



**CARLINGHOW**  
ACADEMY



**GREAT  
HEIGHTS**  
ACADEMY TRUST

*Achieving excellence together*

*Welcome to Carlinghow Academy where we are currently looking to appoint a new Educational Teaching Assistant.*

*Great Heights Academy Trust strive to always provide an inspirational, positive and welcoming environment where there is a sense of pride and fun and where everyone works together with confidence, enthusiasm and mutual respect. We aim to nurture academic, personal, spiritual and social development in a caring and professional manner so that all can achieve their full potential, and all can reach GREAT heights.*



## **Educational Teaching Assistant**

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CANDIDATE INFORMATION PACK



## ► Welcome

Dear Colleague,

I am delighted that you are considering the position of Educational Teaching Assistant at Carlinghow Academy.

We are seeking to recruit an individual to work in our school who has the inspiration, drive, and motivation to make a difference to the lives of young people. It is a unique moment in time to join the team as we continue our exciting journey with Great Heights Academy Trust.

It gives me great pleasure to introduce myself as the Principal of Carlinghow Academy. Carlinghow Academy is a safe, warm, welcoming, and inclusive school where all stakeholders have the children's best interest at heart.

The children at Carlinghow Academy are amazing! They have shown resilience through change and have always put 100% into everything they do. They are well mannered, caring, inclusive and have a real love of learning.

I am immensely proud of this school and hope that the website gives you an insight into all the work that we do. If, you are considering applying for the position at this school, you are welcome to come and visit us. Please contact the school office to arrange a time to come and see our school in action.

I look forward to receiving your application, best of luck to all.

Yours sincerely,

Mr A Midgley

Executive Principal



## Overview of the Position for Carlinghow Academy

We are seeking highly driven and talented individuals to join our thriving Multi-Academy Trust which is fully committed to making a difference to the life chances of our pupils. We are keen to hear from candidates who have a successful background in working with young people and who are capable of playing a major role in our evolving plan to deliver exceptional 2-18 provision for the pupils in our growing MAT.

We want to hear from individuals who have the qualities and drive to make the most of this unique moment in time. The successful applicants should have a strong track record of impact and share the Trust's vision. You will need to be an articulate and strong communicator with proven strengths in engaging, inspiring and motivating students and young people at all levels.

## About the Trust

The Trust currently comprises of seven primary schools: three in Calderdale (The Greetland Academy, West Vale Academy and Bowling Green Academy), one in Leeds (Raynville Academy) and three in Kirklees (Carlinghow Academy, Nields Academy and Marsden Junior School). We currently have two secondary schools (The Mirfield Free Grammar School and Colne Valley High School). We also have a Trust Head Office based at Riverside Mills in Elland.

To find out more about our Trust, please view our [Stakeholder Overview](#).

*Great Heights Academy Trust is committed to safeguarding and promoting the welfare of children and we expect all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974: pre-employment checks will be carried out; references will be sought, and successful candidates will be subject to an enhanced DBS check, an online search, and other relevant checks with statutory bodies.*



### ▶ Our Trust Vision

Our Trust vision has school improvement at its heart that will benefit all children in Trust schools.

### ▶ We aim to

- ✓ Develop an effective partnership of schools that share a commitment to raising standards.
- ✓ Strengthen the partnership by valuing the uniqueness of each school and expecting all schools to contribute.
- ✓ Foster relationships based on mutual respect with a balance of autonomy and accountability.
- ✓ Share expertise – both best practice and best practitioners.
- ✓ Develop all teachers and leaders through effective professional development.
- ✓ This Trust vision drives both our School Improvement Strategy and our Strategy for Growth.

### ▶ Our Vision and Values Statement

*The Great Heights Academy Trust strives to always provide an inspirational, positive and welcoming environment where there is a sense of pride and fun and where everyone works together with confidence, enthusiasm and mutual respect. We aim to nurture academic, personal, spiritual and social development in a caring and professional manner so that all achieve their full potential and all can reach GREAT heights.*

### Current Trust Academies and Designations

Our mantra across our partnerships embraces the following themes:

**G**

Great teaching and learning opportunities for all in the partnership

**R**

Real life opportunities to develop an understanding of the wider world

**E**

Enthuse a love of learning and mutual respect

**A**

Academic development to nurture potential for all

**T**

Thorough accountability

GHAT has access to a wide support network through our designations. These offer support to all of our schools.





## JOB DESCRIPTION

**Position:** Educational Teaching Assistant

**Department:** Carlinghow Academy

**Responsible to:** Principal  
Deputy Principal  
Teacher

### Prime Objectives of the Post

To work under the instruction and guidance of teaching/senior staff to undertake work programmes, to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area.

### Statutory Requirements

- It is aligned to the [Local Government Terms and Conditions](#), set out in the statutory guidance.

### Membership of the Trust

- To be an ambassador for the developing MAT, ensuring both internal and external colleagues are aware of the vision, culture, and ethos within the trust.
- To contribute to the delivery of the MAT school improvement offer and subsequent gains of being in Great Heights Academy Trust.
- To ensure all trust systems, processes and procedures are adhered to as requested from the Trust post holders.

