

# HATFIELD PRIMARY ACADEMY



Astrea Academy Trust  
INSPIRING BEYOND MEASURE

**Teaching Assistant**

**CANDIDATE PACK**

Astrea Academy Trust  
INSPIRING BEYOND MEASURE

Hatfield Academy



# Open Letter from our Principal

Dear Candidate,

Thank you for your interest in this role at Hatfield Academy.

Hatfield Academy is part of a wonderful community in Sheffield. We are working really hard to make a real difference to whole families. We are an inclusive school, who believes that working with the whole family is at the heart of ensuring success for our children.

The school is a 2 form entry school with approximately 370 pupils. Hatfield Academy is located in Firth Park. It is close to the M1, Meadowhall and Sheffield City Centre with good transport links.

## HATTERS

At Hatfield Academy, the Hatters Code is at the centre of all we do.

H – Honest

A – Active

T - Thoughtful

T - Trustworthy

E - Enthusiastic

R – Responsible

S – Self-confident

If you feel these attributes are part of your values then Hatfield Academy would love to meet you.

**Katy Richards**

**Principal at Hatfield Primary Academy**

## We can offer you:

*Enthusiastic and caring children who are keen to learn.*

*An opportunity to be part of an inspiring team that plays a central role in the broad and diverse community it serves.*

*An opportunity to make a difference to the lives of the young people and families in Doncaster.*

*Commitment to your continuing professional learning and career development.*

*A hardworking team who are committed to promoting high achievement across the curriculum and school.*

*A good humoured, industrious, highly skilled and enthusiastic staff team.*

*Supportive and effective leadership.*

*Access to the Teacher's Pension Scheme and our Employee Assistant Programme.*

*Astrea Academy Trust is fully committed to being diverse and inclusive workforce where together we can embrace each other's unique individuality, background and heritage. We believe that by reflecting and representing the communities and people we serve, we will better and further the life chances of our pupils.*



# Job Description

**JOB TITLE:**  
Teaching Assistant

**REPORTING TO:**  
Assistant Principle (SENCO)

**SALARY RANGE:**  
Grade 2, scale point 3 and salary £20,812 - £21,189

**ACTUAL SALARY IF PRO RATA:**  
£17,878 – £18,614

**CONTRACT TYPE:**  
Fixed Term – 31/08/2023

**WORKING PATTERN:**  
37 hours tto/39 weeks



# Role Description

## Purpose

- Work under the instruction/guidance of teaching/senior staff to undertake work/care/support programmes
- Enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom.
- Work may be carried out in the classroom or outside the main teaching area.

Insert text continued

## Main Duties and Responsibilities

- To aid pupils to learn as effectively as possible both in group situations and independently by, for example:
- Liaising with class teacher, SENCO and other professionals about individual support plans (ISPs), contributing to the planning and delivery as appropriate
- Consistently and effectively implementing agreed behaviour management strategies
- Helping to make appropriate resources to support identified pupils
- To undertake lunchtime duties on a contracted regular basis.



# Person Specification

## Experience

- Experience of working within a primary school
- Experience of working with Key Stage EYFS Children (Desirable)
- Experience of working with children with additional needs (Desirable)

## Education and Qualification

- A recognised teaching assistant qualification
- Paediatric First Aid Training Qualification (Desired)
- SEND training (Desired)

## Skills and Knowledge

- Knowledge of and ability to implement effective systems and practices to promote good behaviour and develop a positive ethos
- Knowledge of National Curriculum
- Knowledge of observing, monitoring, assessment, recording and reporting of pupils' progress
- Knowledge of the Early Years Development Matters
- Ability to work on own initiative and prioritise work to given deadlines
- Excellent written and oral communication skills
- Commitment to the safeguarding and promotion of the welfare of young people
- Ability to maintain appropriate relationships with staff and students
- Ability to deal appropriately with a range of sensitive issues
- Ability to work accurately and methodically under pressure
- Ability to respect and maintain confidentiality
- Ability to work individually and as part of a team
- A willingness to take part in training and development opportunities as required
- Have a commitment to making education in the academy relevant to a learner's life beyond school
- Knowledge of safeguarding and/or safeguarding trained

**This is not exhaustive.**

Astrea Academy Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment. Posts are subject to enhanced DBS checks. For further details on the recruitment process, please review our Recruitment Pack. This can be found attached to each vacancy

# About Astrea

Astrea is an ambitious, dynamic and young trust with a mission to tackle historic educational disadvantage and raise quality standards across all of our schools. Our academies are based across South Yorkshire and Cambridgeshire, often in areas or at schools which have experienced generationally poor educational opportunities. Our role is to change that. We have grown rapidly over the last four years and now educate around 14,000 students in 27 academies and settings. Whilst our educational outcomes have improved over the last 4 years, they are not yet as strong as we would like them to be, nor as strong as our students and communities deserve. With this in mind, we are entering a new period in our development. We are increasingly clear and specific about our vision for behaviour, curriculum and teaching quality.

## Key Characteristics of our academies:

- High aspirations, with a firm emphasis on academic attainment
- A knowledge-rich curriculum that develops a general knowledge of the world not simply for progression for the workplace, but for the love of the acquisition of knowledge
- A calm and purposeful learning environment built on mutual respect and centralised behaviour systems
- Outstanding pastoral care with the provision of specific trust delivered SEMH services where appropriate to the pupil
- Standardised reading and arithmetic catch-up programmes for pupils where this is relevant that are taught by specialists
- Active parental and community involvement
- A broad range of extra-curricular activities including sports, music, performing arts and academic clubs

## Objectives for pupils:

- Encourage all children to be confident, hard-working and ambitious, regardless of background
- Transmit a core body of knowledge to all pupils and the ability to think for themselves in order to be aware of the world around them
- To be active and thoughtful participants in their local community
- To be successful in achieving their qualifications at both GCSE and A Level

## A knowledge-rich education:

- By a knowledge-rich education we mean a rigorous and extensive, knowledge-based education that draws its material and methods from the best and most important work in both the humanities and the sciences.
- The aim of a core-knowledge education is not primarily to prepare pupils for a job or career, it is more to transform their minds so that they are able to make reasonable and astute judgments and engage fruitfully in conversation and debate – not just about contemporary issues, but also about the universal questions that have been troubling mankind throughout history.
- We want children to leave our schools with the confidence that comes from possessing an essential general knowledge. A knowledge-rich education should not confine itself to the Western canon, but should embrace other cultures and traditions. What that canon includes will be subject to review, but will always be closely connected to the history and the present nature of the society in which we live, including our international connections.

View the [Astrea 2025 Strategy here](#)

Astrea Academy Trust are delighted to be part of such an important movement, which will ensure we have the guidance to challenge attitudes towards disability, tap into wider talent pools and help all individuals across the Trust fulfil their potential and realise their aspirations. As a Disability confident employer we have pledged to promote a culture that ensures there are no barriers to the development and progression of disabled staff.



## Astrea Talent Programme

*We believe that everyone has talent. At Astrea, we want your career to flourish, nurturing potential through the Astrea Talent Programme. This provides a defined career pathway, with associated personal and professional development way points and opportunities, funded by the Trust, wherever you start on the pathway. From apprentice to senior leader, we are devoted to growth and fulfilment. We want you to realise your ambition plus competence towards a brilliant education for all our pupils, giving them the opportunities they truly deserve.*

