



RECRUITMENT PACK

Teaching Assistant Level 3



Welcome from the CEO



Welcome to our multi academy trust.

Thank you for your interest in joining Vision Multi Academy Trust as a Teaching Assistant at East Ward Primary School.

We are very proud of our Trust. Our Members, Trustees and Staff work relentlessly in collaboration to ensure our pupils have an exceptional education.

Vision MAT was formed in July 2017. It came into fruition as a natural development of positive relationships built between neighbouring schools in the local area. We continue to work in partnership with all schools in the locality and beyond. We believe that collaboration is the key to a successful education system.

All Schools within Vision MAT have the commitment to share their ideas, their expertise and their unique experiences, so that children and staff can learn, develop and grow together.

We take collective responsibility for our pupils; pooling our energy to find solutions to problems that arise and removing barriers that may prevent success.

As the Chief Executive Officer, it is my role to oversee the teams and strategies the MAT uses to ensure that we are consistently delivering the highest quality teaching and learning and operate with effectiveness. We focus on being good, or better every day. We are delighted that all schools within Vision MAT have been graded good by Ofsted. Our aspirational culture ensures that we work tirelessly to support and challenge our pupils to be the very best that they can be.

If you believe you can make a positive contribution to our Trust and its schools, then we would be delighted to hear from you.

Yours faithfully

A handwritten signature in black ink, appearing to read 'C McLachlan'.

Carol McLachlan
Chief Executive Officer

Dear Candidate

The Governors of East Ward Primary School are seeking to employ an enthusiastic and passionate Teaching Assistant to support children with special educational needs. This post is permanent. Hours of work are 32.5 hours per week, term time only worked in accordance with service requirements. The salary is £19,395 per annum.

East Ward Primary School is a good school which enables pupils to learn in a climate which motivates and engages.

Are you...

- ➡ Experienced in working with children?
- ➡ Able to demonstrate good communication, numeracy and literacy skills?
- ➡ Willing to build a secure knowledge of the learning support needs of individual pupils?

If yes, we want you to apply for this post.

You must possess a willingness to participate in relevant training and development opportunities.

You will be welcomed into a team committed to continually raising standards and upholding the distinctive ethos of this friendly and inclusive school.

Employees of East Ward Primary School have a responsibility for, and must be committed to, safeguarding and promoting the welfare of children and young people and for ensuring they are protected from harm.

If you wish to visit the school prior to making an application, please contact the school on 0161 764 6065 or by e-mail at cwells.eastward@visionmat.com

Closing date on **Monday 30th June 2025 at 10:00am**

Shortlisting to take place on **Monday 30th June 2025.**

Interviews to take place on **Thursday 3rd July 2025.**

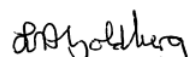
We have a commitment to safeguard and promote the welfare of children, so an enhanced criminal record check will be undertaken for the successful candidate. The offer of employment is also subject to two satisfactory references, one being from your current or most recent employer. We will also require confirmation of qualifications, proof of your identity and your right to work in the UK.

Thank you for your interest in Vision Multi Academy Trust and East Ward Primary School. Best wishes for your application.

Yours faithfully,



Ms Carol McLachlan, CEO



Mr Laurence Goldberg, Chair of Trustees



VISION MULTI ACADEMY TRUST
JOB DESCRIPTION & PERSONAL SPECIFICATION

Post Title:	Teaching Assistant Level 3	
Salary:	£19,395 per annum (Accurate)	Post Grade: Grade 7
Location:	East Ward Primary School Willow Street, Bury, BL9 7QZ	Post Hours: 32.5 hours per week Monday – Friday, Term time only
Purpose and Objectives of Post: East Ward Primary School wish to appoint an enthusiastic and highly motivated Level 3 Teaching Assistant to work with an individual and small group basis with pupils across school and supporting in Class to meet the needs of all learners including those with SEND.		
Accountable to: Mrs Kathryn Mort - Headteacher		
Immediately Responsible to: Senior Leadership Team		
<p>The main aim of this role is to support teachers in providing learning activities for individuals and groups of pupils under the professional direction and supervision of a qualified teacher, differentiating and adapting learning programmes to suit the needs of allocated pupils.</p> <p><u>We are looking for a teaching assistant who:</u></p> <ul style="list-style-type: none"> • Is committed to our school ethos and values • Is highly skilled, creative and conscientious • Is experienced in working with children • Has good reading, writing, maths and communication skills, including the use of correct standard English • Is hardworking with excellent time management skills • Has a positive and flexible approach • Is nurturing and supportive • Enjoys working as part of a dedicated, vibrant and creative staff team <p><u>We offer:</u></p> <ul style="list-style-type: none"> • A strong commitment to continued professional learning including training specific to the role • A culturally diverse setting • A caring, inclusion environment • A hardworking and welcoming staff team • Children who embody our trust values of Happy, Proud, Challenged and Successful • A well-resourced curriculum with opportunities for creativity • A driven leadership team who will champion your career <p>Hours of work are 32 ½ hours per week, Monday to Friday, term time only, worked in accordance with service requirements.</p>		

