

HEXTHORPE PRIMARY ACADEMY



Astrea Academy Trust
INSPIRING BEYOND MEASURE

TEACHING ASSISTANT – EAL SUPPORT

CANDIDATE PACK



Open Letter from our Principal

Dear Candidate,

We are delighted that you are interested in applying for this role at Hexthorpe Primary Academy. Hexthorpe Primary is a highly popular academy, with a warm, caring, friendly ethos, serving a diverse community. We truly believe that our role in school is to inspire the pupils and one another beyond measure.

We currently have over 400 pupils on roll, with capacity for 682 as the school continues to grow. The building has 22 classrooms, superb facilities and an exciting curriculum, which our pupils thoroughly enjoy. Parents actively support their children and engage in many aspects of school life. We would love for you to visit our school so you can see for yourself what a great place Hexthorpe Primary Academy truly is.

We are keen to hear from you if you:

- Care about children and enhancing their academic and social experiences
- Are highly motivated and enthusiastic
- Are creative and innovative and effective communicator
- Are committed to your own professional learning
- Can demonstrate high standards in yourself and your work and expect high standards from others
- Are able to demonstrate enthusiasm and flexibility with the capacity to contribute to the wider aspects of the school life
- Are committed to your own professional learning and are reflective in your practice
- Are aspirational for yourself and the academy.

We can offer you:

- Enthusiastic and caring children who are keen to learn and parents who show a keen interest in the education and welfare of their children
- Commitment to your continuing professional learning and career development
- Well-resourced working environment
- Hardworking team who are committed to promoting high achievement across the curriculum and school
- Good humoured, industrious, highly skilled and enthusiastic staff team
- Supportive and effective leadership Looking forward to hearing from you!

Jeni Harrison

Principal at Hexthorpe Primary Academy



Job Description

JOB TITLE:

Teaching Assistant – EAL Support

REPORTING TO:

SENDCo

SALARY RANGE:

£23,893 - £24,702 per annum pro rata
SCP 4 - 6

ACTUAL SALARY IF PRO RATA:

£16,716 - £17,282 per annum

CONTRACT TYPE:

Permanent

WORKING PATTERN:

30 hours per week

39 weeks per year – 38 weeks plus 5 INSET days per year





Role Description

Main Duties and Responsibilities

- To provide intervention and in-class support for children who are New to English or at Early Acquisition.
 - To assist the teachers in the raising of attainment by ensuring that all pupils have equal opportunity to fulfil their full potential.
 - To provide care and support for all pupils to ensure their safety and well-being.
 - To foster enjoyment, enthusiasm and independence in learning.
 - To contribute to the development of confident, caring pupils who show a sense of responsibility and pride in themselves and the school.
 - To assist in the provision of a tidy, welcoming and stimulating environment.
 - To assist in the smooth running of the school.
- Aspects of this job description are open to negotiation between the successful candidate and the Principal.

Support for Pupils

- To plan, deliver and implement work programmes to individuals, and groups of pupils under the direction and supervision of the teacher, enabling them to achieve maximum access and participation in the National Curriculum.
- To establish constructive working relationships with pupils, setting high expectations and acting as a positive role model.
- To provide learning support for pupils, to help them learn effectively as individuals, in groups or whole class situations
- To assist, the class teacher (and other professionals as appropriate), in the development of suitable programmes of support (Individual support plans), including those for any pupils with Education Health Care Plans.
- To implement specific support programmes for individuals and groups under the direction of the class teacher, the SENDCo.
- To participate in the evaluation of the support programme.
- To contribute to the maintenance of pupils' progress records.
- To promote the inclusion and acceptance of all pupils within the classroom.
- To encourage pupils to interact and work co-operatively with others.
- To promote independence, confidence and self-esteem.
- To provide feedback to pupils in relation to progress and achievement.



Person Specification

Experience

- Previous experience working with children in Primary Education.
- General understanding of national curriculum/EYFS Framework and other basic learning programmes/techniques.
- Basic understanding of child development and learning.
- Ability to relate well to children and adults.
- General awareness of inclusion, especially within a school setting.

Education and Qualification

- GCSE C or above in Maths / numeracy and English / literacy
- NVQ 2 for Teaching Assistants, Early Years or equivalent qualification or experience
- Training in relevant learning strategies e.g. literacy / numeracy (desirable)
- A First Aid Certificate or a willingness to undertake appropriate first aid training.

Skills and Knowledge

- Ability to provide support for pupils, including those with special needs, ensuring their safety and access to learning activities.
- Ability to utilise strategies to support pupils in achieving learning goals (desirable)
- Promote good pupil behaviour, and deal promptly with conflict and incidents.
- Establish good working relationships with pupils acting as a role model.
- Encourage pupils to interact with others and engage in activities led by the teacher.
- Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes.
- Provide detailed and regular feedback to teachers on pupils' achievements and progress.
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- Work as part of a team appreciating and supporting the role of other people in the team.
- Support the change process, remaining positive during times of change.
- Build and maintain successful relationships with pupils.
- Ability to improve your own practice.
- Ability to undertake pupil record keeping as requested.
- Ability to provide support for structured and agreed learning activities/learning programmes, taking into consideration pupils learning styles.
- Understanding of how to support Literacy/Numeracy programmes, record achievements and progress and providing appropriate reports and feedback for the teacher. (desirable)
- Awareness of procedures relating to child protection, health, safety and security, confidentiality and data protection.
- **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. All posts are subject to satisfactory background checks including references and enhanced DBS checks.

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.

Here at Astrea Academy Trust we know that diversity fosters creativity and innovation. We are committed to developing and retaining a workforce that is representative of the diverse communities that we serve. We are committed to equality of opportunity, to being fair and inclusive and building our culture of belonging. We therefore particularly encourage applications from candidates who are likely to be underrepresented in Astrea's workforce. These include people from Black, Asian and minority ethnic backgrounds, disabled people, LGBTQI+ people, and men.