

Information Pack

Higher Level Teaching Assistant

Grade 4 8.30 – 3.30pm

Term time only plus 5 days

Required September 2023





Radford Primary Academy is a single form entry primary school with a strong community in the heart of Radford. It is part of the Sidney Stringer Multi Academy Trust, which includes Radford Primary Academy, Ernesford Grange Community Academy, Riverbank Academy and Sidney Stringer Academy. The two primary schools are very closely linked.



Radford is a small one form entry Primary School with a very positive family ethos. Radford is a good school at the heart of the community. The ambition of the trust is for Radford Primary to become an outstanding provider. We work extremely hard to ensure the children are inspired by high quality creative teaching. We have established an excellent reputation within the community and have good relationships with our parents. We work extremely closely with our sister school Sidney Stringer Primary Academy and benefit from shared teaching staff. There are also many opportunities to work collaboratively across other MAT schools.

We have excellent facilities and a new building with high quality new resources and state of the art technology, which we use to ensure that all our children make outstanding progress.

We have a strong and effective team of teachers and Learning Support Assistants. You will be part of this team helping to ensure that the children make excellent progress.

We go above and beyond to help our children achieve well.

We pride ourselves on our pastoral care and committed to ensuring sure all children are treated as individuals.



What are we looking for?

We are seeking to appoint an enthusiastic and committed Higher level Learning Support Assistant. You will work in Initially in key stage 2 with occasional work in upper key stage 1.

You will work closely with the class teachers as well as being expected to work independently with individuals and small groups and plan and prepare for this. You will need to have good behaviour management skills or the ability to develop them.

You will be supporting learning in the classroom as well occasionally supervising the whole class.



This could be a great opportunity for someone who wants to consider a career in teaching. Many of our Learning Support Assistants in recent years have gone on to PGCE or School Direct courses or SCITT courses and have found their experience as Learning Support Assistant invaluable.



Fantastic opportunity

This is a really exciting time to join a school that has already established itself as a high quality provider and where there are many professional development opportunities on offer as the school continues to grow.



Why work at Sidney Stringer Multi Academy Trust?

**There are many benefits to staff
working at Sidney Stringer**

- 100% attendance - 1 day off following year
- Staff Development- High quality programme and subsidies for Master's degree courses
- iPads for teaching staff and class sets for lessons
- Free tea and coffee



- Social committee with subsidised events
- Occupational health and counselling support

- Cycle Scheme
- Childcare voucher Scheme
- Free parking
- Free Flu jabs
- Long service awards



JOB DESCRIPTION – Higher Level Support Assistant (Grade 4)

Sidney Stringer Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share this commitment.

Reporting to: Head teacher

Hours: Monday to Friday 8.30 a.m. to 3.30 p.m.
Term time only to include 5 teacher training days.

Job Purpose: Under the instruction/guidance of class teacher and within the overall ethos of the Academy, undertake care and learning programmes and activities to support individuals or groups of pupils, including more specific support for those with special education needs. Enable access to learning for children and assist the teacher in the management of children and the classroom. Work may be carried out in the classroom or in other teaching areas. To support after school provision.

In relation to the individual child

- To develop an understanding of the needs of the child/ children concerned
- To take into account the child/ children special needs and ensure their access to the lesson and its content through appropriate clarification, explanations, equipment and materials
- To build and maintain successful relationships with children, treat them consistently, with respect and consideration.
- To help promote independent learning
- To help reinforce learning
- To assist children with physical needs
- To help children record work in an appropriate way
- To help keep the children on task and to build motivation
- To model good practice
- To help build the child/ children confidence and enhance self esteem
- To have formal and informal meetings with teachers to contribute to planning lessons/activities
- To prepare materials and resources
- To prepare children beforehand for a task
- Use strategies, liaison with the teacher, to support pupils to achieve learning goals.
- To work on differentiated activities with identified groups
- To support the teacher in implementing specific teaching programmes
- To supervise practical tasks
- To carry out structured classroom assessment/ observation and feedback outcomes
- To be involved in keeping records and evaluating identified children's progress
- To work as part of the team in relation to individual children, liaising, advising and consulting where appropriate.
- To support implementation of school policies and procedures, including those relating to confidentiality and behaviour
- To identify personal training needs and to attend appropriate internal and external in-service Training.
- To undertake first aid training and carry out first aid for children.

