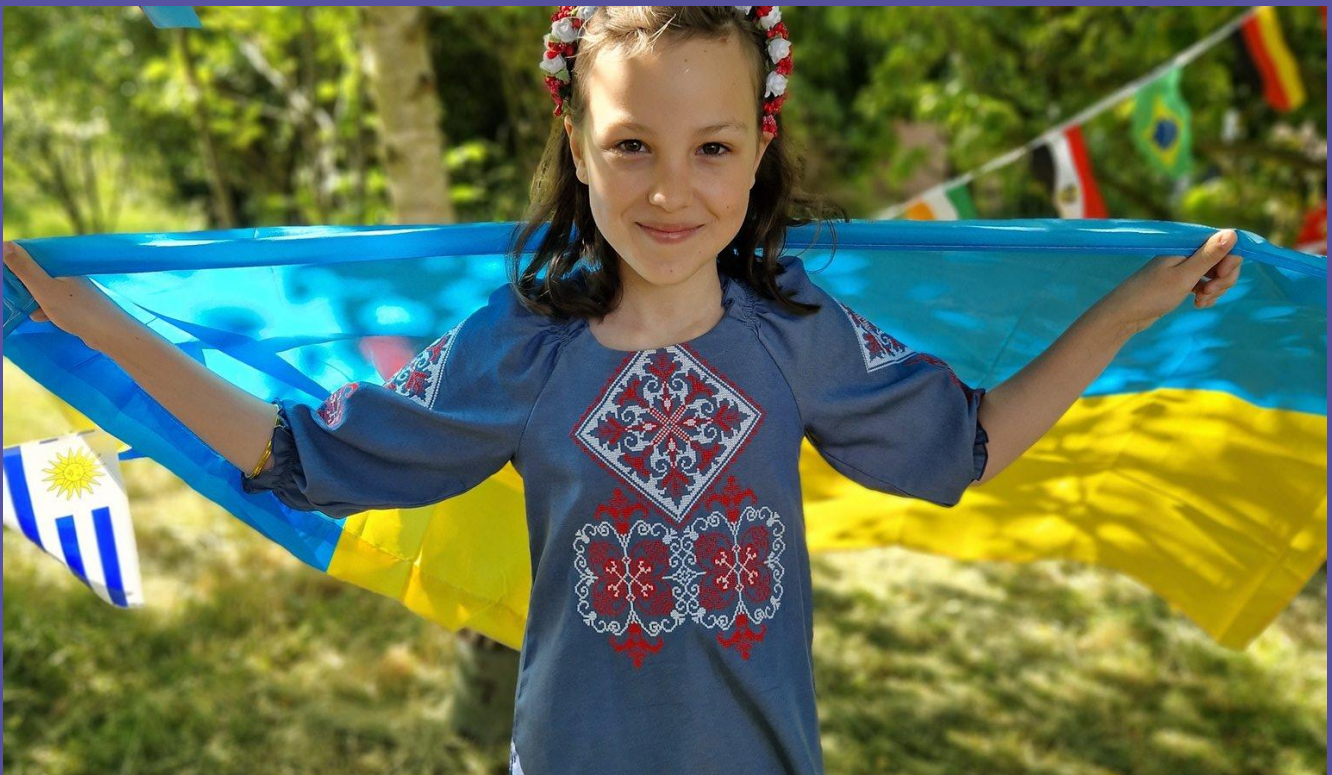


ASSET  
Education



*Nurturing Humanity*

# Teaching Assistant Recruitment Pack



MAT EXCELLENCE  
AWARDS

WINNER 2024



Wellbeing trust of the year

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# About ASSET Education

ASSET is an Education Trust comprising 16 primary schools in and around Ipswich and north-east Suffolk. ASSET is a very special trust and, from the very beginning, we have wanted to tackle social injustice and inequality in education, giving every child the opportunity to be successful and fulfilled in their lives. Our children are our future and we want them to be the best they can be, to have confidence and a sense of service, to be empowered to make our world a more compassionate and sustainable place.

