

Teaching Assistant

Closing Date:  
**22<sup>nd</sup> March 2024**  
Early Applications encouraged.



## Application Pack

Please note we DO NOT currently do VISA Sponsorships



## Welcome

**As partners in our community, our mission is to provide every child and young person with an enriching and inspiring educational experience, where they can thrive academically and socially, both now and in the future. By being 'Stronger Together' in our educational quality, our parent and community engagement, our investment in our people and our sustainability, we can meet our specific pledges to all of our children, communities and staff.**

Our vision is to prepare every North Star Community Trust student for the changing world we live in. A world which is more global, more driven by technology, a world where anything is possible with the right preparation and attitude. That means providing a curriculum and learning experience that reflects the highest academic standards and inspires and enthuses pupils through its creativity and openness to the world around us.

Our children will be able to 'be the change they want to see in the world'. They will be resilient, optimistic, respectful, honest and well-rounded citizens, with a love of learning. At the same time, we are all also members of our communities, places where we find friendship, support and common endeavour. Being at the heart of our communities is a hallmark of North Star Community Trust.

We want our children and young people to have a sense of place, knowing the importance of 'giving back' and the value of community and togetherness to their everyday lives.

As a trust, we will foster a culture that respects diversity, safeguards the wellbeing of our children and recognises that we are stronger together than we are apart. In pursuing this vision, trustees, staff and governors will model it every day, knowing that each one of us plays a part in making it a reality for every child and young person.

I would like to wish you the best of luck with your application and should you require any further information please do not hesitate to contact the Trust.

*Marino Charalambous*

Marino Charalambous  
Chief Executive Officer



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## Our Schools, Our Community

North Star Community Trust is an educational charity that manages a family of 4 academies in North London, educating some 2,600 pupils.

We are very proud of our families, pupils, students and staff. We hope you will community.



### **Woodpecker Hall Academy – Edmonton**

A four-form entry primary academy serving pupils from Nursery through to Year 6.

"We are a Trust that has a very strong community ethos. That is what connects the Headteachers, the teaching and learning staff, and the schools together – serving our communities and inspiring the children who live at the heart of those communities."

**Ms N Ross | Headteacher | Woodpecker Hall Academy**  
**NSCT Leader of Primary Education**



### **Kingfisher Hall Academy – Enfield**

A two-form entry primary academy serving pupils from Nursery through to Year 6.

"Being part of North Star Community Trust is a huge opportunity for schools to support one another, to share what they do well, and to work together to share our very best practice to the benefit of every child in the Trust. We're all committed to that."

**Miss G Vincent | Headteacher | Kingfisher Hall Academy**



### **Enfield Heights Academy – Enfield**

A one-form entry primary academy currently serving pupils from Reception through to Year 6.

"Being part of a family of schools is exciting and empowering, as we can learn from each other, while at the same time retaining a good level of autonomy. Shared central services keep costs down and we are able to buy in bulk with the purchasing power of a Trust."

**Mrs J Powrie | Headteacher | Enfield Heights Academy**





## **Heron Hall Academy – Ponders End**

**TES Headteacher of the Year 2022**

**Finalists for the Pearson 'Secondary School of the Year' award 2021**

A new and growing secondary school, serving pupils from Years 7 through to 11.

"Many of our students come from the Trust's primary schools, which means we know a great deal about them when they join us. Our mission and purpose is clear and supported by all our staff. The Trust approach is having a transformational impact on the lives of these young people."

**Mr A Barzey | Headteacher | Heron Hall Academy**

# North Star Community Trust

## Staff Benefits Summary

This is a taxable employee benefit; however, the cost is met by the Trust. Our Scheme provides cover for routine healthcare such as optician checkups, dental treatment, physiotherapy, acupuncture and specialist consultations. This cover includes a range of benefits designed to help support your overall health and wellbeing such as specialist scans. The North Star Wellbeing Scheme gives access to a virtual GP service, GP Anytime which is provided 24 /7, 365 days a year. In addition to tax-free cover for you, the North Star Wellbeing Scheme also covers your dependants up to the age of 18 years old. There is no extra cost to add child dependants. Our scheme also gives you the option of upgrading your level of cover or adding a partner at an additional cost.

