

# INVICTUS

Education Trust

## CANDIDATE INFORMATION PACK



Learn with **us**, Work with **us**, Belong with **us**!

## Job Description

|                         |                                                                                                                                                |
|-------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>JOB TITLE:</b>       | Teaching Assistant Level 1                                                                                                                     |
| <b>DEPARTMENT:</b>      | Leasowes High School                                                                                                                           |
| <b>GRADE:</b>           | GRADE 2                                                                                                                                        |
| <b>REPORTING TO:</b>    | In line with organisation structure                                                                                                            |
| <b>RESPONSIBLE FOR:</b> | In line with organisation structure                                                                                                            |
| <b>LIASING WITH:</b>    | CEO, Headteachers, Senior Leadership Team, Governors, teaching and professional services staff, outside agencies, and the Trust's central team |

## Main Purpose

Level 1 staff work under the direct instruction/supervision of a classroom teacher and provide general basic help and support, mainly but not exclusively of a physical nature. Key features included supporting access to learning by undertaking a range of practical duties within the classroom including physical care of pupil(s) as appropriate.

## Main Duties

### Portfolio

#### Support for Pupils

- Help with the care and support of pupils, both individual and groups.
- Supervise the activities of individuals or groups of pupils to ensure their safety (including duties).
- Contribute to the personal and emotional care, health, hygiene and welfare of pupils.
- Encourage pupils to act independently as appropriate.
- Encourage pupils to interact with others and engages in activities led by a teacher.
- Support pupils to understand instructions.
- Support pupils in using basic ICT as directed.
- Escort pupils around the school premises.
- Basic general support to pupils in line with a statement of special needs or planned provision.
- Listening to and assisting children to read.
- Routine support for pupils with literacy and numeracy skills.



#### **Mission**

'Excellence every day,  
unlimited ambition and  
transforming lives'



#### **Vision**

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#### **Values**

- Respect
- Resilience
- Relationships

## **Support for Teacher/School**

- Display and present pupil's work as directed.
- Prepare and organise teaching resources including the checking and maintaining of teaching and learning equipment and materials including control of stock within the classroom.
- Prepare resources for lessons and activities as directed.
- Report behavioural difficulties appropriately and support the teacher in basic management of pupil behaviour.
- Assist with supervision of pupils out of school time, including before and after school and lunchtime.
- Undertake duties on a rota basis during mid-morning break.
- Accompany staff and pupils on visits and trips as required and take responsibility for a group under the supervision of a teacher.
- Gather information from parents/carers as directed.
- Maintain basic records in accordance with school policy.
- Provide general clerical support e.g. photocopying, collecting money.
- Routine support for pupils to access the curriculum.
- Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health and safety, security, confidentiality and data protection, reporting all concerns to the appropriate person.
- Contribute to the overall ethos/work/aims of the school.
- Participate in training, other learning activities and performance development as requires.
- Attend and participate in relevant meetings as requires.
- All staff in school will be expected to accept reasonable flexibility in working arrangements and the allocation of duties in pursuance of raising pupil achievement. Any changes will take account of salary/status/hours and will be subject to discussion, in accordance with the guidance note on contractual changes.

## **Health & Safety**

- To comply with the requirements of Health and Safety and safer working practices and other relevant legislation and Trust Policies.
- To ensure Personal Protective Equipment (PPE) is used whenever there are risks to Health & Safety that cannot be adequately controlled in other ways.

## **Other Professional Requirements**

- Establish and maintain regular communication in the Trust
- Communicate with parents/carers and outside agencies where appropriate
- Attend professional meetings as required
- Attend Governance meetings as and when required
- Actively engage in the Trust's appraisal process
- Take part in the Trust's staff development programme
- Attend and contribute to meetings
- Work as a part of a team and positively contribute to effective working relationships
- Take part in Trust events as directed by the CEO



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## **Other Specific Duties**

- Play a full part in the life of the Trust community, to support its vision, mission and values
- Be an ambassador of the Invictus ethos and to encourage and ensure staff and students follow this example
- Be courteous to colleagues and be welcoming to visitors
- Comply with the Trust's Health and Safety Policy and undertake risk assessments as appropriate

Whilst every effort has been made to outline the main duties and responsibilities of the post, each individual task may not be identified. Employees will be expected to carry out any reasonable request to undertake work of a similar level that is not specified in this job description. This job description is current at the date shown but following consultation may be changed to reflect or anticipate changes in the job which are commensurate with the job title and salary.

## **Support For The Trust**

- To take a full part in promoting the good name of the Trust and contributing positively to the overall ethos/work/aims of the Trust
- Be aware of and comply with policies and procedures relating to child protection, health and safety, security confidentiality and data protection
- Comply with the Trust's dress code
- Attend and participate in meetings as required
- Participate in training, other learning activities and appraisal as required
- Recognise own strengths and areas of expertise and use those to advise and support others
- It is the responsibility of all adults employed by Invictus Education Trust to safeguard and promote the welfare of children and young people. This responsibility extends to a duty of care for those adults employed, commissioned or contracted to work with children or young people.

## **Safeguarding Requirements**

We are deeply committed to safeguarding and promoting the welfare of Children and expect all Staff and Volunteers to share this commitment. All necessary Safeguarding checks will be undertaken which must have satisfactory outcomes, otherwise the conditional job offer may be withdrawn. Details of the checks that will be undertake can be found at: [Keeping Children Safe in Education, 2024](#)

This role has been assessed as working in regulated activity and is subject to an Enhanced DBS plus Children's Barred List Check.

**It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children.**

This post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020). This means that certain convictions and cautions are considered 'protected' and do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website:

<https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>.



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Positions at the school are exempt under the Rehabilitation of Offenders Act 1974 and as such appointment to a post will be conditional upon the receipt of a satisfactory response to a check of police records via the Disclosure and Barring Service (DBS). DBS Filtering guidance can be found on the GOV.UK website.

<https://www.gov.uk/government/publications/dbs-filtering-guidance/dbs-filtering-guide>



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# Person Specification

|                      | ESSENTIAL                                                                                                                                                                                                                                                                                                                                        | DESIRABLE |
|----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| QUALIFICATIONS       | 5 GCSE's including Maths and English or an equivalent educated to GCSE standard including Maths and English.                                                                                                                                                                                                                                     |           |
| EXPERIENCE           | Demonstrable experience of working with or caring with children of a relevant age.<br><br>Experience of assisting children to use resources for learning.                                                                                                                                                                                        |           |
| SKILLS AND KNOWLEDGE | A basic knowledge of first aid.<br><br>Ability to use basic technology.                                                                                                                                                                                                                                                                          |           |
| PERSONAL QUALITIES   | A knowledge of Equality & Diversity issues.<br><br>Able to work constructively as part of a team with an understanding of classroom roles and responsibilities and own position within these.<br><br>Ability to relate well to children and adults.<br><br>To comply with the Schools commitment to the protection and safeguarding of children. |           |
| FLEXIBILITY          | To work flexibly to meet the needs of the Trust and its educational establishments. Can be required to work in any location within the Trust.                                                                                                                                                                                                    |           |

This job description/person specification may be amended at any time in consultation with the postholder.



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