework developed collaboratively with our Director of Education and our Director of Standards and Primary Education.

Each of the Creative Education Trust's schools benefits from a comprehensive programme of support and challenge, including working with former HMIs.

Creative Education Trust places a strong emphasis on CPD for teachers and for senior and middle leaders. We run a regular programme of training events to improve teaching performance and also provide focused management development and one-to-one coaching opportunities. We have an active cross-trust group on the Teaching Leaders programme and use Future Leaders and Teach First extensively.

We believe it is very important that each of our academies plans in such a way that financial and human resources are deployed to support their educational strategies fully. This is supported by our experienced Head Office team, who are available to advise on financial planning, audit, HR, legal and property matters either directly or by referral to our professional advisors.

Each of our Headteacher is a member of the Headteachers' Forum that meets regularly to help Creative Education Trust develop its ethos and strategy, and to share their professional expertise. As the network of Creative Education Trust schools grows, this forum has increasing value as a means of professional development and problem solving.

There are also a number of cross-group, phase leader and year-specific forums.



You can find out more at:

www.creativeeducationtrust.org.uk

ONE TO ONE TEACHING ASSISTANT JOB DESCRIPTION AND PERSON SPECIFICATION

LOCATION

Woodlands Primary Academy, Norfolk

SALARY

Scale Point 4

THE ROLE

To assist in promoting the learning and personal development of the pupils to whom you are assigned, to enable them to make best use of the educational opportunities available.

PUPIL DEVELOPMENT

To aid the pupils to learn as effectively as possible both in group situations and individually by, for example:

- Clarifying and explaining instructions
- Ensuring the pupils are able to use equipment and materials provided
- Motivating and encouraging the pupil(s) as required by providing levels of individual attention, reassurance and help with learning tasks as appropriate to pupils' needs
- Assisting in weaker areas, e.g. speech and language, reading, spelling, numeracy, handwriting/presentation etc
- Using praise, commentary and assistance to encourage the pupils to concentrate and stay on task
- Liaising with class teacher, SENCO and other professionals about individual education plans (IEPs) and Learning Support Plans (LSPs), contributing to the planning and delivery as appropriate
- Providing additional nurture to individuals when requested by the class teacher or SENCO
- Consistently and effectively implementing agreed behaviour management strategies

You can find out more at:

www.creativeeducationtrust.org.uk

- Helping to make appropriate resources to support the pupils

- Prepare resources, as directed by the teacher

- Carry out routine administrative tasks

- Work with pupils to prepare and produce displays of their work, as directed by the teacher,

- Mark pupils' work, as appropriate, maintaining basic records

- Assist the teacher in assessing pupils' work

- Participate in meetings relating to pupils, as required

PROFESSIONAL DEVELOPMENT

- Attend and participate in Performance Management meetings

- Work with the SENDCO to identify personal and professional training needs and participate in any courses arranged to address those needs

- Share good practice and provide teachers and other support staff with information from courses etc

HEALTH AND SAFETY

- Follow Health and Safety procedures at all times, particularly with regard to pupil safety and that of staff colleagues.

- Administer minor first aid (as trained), dispense medically prescribed controlled drugs in accordance with the school's procedures (as trained) and to attend to children who are sick as necessary.

- Be aware of and maintain full understanding of procedures to follow in the event of an emergency

- Keep up-to-date with and follow, Safeguarding / Child Protection procedures

GENERAL

- Undertake any other reasonable tasks as requested by the Class Teacher and/or Headteacher, which are commensurate with a post at this grade.

- This job description may be amended at any time following discussion between the Headteacher and members of staff and is to be reviewed periodically.

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> • Attainment of GCSE's or equivalent qualifications in Maths and English. • Minimum of Level 3 or equivalent qualification in Early Years Care and Education. 	<ul style="list-style-type: none"> • Read, Write Inc. phonics knowledge and experience. • Step On and Step Up Training. • Experience and training in intervention support programmes.
EXPERIENCE	<ul style="list-style-type: none"> • Successful experience of working within the primary age range. • Experience of planning & working with areas of the curriculum relating to the primary age range. • Experience of supporting SEND children, including those with ASD. 	<ul style="list-style-type: none"> • Additional experience and track record of working effectively with children in a primary environment. • Experience of supporting challenging children with complex physical and emotional needs, including children with speech and language difficulties.
KNOWLEDGE AND UNDERSTANDING	<ul style="list-style-type: none"> • Knowledge of areas within the curriculum relating to the primary age range. • Good knowledge of how children learn. • Ability to remain calm and supportive in unexpected and/or emergency situations. 	<ul style="list-style-type: none"> • Current paediatric first aid qualification.
SKILLS AND PERSONAL ATTRIBUTES	<ul style="list-style-type: none"> • Effective positive behaviour management strategies. • Flexible, self motivated and enthusiastic. • Patient and friendly approach. • Willingness to work with all age groups. • Ability to relate well to adults and children from all backgrounds and a wide range of ability. 	<ul style="list-style-type: none"> • Ability and proven willingness to take on responsibility and lead on an initiative. • Ability to prioritise effectively when faced with a number of urgent tasks. • Ability to judge a situation and take appropriate action i.e. when act on own initiative and when to seek guidance. • Willingness to take ownership or 'whole school' tasks e.g. school council, library, ICT (website development).
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 guidelines.