### Dental

Covers items such as check-ups, braces, dentures, crowns, bridges, white fillings, veneers and teeth whitening. Also covers a practice's dental plan premiums.

### Optical

Cashback on eye tests, prescription glasses, sunglasses, laser eye surgery and contact lenses.

### Chiropody

Covers items such as gait analysis assessments and podiatry treatments.

### Prescriptions

Covers NHS prescriptions charges or the NHS cash equivalent for private prescription treatments.

### Health & Wellbeing

Covers 22 alternative therapies including allergy testing, cognitive behavioural therapy, counselling fees, hypnotherapy and sports massage.

### Health Screening

Cashback for a full health screen, or a Well Man, or Well Woman screen. This allowance is separate to the workplace screening programme we offer as a bolt-on.

### Combined Physiotherapy

Cashback for pain relieving and preventative treatments such as physiotherapy, chiropractic, osteopathy, acupuncture and homoeopathy.

### Specialist Consultation and MRI Scans

Provides cashback for specialist consultation charges, including X-rays and MRI scans, as well as PMI excess charges (excludes company paid PMI).

### Dental Accident

Cover for damaged teeth following a direct blow to the head. Members can claim for veneers, dentures and crowns.

### 24/7 Counselling and Support Helpline

24 hour telephone advice, guidance and support from trained counsellors, legal and medical professionals on a variety of lifestyle issues.

## Employee Assistance Programme

Provides up to 8 face to face counselling sessions and includes a Serious Illness and Accident Support service.

## Fitness and Exercise

Access to offers and discounts on a wide range of fitness clubs and gyms via Health Shield's reward website PERKS.

## Online Health Assessment and Personal Coaching

Instant access to online health assessments and personal coaching tools including videos, factsheets and questionnaires.

## GP Anytime including Private Prescriptions

GP consultation service via phone or webcam, where a GP can also prescribe a private prescription to be delivered to a member's home or workplace.

## PERKS

Members have access to Health Shield PERKS, a website with a large range of discounted retail products and services, offers on travel, cash back on purchases and much more.

Discounts for the brands you love, all year round. Unlike voucher and flash sale sites, you'll always get great deals from brands like Apple, M&S, Virgin Media, GAP & more!

## Advice Services

Our Employee Assistance Programme offers free and confidential advice which is available 24hrs, 7 days a week to you and your immediate family. You will also have access to structured counselling of up to six sessions available either face-to-face or over the phone. The service covers, but is not limited to, Family Issues, Financial Information, Legal Information, Stress & Anxiety and Bereavement.

## Pension Schemes

Pension scheme (Local Government Pension Scheme for Support Staff and Teachers Pension Scheme for Teachers) - both schemes include 3 x salary life assurance cover whilst you remain in service. You don't pay tax or national insurance on your contributions and North Star Community Trust adds a generous employer contribution. All staff are entitled to opt-out of the pension scheme should they wish to do so.

## Holiday Entitlement

Our support staff on 52 weeks a year contracts benefit from a holiday allowance of a minimum of 24 days. This entitlement is in addition to any Bank or Public holidays. Teaching staff and term time only support staff receive the standard school holiday allowance.

## Training and Development

North Star Community Trust believes in training and developing people to achieve their potential. Whatever your aspirations, our training provision offers a range of courses and qualifications. These courses include a suite of National Professional Qualifications (NPQML, NPQSL, NPQH and NPQEL) and apprenticeship opportunities (in disciplines including IT, HR, Business Administration). North Star Community Trust have formed a partnership with The Skills Network, one of the most successful providers of online learning. As part of the partnership several FREE courses are available including: Childcare, education, enhancing skills, digital and wellbeing.

