

# Educational Teaching Assistant



## RECRUITMENT PACK



### CONTENTS

1. Our Academy
2. Job Description
3. Person Specification
4. Our Trust



Proud member of Impact Education Multi Academy Trust

## Our Academy

Thank you for taking an interest in our school. I hope that you find the information both informative and inspiring.

Our academy is a vibrant, diverse, and welcoming community, which we aspire to be an outstanding place to learn but also work - where hearts and minds connect.

The children of Hill View Academy and the whole Almondbury community deserve the absolute best and we, as a whole staff, do everything in our power to deliver that. I want to help create a school, working closely with our amazing staff team and other community leaders, that children are desperate to attend - a place they feel safe and happy, excited, and enthralled. A school they can proudly call their own! I am passionate about giving children opportunities to succeed in not just the core subjects but more widely: drama, music, art, and sport for example.

Personal development is at the heart of Hill View Academy; our broad and balanced curriculum is underpinned by the core values of the 4R's: respect, responsibility, resilience and reflection. All children have the right to excel and we strive to provide every child with opportunities to fulfil their dreams and ambitions whilst providing a caring and nurturing environment which values the uniqueness of each child. Through developing confidence and communication skills, we aim to develop our children into confident, well-rounded individuals who have a belief that their voices and actions can contribute positively to modern society.

In September 2023, we received our first OFSTED report following joining IMPACT Multi Academy Trust. OFSTED recognised the strong offer we provide to children – assessing our school as ‘Good’ in all areas. Below are a selection of quotes from the report which I believe sum up what it means to attend Hill View Academy:

**"Pupils are surrounded by adults they know care deeply about them and want the best for them."**

**"Throughout school, the 'R' of respect is highly visible through the ways pupils interact with each other."**

**"Pupils enjoy coming to school. They enjoy being in lessons with, and alongside, each other. They build strong relationships with adults in the school. These secure relationships mean that pupils feel confident to share concerns with adults."**

**"Pupils are very positive about their learning."**

**"Reading is cherished at this school."**

Best wishes,  
Kieran Pritchard



## Job Description

<b>Post:</b>	Educational Teaching Assistant
<b>Salary:</b>	Scale 4, SCP 7-11 (FTE £26,403 - £28,142)
<b>Actual Salary:</b>	£20,159
<b>Hours:</b>	32.5 Hours, Term Time Plus 5 Days
<b>Contract:</b>	1 x Permanent, 1 x Fixed Term (12 months until 31/08/27)
<b>Responsible to:</b>	The Headteacher
<b>Closing Date:</b>	Tuesday 26 May 2026
<b>Interview Date:</b>	Tuesday 2 June 2026

## Core Purpose

To work under the supervision, direction and guidance of teaching/senior staff. Assisting the teacher in the overall delivery of the Curriculum and undertake work/care/support programmes to enable access to learning for all pupils and support the teacher in the management of pupils in the classroom.

## Key Objectives

### Teaching Support

- To undertake duties in accordance with school practices and procedures, ensuring the job holder actively upholds and promotes the philosophies of the academy, including maintaining a positive outlook and attitude.
- To work under the guidance of the class teacher to plan and monitor pupils learning. Ensuring the progress is clearly recorded in the relevant systems and relates to the learning objectives/goals for pupils.

- Under the direction of the teacher provide one to one support to a specific pupil / working with small groups on pre-planned activities, to reinforce the teacher's approach.
- To assist where required in the planning of learning activities.
- Under the guidance of the teacher, ensure equipment or materials are suitable for the learning activities. Prepare materials and teaching aids where necessary.
- Support pupils in their learning by effective use of ICT and other relevant resources to support their learning.
- To participate in and assist in supervision of educational visits, in conjunction with the teacher.
- Promote good behaviour, dealing promptly with conflict and incidents in line with established policies and encourage pupils to take responsibility for their own behaviour.

### **Pupil Support**

- Provide support and guidance on a one-to-one basis or to teams of pupils in their core skills and curriculum needs as per academy policies/practices.
- To actively encourage the inclusion of all pupils to participate in the life and activities of the school and access the national curriculum to the best of their ability.
- To provide individual assistance through implementing behaviour plans, Individual Education Plans and teaching strategies etc, to maximise their achievements.
- As required to deal with pupils who require physical restraint and intervention, using such methods as TEAM-TEACH, under the direction of the Headteacher.
- As required, to deal with the personal care and comfort and necessary minor medical treatments of pupils, i.e., toileting and intimate care issues.
- To contribute to plans, reviews and evaluations of pupils by monitoring and recording pupils' progress and attendance at meetings as required.
- To provide lunchtime and breaktime cover as required.

### **Curriculum Activities**

- Under the direction of the teacher, assist in the structured and agreed learning activities/teaching programmes.
- To contribute to the presentation of pupils' work and maintenance of display areas.
- To assist with the preparation and tidying of the classroom and upkeep of resources.
- To attend and contribute to duty related meetings as required.

## General

- As part of your wider duties and responsibilities you are required to promote and actively support the Academy's responsibilities towards safeguarding. 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.
- Carry out your duties with due regard to current and future Academy's policies, procedures and relevant legislation. These will be drawn to your attention in your appointment letter, your statement of particulars, induction, ongoing performance development and through Academy / Trust communications.
- To participate in and support wider school activities such as after school clubs/performances.

