

# Teaching Assistant

The Hart School  
February 2025



**THE HART  
SCHOOL**  
*Creative  
Education  
Trust*



## Dear Colleague

Thank you for your interest in joining the team at The Hart School.

The Hart School joined Creative Education Trust in September 2013. Working in partnership, The Hart School and the Trust have made much progress in recent years and we were delighted to have been awarded a 'good' judgement from Ofsted in June 2023.

As our academy sponsor, the Creative Education Trust is focused on the quality of the educational experience it provides for students. It believes that creativity is the ability to make new connections between the things we know, and to turn these connections into ideas and practical action. Connecting knowledge needs to be at the heart of education because it is vital to improving standards and will make young people resourceful and employable in tomorrow's knowledge community.

In addition, in joining a growing group of schools, you will have the opportunity to have an impact on how the wider network develops, to collaborate closely with your fellow teaching and support staff and to influence Creative Education Trust's ethos and processes.

The Hart School is an innovative educational establishment and, as such, we provide our students with a learning experience, ensuring that they fulfil their potential. We are focused upon each individual student, guiding them to be the best that they can be and supporting them on their journey to adulthood.

We are looking for ambitious and committed staff who lead by example, help colleagues, have a willingness to develop their leadership skills and encourage students to become leaders themselves.

The pursuit of excellence is demonstrated by an uncompromisingly high drive to succeed and the focus of all staff on the desire to improve teaching and learning within the school.

If you think you have the qualities to help us to achieve our vision, we look forward to receiving your application.

Yours sincerely,

Rachael Sandham  
Principal

You can find out more at:  
[www.creativeeducationtrust.org.uk](http://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 Mission

To give every child in our schools the best possible start in life through excellent education and wide-ranging co-curricular opportunities

## Our Vision

To send out into the world educated, creative, confident and responsible young people, who can succeed in their ambitions and make their communities better places

## Our Values

### Ambition

We are ambitious in everything because only the best will do

### Excellence

We do not stop at 'good enough'

### Creativity

We connect our knowledge in innovative ways

### Resilience

When the going gets hard, we up our game and reach our goal

### Inclusion

Every child and every colleague matters – we will work for and with them all

### Respect

We value the ideas of others and make sure all voices are heard

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# ABOUT THE HART SCHOOL



We are a mixed secondary school, catering for children between the ages of 11 and 18 years and located in the town of Rugeley in Staffordshire.

Since September 2013 we have been part of the Creative Education Trust. This has enabled the school to rigorously pursue rapid improvement for the children we teach.

The school boasts many facilities and we strive to provide an inclusive and expansive education for all of the children in our care..

## Our on-site facilities include:

- Sports fields, outdoor courts and gymnasium
- Dance studio complete with sound system and mirrored wall;
- Dedicated sixth form area including common room and classrooms
- Hall complete with tiered seating, stage lighting and curtains;
- Interactive whiteboards in every classroom;
- Open-plan library with wide range of reading materials
- Fully equipped Design and Engineering classrooms
- Sports Dome



## Knowledge Connected

Curricular innovation through our 'Knowledge Connected' programmes promotes creative, integrated and pro-active thinking so that our students are equipped for the challenges of the 21<sup>st</sup> century

# SUPPORT FOR OUR STAFF

**We are committed to providing our staff with the highest quality support, enabling them to ensure that our students are receiving the education they deserve.**

The Hart School places a strong emphasis on CPD, for both teaching staff and support staff alike. We run regular programmes of training events and can also provide focused development and cross-academy opportunities.

For our pupils to achieve to their full potential we know that it is essential that our staff thrive professionally. We value teamwork highly and provide ample opportunities for all our teachers to work collaboratively with their colleagues.

As teachers we believe that we never stop learning and we support each other to develop professionally. We share ideas and good practice regularly and encourage everyone to contribute to the professional development programme.

We understand the importance of working with other schools in our trust and beyond. Our middle leaders have benefited from their participation in the Ambition School Leadership, Teaching Leaders Programme, Future Leaders and Teach First extensively and some have embarked on NPQ qualifications. We value subject specific CPD highly and are members of the Prince's Teaching Institute which provides access for our teachers to high quality subject specific professional development.

Newly qualified teachers at The Hart School will benefit from high quality mentoring and access to a customised induction course designed specifically to smooth their progress through the NQT year.

We are keen to welcome trainee teachers from a range of Higher Education Institutes. We work in partnership with the Staffordshire and Keele University, TeachFirst, Staffordshire ITT.



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# TEACHING ASSISTANT JOB DESCRIPTION AND PERSON SPECIFICATION

## LOCATION

The Hart School, Rugeley, Staffordshire, WS15 2UE

## SALARY & HOURS

- Grade 5, SCP 6-9 - (£21,658 to £22,712 per annum actual salary)
- Term-time only
- 37 hours per week

## THE ROLE

Under an agreed system of supervision, to assist in the supervision of classes, including developing and implementing work programmes and materials, managing student behaviour and assisting students in relevant activities in line with the school's policies and procedures.

