



WE ARE ASTREA

TEACHING ASSISTANT

ASTREA ACADEMY SHEFFIELD (PRIMARY)
PART OF ASTREA ACADEMY TRUST

APPLICANT BRIEF





Open Letter from the Regional Director, Andrew Crossley

Dear Candidate,

We are excited to be recruiting new team members to be a Teaching Assistants at Astrea Academy Sheffield Primary, as we look to the next phase of its development.

Astrea Academy Sheffield is on an exciting journey. As a new school in 2018, with nursery and reception pupils upon opening, it has now has pupils from nursery to year 3, next year will include year 4 pupils and will be fully grown over the next 3 years to include pupils up to Year 6. The leadership team have introduced some strong initiatives, including a coherent and knowledge rich curriculum. Staff are flourishing from the additional training and support given by our Trust Central Team, as well as from academy staff coaching and other external partners. High expectations of learning behaviours underpin successful improvements learning and outcomes for pupils. We now seek the right people to support teaching and learning, in the role of Teaching Assistant, who will support in our classrooms, deliver interventions and work 1:1 with children, to break down barriers to learning and help them achieve their potential.

This pack contains the information of the opportunity with us. The successful candidate will share the Trust's vision for a brilliant education, underpinned by experts in the classroom, a world-class curriculum and excellent behaviours.

We are looking for someone who is caring and patient and who is committed to their own development, and to the view that children deserve a fantastic school experience. The successful candidate will be part of our team, looking after pupils from all across the academic spectrum, including those with special needs. They will be instrumental in breaking down barriers to understanding and learning whether that be supporting whole class teaching, delivering small group interventions or working 1:1 with children who need more tailored and focused support with their learning.

In return, we offer a welcoming, friendly and supportive community of staff, pupils and families; training and support from key members of staff, both at school and from the trust in order to support learning, impactfully and with confidence; and the chance to make a real difference in pupils' lives and see them flourish and grow as rounded members of society.

If you are a passionate, authentic and driven person who has high expectations and aspirations and believes that we have a collective responsibility for our pupils please contact me at andrew.crossley@astreaacademytrust.org and we can discuss the opportunity further.

I look forward to hearing from you.

Andrew Crossley
Regional Director of Primary



JOB DESCRIPTION

SALARY	SCC Grade 3 – Scale point 5-6 (Actual Salary £16,544 to £16,875)
CONTRACT TYPE	Permanent
WORKING PATTERN	Monday to Friday, Term Time Only + 1 week (5 INSET days)
HOURS PER WEEK	37 hours

Purpose Statement

Purpose

The Teaching Assistant will work under the direct instruction of the SENDCo and teaching staff to support access to learning for children and to assist the teacher in the management of children and the classroom. Work may be carried out in the classroom or outside the main teaching.

Main Duties and Responsibilities:

Main duties

- ★ Provide a high standard of physical, emotional, social and intellectual care for pupils
- ★ To act as the Key Worker for specific pupils
- ★ Support staff and help facilitate the active participation of children in the social and academic activities of the academy
- ★ Contribute to raising standards of achievement for all children
- ★ Provide support to other members of staff
- ★ To assist with the class teachers (and other professionals as appropriate), in the development of suitable programmes for Learning Plans / My Plans / Educational, Health & Care Plans
- ★ Implement and support the daily routines of pupils
- ★ Help with the planning and implementation of a programme of activities/interventions suitable to the age range and to prepare and complete activities to suit each pupil's stage of development
- ★ Contribute to the development and provision of a high quality learning environment, which will meet the individual and collective needs of all pupils
- ★ Liaise with and support parents and other family members as directed by the teacher/SENDCo

Supporting our pupils

- ★ Clarify and explain instructions, tasks and learning
- ★ Ensure pupils have access to the appropriate materials and equipment
- ★ Motivate and encourage
- ★ Foster good behaviour, care & consideration for others
- ★ Encourage pupils to think and talk about their learning
- ★ Promote the development of self-control, concentration & perseverance
- ★ Assist with developing children's responsibility for looking after resources, the academy, their uniform and each other
- ★ Provide focused support for scholars with identified specific needs
- ★ Promote and reinforce pupils' self-esteem



- ★* Supervise pupil break/lunch time and plan and organise break/lunch activities to structure and support enjoyable, safe break and lunch times for pupils.

Supporting Teaching

- ★* Assist in the development of suitable programmes of support and teaching resources for pupils
- ★* Support teaching and learning by working with identified pupils and focus groups
- ★* Contribute to the planning of differentiated activities for the classroom
- ★* Contribute to reviews (both statutory and non-statutory) of the pupil's progress
- ★* Provide regular feedback about the pupils to the teacher
- ★* Carry out a range of other administrative and clerical tasks for teachers e.g. photocopying, inputting assessment data etc.
- ★* Support special class events and visits

Strengthening Community

- ★* Promote the internal and external high expectations, perceptions and standards of the academy to the wider community
- ★* Support and academy culture which takes account of the richness and diversity of our communities
- ★* Recognise and challenge any incidents of racism, bullying, harassment, victimisation and any form of abuse of equal opportunities, ensuring compliance with relevant policies and procedures and making sure the individual/s involved understand it is unacceptable
- ★* Be a positive role model for the pupils and parents
- ★* Maintain positive professional relationships with all colleagues



PERSON SPECIFICATION

EXPERIENCE

- ★ Experience of working within an education setting
- ★ Experience of working within pupils between the ages of 5 and 11
- ★ Up to date knowledge of good practice in primary education
- ★ Understanding of and commitment to Equal Opportunities and anti-discriminatory practice

EDUCATION & QUALIFICATIONS

- ★ GCSE English & Maths grade C or above (or equivalent)
- ★ Level 3 TA qualification or equivalent
- ★ Recent first aid qualification is desirable

SKILLS & KNOWLEDGE

- ★ Have a commitment to children, their families and the community
- ★ Excellent written and oral communication skills
- ★ Ability to observe and monitor progress, and maintain records
- ★ Working knowledge of national curriculum
- ★ Good organisation and management skills
- ★ Be able to work as part of a team
- ★ Pro-active in supporting pupils in class
- ★ Be friendly and have a flexible approach to work
- ★ Ability to work from instructions and own initiative
- ★ Be enthusiastic
- ★ Be non-judgemental
- ★ Willingness to assist and participate in the wider aspects of school life
- ★ Have a calm and confident manner
- ★ Demonstrate personal and professional integrity, including modelling Astrea values and vision
- ★ Commitment to promote and support the aims and value partners of Astrea Academy Sheffield
- ★ Effective time management

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. Posts are subject to enhanced DBS checks. For further details on the recruitment process, please review our Recruitment Pack. This can be found attached to each vacancy or requested by emailing recruitment@astreaacademytrust.org