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

***Impact Education Multi Academy Trust is committed to safeguarding staff and students and expects all employees and volunteers to share this commitment. All posts are subject to an enhanced Disclosing and Barring Service DBS check. All interviews will include a question about Safeguarding and any anomalies identified in pre-recruitment checks will be discussed at interview.***

## Person Specification

Attributes	Relevant Criteria	How Identified	Essential / Desirable
<b>Relevant Experience</b>	Experience of working with children/young people in a school environment.	Application Form/ Selection Process	Essential
	Experience of assisting Class Teacher in delivering the curriculum.	Application Form/ Selection Process	Desirable
<b>Education &amp; Training</b>	Numeracy and Literacy skills to a level to assist pupils with their work.	Application Form/ Selection Process	Essential
	Level 2 Adult Numeracy and Level 2 Adult Literacy.	Application Form/Certificates	Desirable
	NVQ 3 for Teaching Assistants or equivalent qualifications (e.g. Level 3 Diploma in Supporting Teaching and Learning in Schools) or experience.	Application Form/ Certificates	Desirable
	Training in the relevant learning strategies e.g. Literacy.	Application Form/ Selection Process	Desirable
<b>General Knowledge</b>	Understanding of National Foundation Stage curriculum and other basic learning programmes/strategies.	Selection Process	Essential
	Understanding Child Development and Learning.	Selection Process	Essential
	Understanding and commitment to the Schools Equality and Diversity Policy and how this relates to the duties of the job.	Selection Process	Essential

Attributes	Relevant Criteria	How Identified	Essential / Desirable
	Knowledge of the national curriculum applicable to the school.	Application Form/ Selection Process	Essential
<b>Skills &amp; Abilities</b>	Effective use of ICT to support learning.	Application Form/ Selection Process	Essential
	Ability to assist the Teacher in planning class activities.	Selection Process	Essential
	Ability to communicate effectively with pupils and staff members.	Application Form/ Selection Process	Essential
	Ability to relate to children/young people from diverse/social backgrounds.	Selection Process	Essential
	Ability to work as a team member.	Application Form/ Selection Process	Essential
	Ability to work with children exhibiting behavioural difficulties.	Application Form/ Selection Process	Essential
<b>Any Additional Factors</b>	Understanding of relevant policies/codes of practice and awareness of relevant legislation.	Selection Process	Essential
	Commitment to ongoing personal training and development.	Selection Process	Essential
	Willingness to undertake an enhanced Disclosure and Barring Service check. <b>Please note a conviction may not exclude candidates from employment but will be considered as part of the selection process.</b>	Application Form/ Selection Process	Essential

## Impact Education Multi Academy Trust

A Department for Education (DFE) approved academy sponsor based in West Yorkshire. Founded in 2016, Impact Education Multi Academy Trust consist of seven academies including primary, secondary, all-through and alternative provision sectors across Calderdale and Kirklees.

### CEO Message



I am proud to welcome you to Impact Education Multi Academy Trust. The Trust is on a mission to improve the life chances of children and young people and improve social mobility for the disadvantaged. Our vision is to be a Trust **Where Hearts & Minds Connect**; values-driven partners working collaboratively to ensure education impacts positively on students, families, communities and staff.

Impact Academies are aligned to the Trust Mission, Vision and Aims. Our Academies have individual identities which reflect the diverse communities they serve. They have the autonomy to create, explore and learn from different practices and our Headteachers believe that leadership and personal accountability are founded on self-direction and reflection.

We believe that collaborative leadership and strong partnership development can lead to a significant positive impact on the quality of education through sharing the best collective practice.

Our values of Heart, Mind and Connect underpin everything we do and our Core Principles and Aims articulate how we will live these out.

Best Wishes,  
Mick Kay, Chief Executive Officer & Accounting Officer

## Benefits of Joining

All staff within our Trust will receive a planned induction to ensure that your career with us gets off to the best start possible. We recognise that your development is important and working for us will mean that you have fully funded access to a suite of 63 courses with Every e-learning including safeguarding and safer recruitment training modules. Our staff can also apply to take part in a range of external development programmes, including NPQs and other role-specific CPD is also actively supported e.g. Finance qualifications.

You will also have opportunities to develop your skills and knowledge by working across the Trust on school improvement workstreams.

Staff wellbeing is important to us and colleagues new to the Trust will be automatically enrolled into our employee benefits platform 'Smart Hive', which gives access to a range of benefits:

- Cycle to Work Scheme
- Employee Assistant Programme (Including LifeWorks health & wellbeing portal & App)
- Face-to-face or telephone counselling (also available for immediate family members)
- Online Cognitive Behaviour Therapy (CBT) (also available for immediate family members)
- Gym Discounts
- Mobile phone deals
- Retail Discounts Scheme
- Westfield Health – voluntary Everyday Health Plan – e.g claim back optical and dental payments

We also provide an online HR Policy handbook so that you can easily look up information on areas such as Maternity/Paternity leave, Attendance procedures and requesting special leave.

For further information about Impact Education MAT, please visit our website:

[www.i-mat.org.uk](http://www.i-mat.org.uk)