## REPORTING LINES

The SENDCo/Deputy SENDCo

## SUPPORT TO THE STUDENTS

- Provide structured support, including tutorial support, in accordance with Schemes of Learning designed and supervised by individual teachers.
- Use specialist knowledge/experience to provide appropriate support to students in relation to their individual needs e.g. behaviour management strategies.
- To contribute to raising standards by ensuring expectations are set for students
- Assist with the development and implementation of Individual Learning Plans
- Establish productive working relationships with students, acting as a role model and setting high expectations
- Promote the inclusion and acceptance of all students within the classroom
- Support students consistently whilst recognising and responding to their individual needs.

## SUPPORT TO THE TEACHER

- Supervise students for a particular curriculum activity under the supervision and guidance of a qualified teacher
- Undertake marking of planned work

You can find out more at:

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- In conjunction with the teacher, record student progress, providing feedback to appropriate educational professionals.
- To support the teacher to develop appropriate learning plans to raise achievement
- To co-ordinate and organise students attending extra-curricular activities/work experience or other out of college activities under the guidance of a teacher
- Provide general admin support, e.g. produce differentiated materials for agreed activities
- Provide feedback to students in relation to progress and achievement
- Collect any completed work after the lesson and return it to the appropriate teacher
- Managing behaviour of students whilst they are undertaking this work to ensure a constructive environment, according to the school's behaviour policy
- Reporting back as appropriate using the school's agreed referral procedures on the behaviour of students during the class, and any issues arising
- Completing registers as required

## SUPPORT TO THE CURRICULUM

- Contribute to curriculum planning, evaluation and implementation
- Contribute to development of school policies and procedures by participation in working groups
- Develop, prepare and disseminate appropriate materials
- Determine the need for, prepare and use specialist equipment, plans and resources to support students
- Produce displays, in liaison with curriculum area members, to promote Environment for Learning
- Provide support to teachers within the curriculum area
- Make the use of ICT where appropriate
- Make appropriate use of equipment and resources

## SUPPORTING THE SCHOOL

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with you.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

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- Contribute to the overall ethos/work/aims of the school.
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- Attend and participate in relevant meetings as required.
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- Participate in training and other learning activities and performance development as required.
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- Assist with pupil needs as appropriate during the school day
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- Be aware of and support diversity and ensure equal opportunities for all.
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This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post. The duties may be varied to meet the changing demands of the Trust at the reasonable discretion of the Principal.

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.

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<b>PERSON SPECIFICATION</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Good GCSE (or equivalent) results including Maths and English</li> </ul>	<ul style="list-style-type: none"> <li>• NVQ 3 for Teaching Assistant (or recognised equivalent)</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Experience of working to support children's learning in a relevant environment or educational setting</li> </ul>	
<b>KNOWLEDGE AND UNDERSTANDING</b>	<ul style="list-style-type: none"> <li>• An understanding of curriculum matters and to be able to contribute effectively to curriculum development, planning, evaluation and implementation</li> <li>• Full working knowledge of relevant polices/codes of practice and awareness of relevant legislation.</li> <li>• Understanding of the principles of child development and learning processes</li> <li>• Effective use of ICT to support learning</li> <li>• Ability to plan effective actions for students who are at risk of underachieving</li> </ul>	<ul style="list-style-type: none"> <li>• In depth understanding of areas of learning e.g. literacy, numeracy, science or SEN</li> </ul>
<b>SKILLS AND PERSONAL ATTRIBUTES</b>	<ul style="list-style-type: none"> <li>• Well-developed interpersonal skills to be able to relate well to a wide range of people.</li> <li>• Excellent communication skills</li> <li>• Ability to work constructively as part of a team whilst being able to demonstrate initiative</li> <li>• Friendly, whilst being professional and respectful</li> <li>• Open, honest and an active listener</li> <li>• Takes responsibility and accountability</li> <li>• Demonstrates a 'can-do' attitude</li> <li>• Is adaptable to change</li> <li>• Acts with pace and urgency; is energetic, enthusiastic and decisive.</li> <li>• Has the ability to learn from experiences and challenges</li> </ul>	
<b>EQUAL OPPORTUNITIES</b>	<ul style="list-style-type: none"> <li>• A demonstrable commitment to supporting and promoting safeguarding, student welfare, equality and diversity</li> </ul>	
<b>SAFEGUARDING</b>	<ul style="list-style-type: none"> <li>• A thorough understanding of up-to-date safeguarding requirements and best practice</li> </ul>	
<b>OTHER REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>• 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.</li> </ul>	

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