

Teaching assistant

Queen Eleanor Primary Academy

March 2023



QUEEN ELEANOR
PRIMARY
ACADEMY
*Creative
Education
Trust*



Dear Colleague

Thank you for your interest in the role of Teaching Assistant at Queen Eleanor Primary Academy. I hope that you will find this information pack

helpful in finding the information that you need and giving you an insight into our school community, to support your application.

Queen Eleanor Primary Academy joined Creative Education Trust in September 2013. 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.

Working in partnership, Queen Eleanor Primary Academy and the Trust have

made much progress in recent years. We were delighted to have been awarded a 'good' judgement from Ofsted in December 2017. The report notes many strengths, including the shared vision and high expectations and the warm, nurturing and friendly atmosphere within the school. Building on those strengths, we're ambitious to do much more.

At Queen Eleanor Primary Academy, we are highly committed to our vision of excellence for all members of our school community. We are looking to appoint a teaching assistant who will support the aims and ethos of the school, developing both pupils, families and staff. Queen Eleanor has a strong emphasis on behaviour for learning and academic rigour in all subjects.

We also place a strong emphasis on the importance of staff development and the successful candidate can be assured that they will receive the support that they need to help them excel.

Further information about the school can be found on our website at <http://www.queeneleanoracademy.org.uk>. You can also watch a short video on what it means to be part of Creative Education Trust, illustrating the Trust's 'Knowledge Connected' approach to learning on the following YouTube channel: www.youtube.com/user/creedacad.

If you feel that this is a role that interests you and that you would be able to make a difference to our wonderful pupils, then we would be delighted to discuss this vacancy with you further. Please feel free to contact us on 01604 761200 or by e-mail at isaac.howarth@queeneleanoracademy.org.uk.

I look forward to hearing from you.

Yours sincerely,

Isaac
Howarth

Head Teacher

“We are looking an enthusiastic and dedicated teaching assistant who can contribute to the further development of Queen Eleanor Primary Academy.”

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

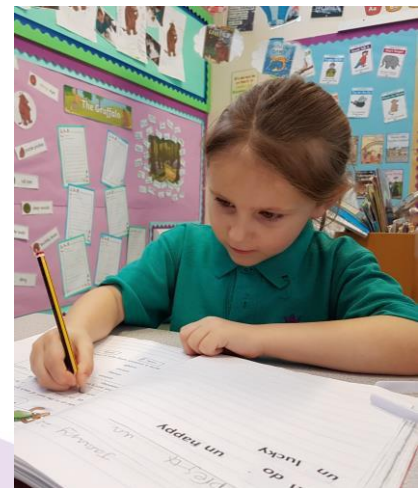
ABOUT CREATIVE EDUCATION TRUST



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 QUEEN ELEANOR PRIMARY ACADEMY



Queen Eleanor Primary Academy is a welcoming and ambitious school, situated in the heart of Northampton, serving the thriving community of Far Cotton and beyond. Here at Queen Eleanor, we value diversity and set high aspirations for all pupils. Our vision is that all members of our school community will be inspired to learn, equipped to succeed, have an enriched experience during their time here and as such, will go on to excel in all aspects of life.

At Queen Eleanor, we place high importance on creativity and seek to provide children with a broad and relevant curriculum that will teach them the skills that they need to succeed throughout their lives. We work hard to ensure that pupils' learning experiences are engaging and original and teachers within the school are encouraged to seek out innovative ways to bring the curriculum to life for our pupils, who come from a wide range of backgrounds.

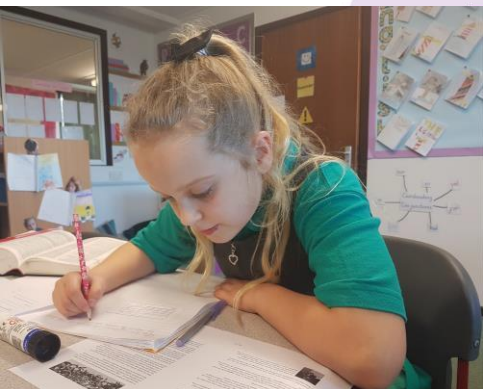
Our school values are strongly embedded throughout the work of the school. We believe that they create a solid platform for effective learning. We have a strong inclusion team within the school, and we believe in the importance of working closely with parents to maximise opportunities for learning.

