



Gladstone Primary Academy



Gladstone Primary Academy

Application Information Pack

Teaching Assistant – Early Years Foundation Stage



Working together to transform lives through education



Principal's Welcome



Dear Applicant,

Thank you for considering a position with us at Gladstone Primary Academy. We are excited to share our vision for a vibrant and multicultural learning community where every child is happy, feels valued, and experiences success.

At Gladstone, you will be part of a dedicated team that contributes to a stimulating and challenging environment. Our aim is to foster confidence and eagerness to learn among our pupils, and every role in our academy is vital in helping the children realise their potential and achieve great things.

As a valued member of our academy community, you will work closely with parents and carers to ensure that every child receives the support they need. This partnership enhances the educational experience and builds a supportive network for both our pupils and their families.

Our academy is part of Thomas Deacon Education Trust (TDET), which offers valuable opportunities for collaboration with its other academies and partnerships throughout Cambridgeshire. You'll be able to share expertise and best practice with a network of professionals, exchanging ideas and supporting each other's growth. As well as providing enriched education for our pupils, this integrated approach offers opportunities for your own development.

In addition to professional opportunities, you can expect an aspirational atmosphere with dedicated colleagues and supportive leadership. We value input from all team members and encourage a culture of open communication and shared goals.

We are excited to welcome you to Gladstone Primary Academy. Together, we can provide the best possible start to every child's education and lifelong learning journey.

If you have any questions or would like to arrange a visit, please do not hesitate to contact me.

Warm regards,

Mr Simon Martin | Principal

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Job Description

Job Title	Teaching Assistant EYFS
Reports to	HLTA
Salary/Grade	Pathway 3
Date Last Evaluated	May 2021
Core Purpose	To support the progress of students with additional learning needs and physical needs in class and/or in small groups to overcome barriers to learning.

Key Responsibilities

Supporting the Student

- Under the guidance of the Class Teacher undertake work/care/support programmes to enable access to learning for students.
- Take responsibility for adapting and delivering learning activities with individuals or small groups who would benefit from a different learning approach as agreed with the Class Teacher or SENCo.
- Encourage and promote the inclusion and acceptance of all students.
- Aid the learning of students by:
 - o Clarifying and explaining instructions.
 - o Ensuring that the child is able to use the equipment and materials provided.
 - o Motivating and encouraging the child as required.
 - o Developing appropriate resources to support the student/students.
 - o Helping students to concentrate and to finish the work set.
 - o Liaising with the Class Teacher regarding strategies for individual students.
- Provide feedback to students in relation to progress and achievement under guidance of the Class Teacher.
- Support students by providing personal and intimate care when required
- Support students with physical needs with everyday activities, including, but not exclusively, movement around the school site
- Support pupils' learning using age related communication and interaction approaches.



Supporting the Teacher

- Organise the learning environment and develop classroom resources as required.
- Monitor and track progress and provide feedback to assist in developing strategies for individual students.
- Provide detailed and regular feedback to teachers on students' achievement, progress, barriers to learning.
- Contribute to the management of student behaviour, including anticipating and taking action to prevent potential problems arising.
- Undertake support activities for the Class Teacher as required.

Supporting the Curriculum

- Support the use of ICT in learning activities and develop students' competence and independence in its use.
- Provide targeted support to enhance learning and improve attainment.
- Support specialised withdrawal programmes e.g. oracy, handwriting, phonics, etc...

Supporting the School

- Be aware of, and comply with, policies and procedures, e.g. child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Accompany staff and students on visits, trips and out-of-Academy activities as required.
- Develop and maintain effective relationships with other staff, parents and carers.
- Attend relevant meetings as required.

General Responsibilities

- Comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- Create and maintain positive and supportive relationships with staff, parents, business, community and other stakeholders.
- Be aware of the School's duty of care in relation to staff, students and visitors and to comply with all health and safety policies at all times.
- To engage with appropriate training opportunities to promote professional effectiveness in this



role.

- Participate in the ongoing development, implementation and monitoring of the Trust and Academy Improvement Plans.
- To treat all information acquired through employment, both formally and informally, in strict confidence.
- To be aware of the school's responsibilities under the General Data Protection regulations (GDPR) for the security, accuracy and relevance of personal data held on such systems and ensure that all processes comply with this.
- Be aware of and comply with policies and procedures relating to child protection, reporting all concerns to the Designated Safeguarding Lead.
- Be aware of and comply with the codes of conduct, regulations and policies of the Trust and Academy and its commitment to equal opportunities.

The duties and responsibilities listed above describe the post as it is at present. It cannot be read as an exhaustive list of duties and may be altered at any time with Academy approval.

Note: Every job description in the organisation will be subject to a review either:

- On an annual basis at the time of the annual appraisal meeting, or
- As a result of a change in strategic direction, or
- As a result of a team/operational requirements, or

It is the shared responsibility of the post holder and their manager to ensure that the job description is kept up to date.



Person Specification

Attribute	Essential or Desirable	Assessment
Qualifications		
GCSE A*-C in Maths and English (or equivalent)	E	A
Education to Level 3 or above	D	A
Evidence of professional development	D	A
Knowledge & Understanding		
Knowledge of early child development and the ways in which students learn	E	A/I/T
Understanding of equal opportunities	E	A/I
Knowledge and understanding of Safeguarding/how to keep children safe	E	A/I
Understanding of the needs of students with additional learning needs	D	A/I
Understanding of the needs of students with Communication and Interaction needs, Cognition and Learning needs, SEMH needs and physical disabilities	D	A/I
Knowledge of behaviour management strategies	D	A/I
Skills & Abilities		
Ability to assist students on an individual basis, in small group and whole class work	E	A/I/T
Ability to explain tasks simply and clearly, encouraging independence	E	A/I/T
Ability to supervise students and adhere to defined behaviour management policies	E	A/I
Ability to work well both as part of a team and individually	E	A/I
Ability to communicate effectively with a wide range of people (e.g. students, staff, parents)	E	A/I
Excellent organisational skills	E	A/I/T
Ability to show initiative and prioritise work	E	A/I
Ability to follow direction and work in collaboration with Class Teacher and other TAs	E	A/I
Ability to deal with confidential information as appropriate	E	A/I
Ability to display work effectively, and make and maintain basic teaching resources	E	A/I
Ability to be flexible and adapt to changing situations	E	A/I/T
Ability to monitor, record and make basic assessments about individual progress	D	A/I



Ability to suggest alternative ways of helping children if they are unable to understand	D	A/I/T
Ability to communicate the process of behaviour management with students	D	A/I
Ability to learn and adapt from past experience	D	A/I
Ability to speak another language	D	A/I
Experience		
Experience of working with children	E	A/I/R
Experience of working in an early years setting (Nursery or Reception)	E	A/I/R
Experience of working with students with additional needs (SEND / SEMH / EAL / Physical disabilities)	D	A/I/R
Experience of providing personal and intimate care	D	A/I/R
Personal Commitment		
Demonstrate and adhere to TDET and Academy's Core Values.	E	A/I
Commitment to equality and diversity in the workplace.	E	A
Adhere to GDPR guidelines and the Academy's internal procedures.	E	A
Adhere to the Academy's Safeguarding and Prevent policy and procedures.	E	A/I
Adhere to TDET's Health and Safety policy and procedures.	E	A

Assessment methods

A – Application I – Interview T – Task/Activity L – Lesson Observation
R – References



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