### Main Duties and Responsibilities

- To supervise and provide support for pupils, including those with special needs, ensuring their safety and access to learning activities
- To assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes
- To establish constructive relationships with pupils and interact with them according to individual needs
- To promote the inclusion and acceptance of all pupils
- To encourage pupils to interact with others and engage in activities led by the teacher
- To set challenging and demanding expectations and promote self-esteem and independence
- To provide feedback to pupils in relation to progress and achievement under guidance of the teacher
- To create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work
- To use strategies, in liaison with the teacher, to support pupils to achieve learning goals
- To assist with the planning of learning activities
- To monitor pupil's responses to learning activities and accurately record achievement/progress as directed
- Provide detailed and regular feedback to teachers on pupil's achievement, progress, problems etc



- To promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- To establish constructive relationships with parents/carers
- To administer routine tests and invigilate exams and undertake routine marking of pupils' work
- To undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses
- To undertake programmes linked to local and national learning strategies - literacy, numeracy, early years-recording achievement and progress and feeding back to the teacher.
- To support the use of ICT in learning activities and develop pupils' competence and independence in its use
- To prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use
- To be aware of and comply with policies and procedures relating to Safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- To be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- To attend and participate in relevant meetings as required.
- To accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher

## General

- To uphold the Nolan Principles of public life.
- To support the Trust climate for learning and a culture of achievement and high expectation.
- To develop effective working relationships within our Trust schools, external partners, and other agencies to promote continuity of learning.
  - To act as a positive role model to staff, maintaining high professional standards and high levels of care for pupils.
  - To fully participate in CPD and appraisal activities.
  - The post holder will also be expected to undertake any professional duties required by the Principal
    - The post holder is responsible, alongside the Strategic designation boards, core staff and key stakeholders, for implementing the vision for the Trust, which inspires and motivates the Trust partners and community.
    - This job description is not intended to be comprehensive, and the job holder may be asked to perform other duties commensurate with the post as directed, to meet the needs of the Trust.

## Safeguarding

As part of your wider duties and responsibilities you are required to promote and actively support the Trust's responsibilities and policies towards safeguarding and promoting the welfare of children, young people and vulnerable adults. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn't just about the very old and the very young, it is about everyone who may be vulnerable.

**Notes:**

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post. The duties may be varied to meet the changing demands of the Academy at the reasonable discretion of the Principal. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.

**Person Specification – Educational Teaching Assistant**

Key to identification: A = Application I = Interview R = Reference

<b>RELEVANT EXPERIENCE</b>	<b>Essential</b>	<b>Desirable</b>	<b>A/I/R</b>
Experience of working with children in a primary school setting	✓		A/I
<b>QUALIFICATIONS</b>	<b>Essential</b>	<b>Desirable</b>	<b>A/I/R</b>
Good numeracy and literacy skills	✓		A/I
A relevant qualification in childcare and/or education		✓	A/I
TA qualification		✓	A/I
First Aid Certificate		✓	A/I
<b>TRAINING</b>	<b>Essential</b>	<b>Desirable</b>	<b>A/I/R</b>
Willingness to participate in development & training opportunities	✓		A/I
Show commitment to own self-development	✓		A/I
Previous training courses undertaken relevant to the role		✓	A/I
<b>SPECIAL KNOWLEDGE</b>	<b>Essential</b>	<b>Desirable</b>	<b>A/I/R</b>
Understand the importance of confidentiality and work in a discreet manner where appropriate	✓		A/I
Able to undertake all tasks in accordance with moving handling risk assessments/plans and pupil behaviour management plans	✓		A/I
Understanding of classroom roles and responsibilities and postholder's position within these		✓	A/I
Up to date relevant training		✓	A/I
<b>SKILLS &amp; ABILITIES</b>	<b>Essential</b>	<b>Desirable</b>	<b>A/I/R</b>
A commitment to maximising the academic, personal, social and emotional development of all students	✓		A/I/R
Work constructively as part of a team	✓		A/I/R
Willing to work within organisational procedures, processes and to meet required standards for the role	✓		A/I/R
Be resilient and demonstrates ability to work well under pressure	✓		A/I/R
Able to adopt a flexible working practice	✓		A/I/R
Effective and efficient organisation and administrative skills	✓		A/I/R
Excellent record of attendance and punctuality	✓		A/I/R



## ► Reasons to work at Carlinghow Academy / Great Heights Academy Trust



### A fantastic team

A highly skilled, loyal and supportive team of staff and senior leaders.



### Professional development

Bespoke professional development to ensure that you as an employee, 'reach great heights'.



### Career Opportunities

Career opportunities across the MAT.



### Cycle to work scheme

Tax free cycle scheme.



### Holiday package

The Trust provides staff with a generous holiday entitlement.



### Pension scheme

Contributory pension through West Yorkshire Pension Fund/Teachers' Pensions.