At Queen Eleanor, we are not afraid to challenge existing ideas about education in our continued journey towards excellence. We want to be sure that our provision fully meets the needs of the children who learn here, and we believe that we can achieve this through highly reflective practice at all levels.



Exciting times at Queen Eleanor Primary Academy...

- Nursery provision opened in September 2019.
- New digital screens in every classroom from September 2019.
- An exciting period of curriculum development.
- New professional development opportunities across the Trust.
- A supportive network of financial and HR support within the Trust.



“Pupils’ progress in reading, writing and mathematics is good. Pupils are well equipped for their next stage of education.”

Ofsted 2017

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

<https://www.compare-school-performance.service.gov.uk/school/139650/queen-eleanor-primary-academy>

SUPPORT FOR OUR STAFF

Queen Eleanor Primary Academy is committed to the professional development of all staff, at all levels of experience and in all roles within the school. The school's vision that all members of the school community are inspired, enriched, equipped and, as a result, excel applies to staff as much as it does to pupils.

We believe that school improvement should stem from reflective practice at classroom level alongside strategic decisions based upon the performance of pupils. As such, professional development opportunities will be provided for all staff throughout the course of any given year. These will take various forms, which include:

Staff meetings, addressing whole school issues for teaching staff.
In-house support, including training, mentoring and coaching sessions.
Online training, either for identified individuals or groups, or to address whole school needs.
Training courses, identified by SLT to address specific needs within the school.
Training courses, identified by the staff member or their line manager, based on individual development needs and/or professional interests.
Development opportunities within other schools, either locally, within the Trust, or schools with relevant specialities.
Opportunities to take part in development projects or research projects covering a range of subject areas and issues in education.

Line managers within the academy work closely alongside our reflective practitioners to ensure that they are receiving development opportunities tailored to their specific needs. We use purpose-made tools to support staff development and work with colleagues from across the Trust to develop these.

In addition to the CPD opportunities provided within the school, staff working at Queen Eleanor have access to high-quality collaborative and development experiences through the Creative Education Trust annual Primary Training Day and working parties focusing on key areas of school improvement and staff development.

“Staff work well together and feel valued and supported. The whole-school team has a strong work ethic.”

Ofsted 2017



You can find out more at:

www.creativeeducationtrust.org.uk

Teaching assistant JOB DESCRIPTION AND PERSON SPECIFICATION

LOCATION

Queen Eleanor Academy

SALARY

NJC03 (£10.79 per hour) 38 weeks per year + 5 training days. Working hours 08:15-15:30 daily.

The main responsibilities of the teaching assistant are:

- Assist with the planning, development and implementation of pupil education/behaviour plans and personal care programmes to ensure that the school's health, safety and behaviour policies are maintained.
- Supervise and support pupils in the learning environment including more in depth support for those with special needs, to promote independence, inclusion, acceptance and equality of access to learning opportunities for all pupils.
- Assist pupils within the class, individually or in small groups (and sometimes outside the main classroom) in the completion and adjustment of a wider range of pre-defined learning, care and support activities to meet the requirements of pupils and the curriculum (for example literacy, numeracy, ICT)
- Provide clerical and other support to meet service delivery requirements (for example photocopying, typing, filing etc.)
- Support teaching staff and pupils on visits trips and out of school activities as required and take responsibility for a group of pupils under the supervision of the teacher to meet service delivery requirements.
- Create and maintain a purposeful, orderly and supportive environment in accordance with lesson plans and assist with the setting up of classroom provision (both indoors and outdoors) as well as display of pupils' work to support pre-defined learning activities to meet the needs of the pupils and the curriculum