Specific to Grade 4

- To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision
- To plan, prepare and deliver learning activities for individuals/groups
- To be responsible for the management and development of a specialist area within the school.
- Record progress and achievement in lessons/activities systematically and provide evidence of range and level of progress and attainment
- To develop and implement Individual Support Plans
- To implement specific teaching programmes.
- To supervise the whole class with support using agreed learning activities.

Any other tasks as directed by the Head which fall within the range of the post.

To undertake any other duties that may be reasonably deemed part of the role.

Other Duties

- To undertake such other duties, training and/or hours of work as may well be reasonably required and which are consistent with the role.
- To participate in performance management arrangements.
- To adhere to published school policies and procedures.
- To attend regular meetings with line manager.

Safeguarding

Employees are accountable for the way in which they exercise authority, manage risk, use resources and protect students from discrimination and avoidable harm. All staff, whether paid or voluntary, have a duty to keep young people safe and to protect them from physical harm. When an individual accepts a role that involves working with children and young people they need to understand and acknowledge that the responsibilities and trust are inherent in that role.

- The jobholder is expected to observe their obligations in accordance with the Academy's Child Protection Procedure, and to report any concerns that they may have regarding a child or young person's welfare to the appropriate person. A copy of the Academy's Child Protection Procedure can be obtained from the jobholder's line manager.
- ***The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.***

Rehabilitation of Offenders Act 1974

This job is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant convictions cautions and reprimands being considered. Any convictions cautions or reprimands of relevance, obtained by the jobholder after enhanced DBS clearance has been acquired, must be disclosed to the Principal by the jobholder. Failure by the jobholder to do so, or the obtaining by the jobholder of a relevant conviction caution or reprimand, may be managed in accordance with the Academy's Disciplinary Procedure.

Health and Safety

The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in the Academy's Health and Safety Policy,

and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager and must be observed.

Confidentiality and Data Protection

The jobholder is expected to comply with the provisions of the Data Protection Act 1998. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the Academy's Data Protection Policy.

Equality and Diversity

Sidney Stringer Multi Academy Trust is committed to equality and values diversity. As such the Academy is committed to fulfilling its Equality Duty obligations, and expects all staff and volunteers to share this commitment. The Duty requires the Academy to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age gender, race and faith, and people who do not share them. Staff and volunteers are required to treat all people they come into contact with, with dignity and respect, and are entitled to expect this in return.

Training and Development

Sidney Stringer Primary Academy has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their own continuous professional development, and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting their safeguarding and general obligations.

This job description reflects the major tasks to be carried out by the jobholder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place.

This job description may subject to review and/ or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder, and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.

PERSONNEL SPECIFICATION

SPECIFICATION	ESSENTIAL	DESIRABLE
Qualification and Training	Good numeracy/literacy skills NVQ3 or above.	Evidence of qualifications in this area. Education to A level or its equivalent and beyond Qualifications in ICT NVQ2 or equivalent
Experience	Evidence of having worked with children in some capacity	Relevant work experience in a similar environment Experience of working with key stage 2.
Qualities, Skills, Knowledge and Abilities.	A positive interest in working with children Knowledge of relevant policies/codes of practice and awareness of legislation. General understanding of National Curriculum, the foundation stage and other basic learning programmes Ability to relate well to children and adults; sense of humour Adaptability Able to work on own and as part of a team Ability to build good working relationships with a range of colleagues A clear communicator Ability to work calmly and with patience	An interest in ICT Knowledge of phonics or ability to learn.
Health	A good attendance record Evidence of the stamina required to cope with the demands of the post	
References	Supportive	

All employees of Sidney Stringer Academy are required to comply with the Academy Equal Opportunities Policy when undertaking the duties of their job.



Emma McCann – Executive Headteacher
Laurence Saunders Road
Coventry
CV6 1HD

How to apply

If you are ambitious for yourself and want to be part of our school at this really exciting time then we would like to meet you. Please complete the application form on the MAT website and a letter of application and send it electronically to: rpaandssprecruitment@sidneystingeracademy.org.uk

[no hard copies to be sent in the post].

The closing date for this post : Monday 11th September at 12pm

Interview date: Wednesday 13th Sept and Thursday 14th September

If you would like further information or have any questions then please email.

rpaandssprecruitment@sidneystingeracademy.org.uk

We look forward to receiving your completed application form.