



# Teaching Assistant

Candidate Pack



**BELMONT  
ACADEMY**



Start Date: ASAP

Location: Erith

## Welcome letter from our Deputy CEO

Belmont Academy is looking for a reliable, enthusiastic and efficient Teaching Assistant to join our teaching support staff team.

Belmont is a mainstream primary school in the London Borough of Bexley, with a virtual Resource Provision for pupils with a visual impairment, physical disability and/or medical need. The school converted to an academy in April 2019 and joined London South East Academies Trust. Belmont Academy is a popular, oversubscribed school that serves a diverse and growing community. As a two-form entry school with a part-time Nursery provision for 26 pupils. It was recently inspected by Ofsted (July 2023) and is deemed to still be a 'Good' school.

Belmont Academy can offer the successful candidate the opportunity to take on a position working alongside our current teaching support team within a supportive and welcoming environment. Our Teaching Assistant will need:

- Experience working with children preferably, within the education sector.
- The knowledge skills and understanding of child development.
- Highly effective interpersonal skills, with the ability to communicate effectively with all stakeholders including school staff, Trust staff and pupils.

At Belmont Academy we can offer the successful candidate an opportunity to:

- Make a positive contribution to the school community.
- Develop within a successful primary school and multi-academy Trust
- Work with and be supported by our teaching team, leadership team and wider staff team.
- Be part of a forward-thinking dynamic team who are open to new ideas and ways of developing the school to enrich and enhance our pupils learning experiences.
- Work within a school and Trust that is committed to staff wellbeing and actively support and promotes a positive work/life balance.
- Access to high quality CPD and the opportunity to develop skills

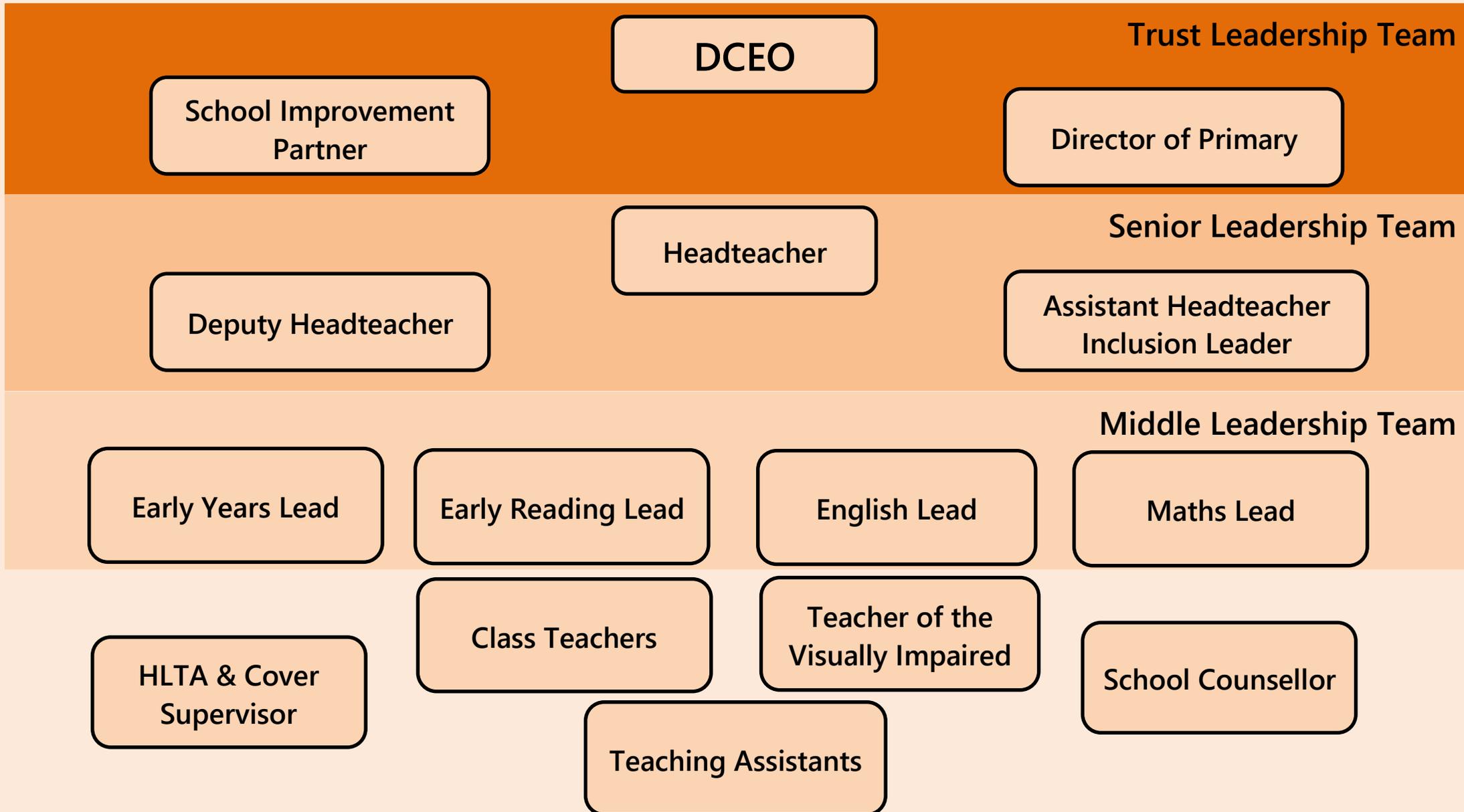
As part of London South East Academies Trust (LSEAT), the school benefits from the trust-based systems that have been successfully embedded as well as support, guidance and expertise.

