

# Key Stage 1 Educational Teaching Assistant

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## RECRUITMENT PACK

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Proud member of Impact Education Multi Academy Trust

## Our Academy

It is with great pleasure that I welcome you, on behalf of the children, staff and governors, to Old Bank Academy.

Old Bank Academy is an inclusive school that caters for the needs of all children aged 4-11 years old. We pride ourselves on the friendly atmosphere of our school community, which enables our children to thrive and reach their potential in all aspects of their life. We are passionate about improving the life chances of young children in our school community and children are encouraged to develop themselves as fully rounded, emotionally intelligent individuals.

As part of Impact Education Multi Academy Trust, we are passionate about making a difference and inspiring children to be resilient and confident learners with a love for learning. Here at Old Bank, we want our children to be excited about learning and to develop their knowledge, skills and understanding across a wide curriculum. We believe in celebrating success and ensuring that children feel valued.

At Old Bank, we work in partnership with parents and carers. We value the contributions of a child's whole family and are committed to building strong links with the community. We know that the more parents are engaged in their child's learning, the more they will achieve!

We are an Ofsted good school **Where Every Pupil Grows.**

Mrs Amy Liddle  
Head of School





## Job Description

<b>Post:</b>	Key Stage 1 Educational Teaching Assistant
<b>Salary:</b>	Scale 4, Point 7 – 11, Actual Salary £20159 - £21486
<b>Contract Type:</b>	Permanent Term Time only
<b>Hours:</b>	32.5 hours per week Mon – Fri (8.30am-3.30pm) with 30 mins lunch

Welcome to Old Bank Academy. We provide a nurturing environment for learning and development.

The postholder will contribute to the learning and development of children at the Academy. This is an excellent opportunity for someone who wants to develop their understanding and experience of working with children with special needs. The role involves a combination of support on a one to one and small group basis. The post involves working in partnership with parents/carers and families to build confidence and trust.

If you would like to request a tour of the school or meet with us informally before applying for the role, please contact our main office on 01924 495790.

## Job Description

### Post: Educational Support Assistant

#### Purpose

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

- Constantly uphold and promote our values and vision.
- Work directly with the SENDCO and team to ensure effective provision.
- Provide students with clear behaviour expectations and ensure our system of sanctions and rewards is firm and fair.
- Work with the teacher to ensure that progress is clearly recorded and relates to the learning objectives/goals for students.
- Assist with the organisation and supervision of playtime and lunchtime activities.
- Supervise activities and assist with the general management and care of pupils in the school, including during transitions and outdoor play
- Support the development of pupils' social skills, independence, and emotional wellbeing.



- Work with individuals or small groups to deliver interventions that meet the needs of pupils and comply with the recommendations of their support plans/EHCPs.
- Prepare and organise resources for learning activities, including displays and classroom materials
- Assist in the supervision of educational visits and local walks, ensuring the safety and wellbeing of pupils.
- Respond to the needs of all students with a sense of urgency
- Liaise with relevant staff to ensure all students' needs are met
- Manage own workload and that of others to allow an appropriate work / life balance.
- Work in effective partnership with other leaders in the Trust.
- Support students throughout the day by fulfilling pastoral responsibilities.
- Communicate effectively with parents and carers as directed by the teacher or school leadership.
- Engage fully in the academy appraisal process to fulfil personal potential and be able to participate effectively in the implementation of the academy's goals and improvement plan.
- Attend meetings / training and carry out administrative tasks and duties as specified on the academy calendar.
- Consistently implement all academy policies.
- Contribute to decision-making and consultation procedures.
- Report any safeguarding concerns immediately to the Designated Safeguarding Lead.
- Carry out any other reasonable duties as requested by the Headteacher or Head of School.