Continued professional development and opportunities across the Trust, including Masters Degrees through our partnership with Warwick University.

## Affordable Accommodation

Access to affordable North Star key worker accommodation from £550 per month all-inclusive of rent, utilities, internet access and maintenance.









## Stronger Together

We look forward to receiving your application, and hopefully be part of our wonderful team at North Star Community Trust.



## Job Description

<b>Job Title</b>	<b>Teaching Assistant</b>
<b>Reports to</b>	<b>Headteacher and Senior Leadership Team</b>
<b>Location</b>	<b>Enfield Heights Academy</b>
<b>Hours</b>	<b>Full Time – 36 hours per week, 39 weeks per year.</b>
<b>Contract Type</b>	<b>Permanent.</b>
<b>Salary</b>	<b>Spine Point 14 - 17 (£20,690 - £21,738 gross per annum, depending on experience) + generous benefits.</b>

## Duties and Responsibilities:

### Classroom

- Provide pupils with the level and type of support specified by the teacher or senior staff member, whilst at the same time encouraging the pupils towards independence and accepting responsibility for their own learning and behaviour.
- Assess children's learning, using technology, at regular intervals throughout the year during group teaching, whole-class support, and interventions.
- Work under the direction of the teaching staff and senior leadership team to prepare and maintain an effective learning environment, preparing work materials and apparatus and clearing up afterwards.
- Participate in the planning of lessons as appropriate, following rigorous training and induction.
- Assist teaching staff in additional planning of work programmes for individuals and groups of children.
- Keep such records of the children's development as are required.
- Demonstrate flexibility at short notice and be open to covering classes should the senior leadership team require this.
- Deliver basic first aid to children should it be required.
- Librarian Responsibilities

### Non-Classroom

- Undertake playground supervision during the mid-morning, lunchtime and/or afternoon breaks and follow the behaviour policy, where necessary, reporting difficulties to a member of the teaching staff.
- To collect and store play equipment prior to and at the end of each lunchtime period.
- Undertake initial health and safety assessment of the suitability of the play equipment prior to use. Report any faulty equipment to an appropriate member of staff.
- Set up play equipment ready for pupils to participate in organised games during the lunch period.
- Actively encourage pupils to have fun and participate in games making certain that they are adequately always supervised.
- Organise appropriate lunchtime activities for pupils in the event of a wet lunchtime when no outside play is possible in accordance with wet play procedures.
- Supervise children during breakfast club or after school care sessions as required.



- To design activities, which promotes and reinforce children's confidence, teamworking abilities and independence through play.
- To encourage and support pupils to develop their own appropriate games.
- To organise groups of pupils for activities, ensuring children are appropriately selected and no child is favoured over another one.
- Check that pupils are wearing suitable clothing and footwear for outside play and organised games. Make sure that pupils always have due regard to safety and good behaviour.
- Sensitively encourage and support the integration of pupils with special needs or disabilities into organised games and activities, where applicable.
- Monitor and support the quiet and sensible movement of children around the school.
- Encourage pupils to eat (including those with packed lunches) especially those with special needs or disabilities. Be aware of pupils on special or restricted diets for medical reasons.
- Encourage independent eating, enhancing social skills and good table manners while the children are eating. Ensure safety with knives and forks. Ensuring pupils tidy/clear up in a satisfactory manner.
- Promoting children's health by assisting them with healthy eating options.
- Cleaning spillages in accordance with the appropriate procedure, where such spillages are dangerous to pupils/staff.
- Deliver basic or paediatric first aid during break / lunch / breakfast club /after school care should the need arise.

### **General**

- Promote positive pupil behaviour in line with school policies using praise and encouragement.
- Establish a supportive relationship with the children and parents concerned.
- Encourage acceptance and inclusion of children with special needs.
- Promote and reinforce children's self-esteem.
- Take part in training activities offered by NSCT to further knowledge.
- Abide by and work towards all the policies within the school e.g., Safeguarding, Health and Safety.
- Liaise regularly with colleagues and/or take part in planning meetings, inset days and any other meetings as required.
- Undertake any other appropriate duties as requested by the Headteacher or Senior Leadership Team.