London South East Academies Trust is a thriving multi-academy trust that prides itself on providing outstanding education and training for children and young people while supporting schools to retain their identity and community. The Trust has had sustained growth in the South East and its continued growth will add additional expertise, support and progression opportunities in the future.

Neil Miller  
Deputy CEO



# Staff Structure - Teaching



# Job Description

<b>Job Title:</b>	<b>Teaching Assistant</b>
<b>Salary:</b>	<b>H18 (£26.489 pro rata)</b>
<b>Contract type:</b>	<b>Permanent - term time only (38 weeks per year)</b>
<b>Hours:</b>	<b>Full time (30 hours)</b>
<b>Reporting to:</b>	<b>Class Teacher/Senior Leaders</b>

Belmont is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Offers of employment are subject to a satisfactory enhanced DBS disclosure and other employment checks. Belmont is committed to creating a diverse workforce and will consider all qualified applicants for employment.

## Main Purpose:

- Assist teachers and senior leaders in ensuring the continuing educational development of all pupils through the establishment of constructive and positive relationships.
- Assist teachers/senior leaders in fostering attractive learning environments to ensure that pupils spend their school life in stimulating and engaging learning environments.
- Prepare, maintain and use equipment/resources required within a lesson to meet learning objectives and tasks and assist pupils in the use of these.
- To ensure accurate records and observations are kept so that pupils receive maximum benefit from their education including making reference to and understanding care plans, Educational Health Care plans and support plans for pupils.
- Demonstrate an informed and efficient approach to the Trust's and school's ethos and values.

## Specific Duties & Responsibilities – Teaching & Learning:

- Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all pupils including, where appropriate, those with special educational needs and disabilities.
- Promote, support and facilitate inclusion by establishing constructive relationships with pupils and encouraging participation of all pupils in learning and extracurricular activities.
- Use effective behaviour management strategies consistently in line with the school's policy and procedures.
- Support the class teacher/s with maintaining good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment.
- Lead groups of pupils by modelling teaching practices set out in the plans and under the direction of the teacher/s.
- Organise and manage teaching space and resources to help maintain a stimulating and safe learning environment.
- Use ICT skills to advance pupils learning.

### Specific Duties & Responsibilities – Teaching & Learning continued:

- Set challenging and demanding expectations and promote self-esteem and independence, providing feedback to pupils in relation to progress and achievement within a lesson, under the guidance of the teacher.
- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work.
- Undertake any other relevant duties given by the class teacher/s including administrative tasks.

### Planning:

- Undertake any other relevant duties given by the class teacher/s including administrative tasks.
- Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress as appropriate to the level of the role.
- Read and understand lesson plans shared prior to lessons.
- Prepare the classroom for lessons under the direction of the teacher/s.