***This job description is not necessarily a comprehensive definition of the post. It will be reviewed annually.***

***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

### Post: Educational Teaching Assistant

Attributes	Essential	Desirable	How Identified
<b>Qualifications</b>	<p>Numeracy and Literacy skills to a level to assist students with their work. (GCSE/O'Level Grade C or above)</p> <p>Willingness to undertake training relevant to supporting children in a primary setting (e.g., safeguarding, first aid, phonics)</p>	<p>NVQ Level 3 for Teaching Assistants or equivalent qualifications or experience</p> <p>Training in relevant support strategies</p> <p>Experience or training in supporting early years or primary-aged children.</p>	<p>Application</p> <p>Certification</p>
<b>Experience</b>	<p>Values driven</p> <p>Strong ICT skills</p> <p>Experience of working with young people in relation to social, emotional, behavioural issues</p> <p>Experience of supporting children's learning and play in a primary or early years setting.</p>	<p>Working in a school with a similar context</p> <p>Experience working in a primary school or early years environment.</p>	<p>Application</p> <p>Interview</p> <p>References</p>
<b>Knowledge and skills</b>	<p>High expectations which motivate and challenge students</p> <p>Understanding and commitment to Equal Opportunities</p> <p>Understanding of the primary curriculum, including phonics, early maths, and play-based learning</p> <p>Knowledge of safeguarding and child protection procedures.</p>	<p>Understanding of the secondary curriculum and other basic learning programmes/strategies</p> <p>Understanding of child development and learning in the early years and primary phases.</p>	<p>Application</p> <p>Interview</p> <p>References</p>
<b>Character</b>	<p>Strong moral purpose and drive for improvement</p> <p>Ability to relate to children and adults</p>	<p>Ability to liaise with the teachers to plan differentiated work</p>	<p>Application</p> <p>Interview</p> <p>References</p>





Ability to nurture and support young children's emotional wellbeing.

Ability to work as a team member.

Patience, empathy, and a caring approach suitable for working with young children.

Excellent interpersonal skills

Ability to receive and act on feedback

Ability to work under pressure

Commitment to the full life of the academy

Ability to think clearly and remain calm in emergency situations

Desire to develop yourself





## CEO Welcome

I am proud to welcome you to **Impact Education**. We are a diverse family of Primary, Secondary, Alternative Provision and All-Through Academies, serving young people and their communities in Calderdale and Kirklees, West Yorkshire.

Our **vision** is to be a Trust **where hearts and minds connect**; values-driven partners who work collaboratively to provide a high-quality whole education that impacts positively on our young people. We are on a **mission** to improve their life chances, challenging social disadvantage and championing inclusion. We believe in student agency and equipping our young people with the knowledge, skills and qualities to be successful in learning, life and work.

Our **people** are empowered to create, explore, share and learn from each other and the wider system. They have access to high quality continued professional development and learning. We work hard, but not at the expense of wellbeing, and we want all our people to feel valued, respected and happy in their work.

Our **values** of Heart, Mind and Connect underpin everything we do and our **core principles** articulate how we will live these out.

If you are interested in learning more about our Trust, please make contact, there is so much to share.

Best Wishes,

Mick Kay  
Chief Executive Officer

### Our Trust Our Family



Our family of academies work collaboratively to create a trust **Where Hearts & Minds Connect** with value-driven partners to ensure education impacts positively on students, staff and communities we serve.

## Benefits of Joining

All colleagues receive a planned induction to ensure the best start possible. We are also very proud of the professional learning opportunities across our Trust which are part of our Canopy offering. Canopy means professional learning for everybody across Impact trust – whatever your school, whatever your role and whatever your interest. A place which inspires us all to grow and develop and pushes us all to be our professional best. These opportunities vary from ITT Training, NPQ's, HLTA, SEND TA , Wellbeing Champion Apprenticeships and many more. Early Career teachers are supported through a range of networks and have access to fully trained mentors and coaching opportunities.

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:

- Car Benefit Scheme
- Cycle to Work Scheme
- Employee Assistance 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

Colleague Voice and wellbeing is really important to us. Colleagues new to the Trust will be automatically enrolled into our employee benefits platform 'Smart Hive', which provides access to a range of benefits outlined below. We also complete an annual Trust listening survey and our Colleague Ambassadors support the development of action plans to help us work towards our goal of being a Great Place to Work.

We listen to our colleagues and measure the health of our culture through our partnership with The Happiness Index. We use their employee engagement and happiness platform to gather feedback anonymously and help drive a happier, healthier and higher-performing organisation.

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





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