***The above duties are not exhaustive and the post-holder may be required to undertake reasonable tasks as assigned by the Headteacher.***

## Person Specification: Teaching Assistant / Higher Level Teaching Assistant

You will need to have a can-do attitude and be known for your attention to detail. You will need to be committed to providing excellent customer service and to the aims and objectives of North Star Community Trust as a provider to the highest quality education to children in our area.

### Qualifications and other required experience and skills

<i>Skills - Essential</i>	<ul style="list-style-type: none"> <li>• Ability to work and communicate with young children.</li> <li>• To be diplomatic and tactful.</li> </ul>
<i>Skills - Desirable</i>	<ul style="list-style-type: none"> <li>• Able to deliver planned programmes of work to children.</li> </ul>
<i>Knowledge-Essential</i>	<ul style="list-style-type: none"> <li>• Understanding of Safeguarding in School; Health and Safety; Data Protection.</li> <li>• An awareness of Equal Opportunities and Diversity</li> </ul>
<i>Knowledge- Desirable</i>	<ul style="list-style-type: none"> <li>• Child development</li> <li>• First Aid</li> <li>• Food Hygiene</li> <li>• Code of Practice</li> </ul>
<i>Experience-Essential</i>	<ul style="list-style-type: none"> <li>• Some experience of working in a relevant educational setting.</li> </ul>
<i>Experience- Desirable</i>	<ul style="list-style-type: none"> <li>• Experience of working with children with Special Educational Needs.</li> <li>• Experience of working with children with English as an Additional Language.</li> <li>• Supporting children in English and Maths.</li> </ul>
<i>Qualifications-Essential</i>	<ul style="list-style-type: none"> <li>• GCSE Grade C or above in Maths and English</li> <li>• Level 3 T A standard or equivalent qualification</li> </ul>
<i>Qualifications - Desirable</i>	<ul style="list-style-type: none"> <li>• Foundation Degree</li> <li>• Diploma</li> </ul>
<i>Personal Qualities and Attitudes - Essential</i>	<ul style="list-style-type: none"> <li>• To have a commitment towards own CPD</li> <li>• Open, honest, resilient</li> <li>• Ability to cope and adapt to change.</li> <li>• Demonstrate the commitment towards being part of the life of the Academy.</li> <li>• Able to take the initiative and make decisions.</li> <li>• Patience, kindness, and a genuine interest in children</li> <li>• Adaptability, flexibility, and ability to work as a team with members of staff.</li> </ul>

<i>Personal Qualities and Attitudes - Desirable</i>	<ul style="list-style-type: none"> <li>• Confidence in dealing with children.</li> <li>• Demonstrates an understanding of and a commitment to school improvement at all levels.</li> </ul>
<i>Safeguarding:</i>	<ul style="list-style-type: none"> <li>• <i>Commitment to completing all required in person and online Safeguarding and KCSIE trainings.</i></li> <li>• <i>Commitment to equality of opportunity and the safeguarding and welfare of all pupils.</i></li> <li>• <i>Adhere to the Academy's data protection procedures.</i></li> <li>• <i>Willingness to undertake training.</i></li> </ul>

## Next Steps

To apply please visit TES via the green quick apply button shown on the advert. You can view the roles available at the school and apply via the TES by clicking on the link here:

[Teaching Assistant, Enfield - Tes Jobs](#)

***We are dedicated to safeguarding and promoting the welfare of children and expect all staff to share this commitment. The successful candidate will be subject to enhanced clearance through the Disclosure and Barring Service.***

***In line with KCSIE updates, an online search will be conducted as part of our due diligence checks on shortlisted candidates.***

***We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible.***



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