- Prepare, maintain and use equipment and resources required to meet /learning activities to meet the needs of the pupils and the curriculum
- Participate in meetings, team development activities and support less experienced colleagues when appropriate, to support the achievement of individual and team performance and development objectives
- Build and maintain positive and constructive working relationships with pupils, parents, carers and colleagues to maximise pupils' development and maintain the overall ethos of the school
- Monitor resource levels and contribute to the resource ordering process to ensure timely availability of resources to meet the requirements of the curriculum
- Maintain an awareness of the importance of the appropriate use of resources to minimise waste and maximise the effectiveness of financial resources
- Monitor, feedback, record and report on pupil progress, including feedback to pupils, and participate in the completion of pupil profiles and records of attainment to maximise pupil development

Together with any other duties deemed reasonable by the Headteacher and the Governing Body.

The post holder will be responsible for promoting and safeguarding the welfare of children and young people with whom they come into contact. The post holder will adhere to and ensure compliance with the School's Child Protection Policy at all times.

You can find out more at:

www.creativeeducationtrust.org.uk

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
Qualifications	<p>Qualifications in English and Maths GCSE Level Grade C or equivalent</p> <p>Hold Level 3 Qualification related to Childcare or Education</p>	<p>Certificate or Diploma in Childcare and Education NNEB or equivalent NVQ /NNEB qualification Level 3 in Child Development or Early Years</p> <p>Holds Level 3 Qualification or above in EYFS</p> <p>Paediatric first aid certificate</p>
Experience	<p>Experience of working in an Early Years setting</p> <p>Experience of working in a primary school</p> <p>Experience of delivering the EYFS curriculum</p> <p>Understand the learning needs of young people aged from birth to 5</p>	<p>Experience of working with individuals and groups on interventions</p> <p>Experience of supporting pupils with Special Educational Needs</p> <p>Experience supporting EAL children</p> <p>To have experience of different key stages of primary education. To be able to present examples of work that highlight children's development.</p>
Knowledge and skills	<p>Ability to form a rapport with children</p> <p>Ability to communicate tasks and instructions to children</p> <p>Ability to develop knowledge and understanding of strategies used to support children</p> <p>Awareness of need to continue own professional development</p> <p>Ability to assist children on an individual basis, but also work as a member of a team</p> <p>Explain tasks simply and clearly</p> <p>Monitor, record and make basic observations, assessments of an individual</p> <p>Supervise and control children, and adhere to defined standards</p> <p>Accept and respond to authority and supervision</p> <p>Work with guidance, under limited supervision</p> <p>Liaise and communicate effectively with others</p> <p>Demonstrate good organisational skills</p> <p>Display work effectively, and make and maintain basic teaching resources</p> <p>Be able to follow a plan and deliver learning goals ensuring successful achievement every day</p> <p>Be able to supervise and be a positive role model for young children</p>	<p>Suggest alternative ways of helping children if they are unable to understand</p> <p>Be familiar with Read Write Inc phonics programme</p> <p>Identify gaps in their own experience that they need help in filling</p> <p>Demonstrate the ability to learn and adapt from past experience</p> <p>Have proof of a range of CPD in the last 3-6 months</p> <p>Liaise with the SENDCO and outside agencies</p> <p>Have experience of organising groups of children</p> <p>Be able to talk in depth about behaviour and school policies</p>

	<p>Be able to use and maintain a range of classroom equipment</p> <p>Be able to promote ethos of the school</p> <p>Be aware of school policies and their impact</p> <p>Be able to assist in the general care and welfare of pupils</p> <p>Be able to offer a variety of skills which will enhance children's learning</p> <p>Have the ability to work independently and as part of a team</p> <p>Present self as a professional</p> <p>Extend children's thinking skills</p> <p>Suggest ways of developing learning</p> <p>Encourage good social skills</p>	
Personal qualities	To be committed to supporting the teachers and children in Queen Eleanor to ensure that vulnerable groups of children make good progress	
Working with families and community	Experience of working directly with parents	
Equal opportunities	Awareness/understanding of equal opportunities	<p>Understanding of the need to promote positive role models</p> <p>Ways to promote positive role models</p>

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.