Duties/Responsibilities

General duties

- Work with children in all year groups – initially in KS1 / Lower Key Stage Two.
- To be familiar with the school curriculum, the age-related expectations of pupils, the main teaching methods of our school and the testing/examination frameworks in the subjects and age ranges in which you are involved.
- Assist the teacher to prepare classrooms for lessons and activities, including supporting pupils with special educational needs and disabilities.
- To support pupils with SEMH needs to participate in class activities.
- To use a range of strategies consistently to support pupils with SEND needs and actively engage in meetings with the class teacher, SENCo and pastoral team to facilitate the child's progress.
- Encourage pupils to interact with others and engage in activities led by classroom staff.
- Supervise pupils' work and offer support where necessary.
- Provide administrative and clerical support to teaching staff and other TAs regarding lesson and resources.
- To contribute effectively to the selection and preparation of teaching resources that meet the diversity of pupils' needs and interests.
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- To support teachers in evaluating pupils' progress through a range of assessment activities.
- Monitor the needs and behaviour of pupils, and report these to teaching staff where appropriate.
- Undertake pupil record keeping as requested, e.g. logging safeguarding concerns as appropriate.
- Assist teaching staff and other TAs with creating and maintaining displays throughout the school.
- To cover classes for short-term absence to supervise work that has been set by the teacher.
- Establish and maintain constructive relationships with pupils' parents
- Be a good role model to pupils in terms of behaviour and attitude.
- Be proactive in managing pupil behaviour.

Supporting the school

- Contribute to the ethos, value and aims of the school.
- Comply with all relevant legislation and school policies, including those relating to safeguarding, health and safety and data protection.
- Maintain good working relationships with other staff members and keyholders, including parents and external agencies.
- Share expertise and skills with other staff members.
- Promote inclusion and acceptance of all pupils.
- Assist with the supervision of pupils out of lesson times, including lunchtimes.

Teaching and learning

- Develop a secure knowledge of the learning support needs of individual pupils.
- Identify where pupils are struggling, e.g. engaging with a particular topic, and support them in understanding the information and complete the work.
- Support the use of ICT and computing in learning activities, and develop pupils' competence and independence in its use.
- Undertake activities set by teaching staff with individuals, or groups of pupils, to support pupils' learning.
- Assist teaching staff to implement a variety of teaching strategies that support pupils in achieving their learning goals.
- Assist teaching staff and the SENCO with the creation of individual learning plans for pupils.
- Provide support to pupils in specialist areas of learning as required, such as carrying out 'keep up' interventions to accelerate the progress of groups of pupils.

Communication and coordination

- Work closely with teaching staff, other TAs and the SENCO to close the attainment gap between individual pupils, groups of pupils, and their peers.

Person Specification		
<u>SHORT-LISTING CRITERIA</u>	<u>ESSENTIAL</u>	<u>DESIRABLE</u>
Qualifications and Training		
<ul style="list-style-type: none"> • Two or more GCSEs at grades 9 to 4 or equivalent, including English and maths. • A degree in a relevant field or other relevant qualification. • First aid training. • Safeguarding training. • Evidence of recent CPD. 	✓ ✓	✓ ✓ ✓
Skills and Experience		
<ul style="list-style-type: none"> • Experience of working with children. • Experience of record keeping and monitoring. • Effective oral and written communication skills. • Demonstrable levels of numeracy and literacy. • Excellent communication skills. • Effective problem-solving skills. • The ability to remain calm under pressure. • The ability to be proactive in seeking solutions. • Good organisational skills and time management. • Experience of working in an educational environment. • Experience working with children and young people with additional needs. • Experience in multi-agency working. 	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	✓ ✓ ✓
Knowledge		
<ul style="list-style-type: none"> • Knowledge of areas of legislation relevant to child protection and safeguarding. • Knowledge of relevant school policies • Knowledge of the curriculum • Knowledge of legislation and statutory guidance specific to EYFS and primary school phase. 	✓ ✓ ✓	✓
Personal Traits		

The successful candidate will have

- Able to work independently but also as part of a team.
- Dedicated to their practice
- Punctual and professional
- Able to maintain successful working relationships with colleagues.
- Reliable and able to be flexible in their approach to work.
- Positive and engaging.
- Able to plan and take control of situations.
- Capable of handling demanding workload and successfully prioritising work
- Empathetic to those who face barriers to their learning.
- Patient with pupils who take longer to understand information.

Additional requirements

- The capacity to work flexibly.
- An enhanced DBS check.
- Available references from a previous employer or organisation