Teaching Assistant

Application Pack

Ravens Academy,

Clacton-on-Sea, Essex

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We’re on a mission

01. About Academy

Transformation Trust

Our mission is to provide the very best education for all pupils and the highest level of support for our staff to ensure every pupil leaves our academies with everything they need to reach their full potential.

These are the things we hold dear

Transparency

As a charity founded on strong ethical practices, Academy Transformation Trust takes pride in being open, honest and crystal clear in everything we do.

Innovation

We are constantly striving to do all we can to make education the best it possibly can be. We are brave in our actions and do everything we can to have a positive impact on whole child development.

Collaboration

We believe the future of education relies upon effective collaboration between academies, and better collaboration between academies and their local communities.

Ambition

We are determined to improve education nationwide by encouraging collaboration and giving academies everything they need to realise their full potential.



We believe every child matters and deserves a first class education.

Our team knows first-hand how to make education better for schools, pupils and their teachers.

For us, the future of UK education relies upon schools working closely together to share best practices, giving every child the best chance in life. We set up ATT to make this vision a reality.

As a not for profit trust, we work with our growing family of primary and secondary academies, and further education providers in the Midlands, East of England and South East.

Ravens Academy is part of the Academy Transformation Trust family of academies.

We are very proud of each of our children and we continue to work hard to inspire every pupil in our academy to succeed and develop.

We are committed to providing a safe, friendly learning environment and our dedicated, creative staff team respond to all of our children’s needs enabling them to achieve their full potential.

Life at Ravens Academy is fun, enjoyable and enriching. We value and support our families and foster a relationship that shows mutual respect and trust.

High priority is given to quality teaching of English and maths and the use of technologies across the curriculum.

Life at Ravens Academy is fun, enjoyable and enriching. We value and support our families and foster a relationship that shows mutual respect and trust.

High priority is given to quality teaching of Literacy and Numeracy and the use of technologies across the curriculum.

To find out more, please visit www. ravensacademy.attrust.org.uk

02. Ravens Academy Information

To work in partnerships with class teachers to support learning in line with the national curriculum, codes of practice and school policies and procedures. To provide support to pupils in a particular curriculum across the school or support pupils with severe learning, behavioural, communication, social, sensory or physical difficulties.

Key responsibilities are:

* Take an active role in the preparation, maintenance and control of stocks of materials and resources

03. Job Description

Teaching Assistant – Primary Academy

* Working with individuals or small groups of children under the direction of teaching staff
* Understand specific learning needs and styles and provide differentiated support to pupils individually and within a group
* Implement planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to pupils’ responses as appropriate
* Establish positive relationships with pupils supported
* Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher
* Support pupils with activities which support literacy and numeracy skills
* Support the use of ICT in the classroom and develop pupils’ competence and independence in its use
* To be involved in planning, organising and implementing IEPs, including attendance at, and contribution to, reviews
* Promote the inclusion and acceptance of children with special needs within the classroom ensuring access to lessons and their content through appropriate clarification, explanation and resources
* Promote positive pupil behaviour in line with school policies and help keep pupils on task
* Participate in planning and evaluation of learning activities with the teacher, writing reports and records as required
* Monitor and record pupil responses and learning achievements, drawing any problems which cannot be resolved easily to the attention of the teacher
* Support learning by selecting appropriate resources/methods to facilitate agreed learning activities
* Attend to pupils’ personal needs including help with social, welfare and health matters, including minor first aid.
* Liaise with staff and other relevant professionals and provide information about pupils as appropriate
* To assist with the display and presentation of pupils’ work
* To supervise pupils for limited and specified periods including break-times when the postholder should facilitate games and activities
* To assist with escorting pupils on educational visits

Other

* To understand and apply school policies in relation to health, safety and welfare
* Attend relevant training and take responsibility for own development
* Attend relevant school meetings as required
* To respect confidentiality at all times
* To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
* To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
* Ensure that all duties and services provided are in accordance with the School’s Equal Opportunities Policy
* The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

The duties above are neither exclusive nor exhaustive and the postholder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

04. Person Specification

Teaching Assistant – Primary Academy

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| --- | --- | --- |
|  | Detail | Examples |
| Qualifications and Experience | Specific qualifications and experience:Knowledge of relevant policies and procedures:Literacy:Numeracy:Technology: | * Successful experience working with children in a school/early years environment
* Educated to NVQ Level 2 in learning support/early years, NNEB or equivalent qualification/experience
* Completion of DCSF induction programme
* Basic knowledge of First Aid and understanding of the School
* Good reading and writing skills
* Good numeracy skills
* Knowledge of basic ICT to support learning
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| Communication | Written:Verbal:Language:Negotiations: | * Ability to write basic reports
* Ability to use clear language to communicate information unambiguously
* Ability to listen effectively
* Overcome communication barriers with children and adults
* Consult with children, their families, carers and other adults
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| --- | --- | --- |
| Working with children | Behaviour management:SEN:Curriculum:Child Development:Health and wellbeing: | * Understand and implement the school’s behaviour management policy
* Ability to understand and support children with support developmental difficulty or disability
* Good understanding of the school curriculum
* Knowledge of literacy/numeracy strategies
* Good understanding of the general aspect of child development
* Ability to assess progress and performance
* Understand and support the importance of physical and emotional wellbeing
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| Working with others | Working with partners:Relationships:Team work:Information: | * Understand and support the importance of physical and emotional wellbeing
* Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults
* Ability to work effectively with a range of adults
* Know when, how and with whom to share information
* Ability to follow instructions accurately
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| Responsibilities | Organisational skills:Line management:Time management:Creativity:  | * Good organisational skills
* Ability to remain calm under pressure
* Ability to support the work of volunteers and other teaching assistants in the classroom
* Ability to manage own time effectively
* Demonstrate creativity and an ability to resolve routine problems independently

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| General | Equalities:Health and safety:Child protection:Confidentiality/data protection:CPD: | * Awareness of and commitment to equality
* Basic understanding of Health & Safety
* Understand and implement child protection procedures
* Understand procedures and legislation relating to confidentiality
* Be prepared to develop and learn within the role
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05. How to apply

Ravens Academy,

Clacton-on-Sea, Essex

Salary:

SCP 3 - 6 (Pro Rata)

Closing date:

20 September 2019 midday

Interviews:

27 September 2019

Start Date:

07 October 2019

Visits to the school:

For further information about the role and the academy, or if applicants wish to visit prior to completing their application, please the academy on 01255 424328.

Applying

Please apply by visiting

www.academytransformationtrust.co.uk/vacancies



Address:

Academy Transformation Trust

Room 501

1 Victoria Square

Birmingham

B1 1BD

Visit:

academytransformationtrust.co.uk

Call:

0121 632 2340 / 2341

Email:

hrandfinance@ravensacademy.attrust.org.uk

 @AcademyTrust

Forward as one.

Improving Education Together.