### Working with colleagues and other relevant professionals:

- Communicate effectively with other staff members and pupils.
- Communicate their knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision.
- With the class teacher, keep other professionals accurately informed of performance and progress or concerns they may have about the pupils they work with.
- Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues.
- Collaborate and work with colleagues and other relevant professionals within and beyond the school/Trust.
- Develop effective professional relationships with colleagues that foster a mutual respect.

### Whole school organization, strategy and development:

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures so as to support the school's values and vision.
- Make a positive contribution to the wider life and ethos of the school.
- Accompany teaching staff and pupils on visits, trip and school activities as required and take responsibility for a group under the supervision of the teacher/s.

### Health and Safety:

- Promote the safety and wellbeing of pupils and help to safeguard pupils' wellbeing by following the requirements of Keeping Children Safe in Education and our Child Protection and Safeguarding Policy.
- Look after/care for pupils who are upset or have had accidents to include first aid and personal care.

### Professional Development:

- Help keep your own knowledge and understanding relevant and up-to-date by reflecting on your own practice, attending CPD, liaising with school leaders and identifying relevant professional development to improve personal effectiveness.
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school.
- Take part in the school's performance management procedure.
- Attend meetings and discussions which contribute to the overall aims of the school.

### Personal and Professional Conduct:

- Uphold public trust in the education profession and maintain high standards of ethics and behaviour within and outside school.
- Have proper and professional regard for the ethos, policies and practices of the Trust and School, and maintain high standards of attendance and punctuality.
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community.
- Respect individual differences and cultural diversity.

### Entitlement:

The Headteacher, Trust and Governing Body are fully committed to ensuring the professional effectiveness of staff:

- Support for the provision of professional development opportunities.
- Commitment to staff wellbeing, promotion of a positive home/work life balance.

### Other Areas of Responsibility:

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that a Teaching Assistant will carry out. The post-holder may be required to do other duties appropriate to the level of the role.

Belmont Academy is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Attributes	Criteria
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Good English and Maths skills – GCSE or equivalent is essential</li> <li>• ICT skills – ability to use technology is essential</li> <li>• Educational qualification such as DfE Teaching Assistant induction programme, NVQ for Teaching Assistants or equivalent is desirable.</li> <li>• Training in relevant learning strategies it desirable.</li> <li>• First Aid Training is desirable.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Previous experience working with or caring for children of primary school age.</li> <li>• Experience of planning and leading teaching and learning activities under direction/supervision is desirable.</li> </ul>
<b>Skills and Knowledge</b>	<p>Essential:</p> <ul style="list-style-type: none"> <li>• Good spoken English.</li> <li>• Good organizational skills.</li> <li>• Ability to build effective working relationships with pupils and adults.</li> <li>• Excellent verbal communication skills.</li> <li>• Active listening skills</li> <li>• Good ICT skills.</li> </ul> <p>Desirable:</p> <ul style="list-style-type: none"> <li>• Skills and expertise in understanding the needs of all pupils.</li> <li>• Understanding of roles and responsibilities within the classroom and whole school context.</li> <li>• General understanding of national/foundation stage curriculum and other learning strategies/programmes.</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Able to work effectively as part of a team and on own initiative</li> <li>• A strong sense of loyalty, integrity and enthusiasm</li> <li>• A consistent, reliable and flexible attitude and approach.</li> <li>• Enjoyment of working with children.</li> <li>• Commitment to maintaining confidentiality at all times.</li> <li>• Commitment to safeguarding pupil’s wellbeing</li> <li>• A positive attitude and approach that values each pupil and adult</li> <li>• A strong sense of professionalism, commitment to upholding standards and setting an appropriate example</li> <li>• Excellent attendance and punctuality</li> <li>• An understanding of and commitment to Belmont and LSEAT Trust policies.</li> </ul>

## How to apply:

If you wish to discover more about this opportunity, request a copy of this candidate pack or an application form please contact:

**Sue Gonzalez, Belmont Office Manager: [susan.gonzalez@belmont.lseat.org.uk](mailto:susan.gonzalez@belmont.lseat.org.uk) or 01322 432057.**

Visits to the school are welcomed and can be arranged by contacting the school on the number shown above or via the general office email address: [office@belmont.lseat.org.uk](mailto:office@belmont.lseat.org.uk).

Closing date: Friday 11<sup>th</sup> October at midday  
Interviews: Wednesday 16<sup>th</sup> October  
Start Date: ASAP

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