Our people are at the heart of what we do; we support one another valuing connections and relationships because we believe that when people are cared for, learning happens and humans flourish. The Complete Human Strategy looks at 6 dimensions of working life and gives staff a structured approach to collectively and individually influence their work environment and access the support they need.

We support everyone in the Trust to enjoy success, happiness, confidence and fulfilment, and to have excellent physical and mental health. Our CHS framework provides us with a practical pathway to achieving this, and is based on the 6 fundamental pillars of wellbeing.

-  **Structure & Stability**
-  **Expertise**
-  **Positivity**
-  **Relationships & Communication**
-  **Place**
-  **Time Well Spent**



Sarah Orves, Director of Wellbeing

***“Our unique model not only improves wellbeing for adults and children, but also provides a step-by-step toolkit to implement in any school, workplace or social setting”***

  **Complete**  
  **Human**  
  **Strategy**  
The ASSET way to wellbeing



ASSET  
Education 

# Teaching Assistant

## Grade 3

### Overview

Posts at this level may be required in any school phase.

The teacher plans lessons and directs learning. Teaching Assistants provide support to the teacher and through this to pupils and to the teaching of the curriculum. Teaching Assistants work under the direction of the teacher, whether with the whole class, a small group, or an individual pupil.

All duties will be carried out within recognised procedures or guidelines and the teacher will be available for support and guidance.

The post holder will be expected to have some expertise/specialism.

There will be some need to interpret information or situations and to solve varied problems. Problems that are more complex will be referred to the line manager.

No requirement to supervise others, but may demonstrate tasks to new colleagues or give advice and guidance to others.

Each school in the Trust is organised differently, and the range of duties carried out at this level will be different in each school. Some jobs may carry out a diverse range of duties whilst others may be engaged on a narrower range of tasks.

Whilst line management arrangements will vary from school to school, it is likely that the post holder will report to one of the following: Head Teacher, Deputy, Head of Year, Phase, or SENDCO.

*This pack contains a Job Description and Person Specification for the role as well as details about the application and interview process.*



# Duties

## Support for Pupils

- Undertake a range of more specialised tasks to support learning e.g. supporting English and Maths work, supporting phonics, listening to reading etc.
- Work with pupils, either one-to-one or in small groups, some of whom may have Special Educational Needs
- Model and support children to follow behaviour rules and use behaviour management systems as required
- As appropriate, look after sick/upset pupils and attend to physical needs
- Undertake first aid
- Communicate with children, modelling and supporting play to move learning on

## Support for the Teacher

- Provide support for the teacher during lessons, e.g. through directed work on the English and Maths curriculum and other curriculum areas, or supervising small groups of pupils whilst the teacher is carrying out assessments
- Responsible for groups of children including learning and behaviour
- Maintain records of pupil needs and progress
- Assist teaching staff to ensure that the aims and objectives of the school are achieved
- Make accurate and informative observations linked to ability
- Undertake tasks to support the curriculum and assist with events organised as part of the curriculum
- Support implementation of Government initiatives under the direction of the teacher

## Support for school

- Attend and contribute to appropriate review meetings, if required by the Head Teacher
- Undertake lunch duty to provide children with support whilst eating and during playtime
- Be prepared to undergo training as and when required, including off site

The duties and responsibilities of any post may change from time to time, and post holders may be expected to carry out other work not explicitly mentioned above which is considered to be appropriate within the existing level of responsibility vested in the post.



# Person Specification

Criteria	Qualifications	Essential	Desirable
<b>Technical or specialist</b>	Experience of working with pupils	✓	
	Basic knowledge of first aid	✓	
	Recognised qualifications in English and/or Maths	✓	
	Knowledge of school policies or procedures		✓
	Knowledge and use of a range of educational equipment – e.g photocopier, guillotine, craft equipment, displays		✓
<b>Knowledge</b>	Ability to read and understand instructions	✓	
	Ability to complete reports such as safeguarding referrals, incident report form, behaviour diary, progress reports	✓	
	Practical knowledge to support pupils in a variety of lessons and learning environments under direction of the teacher	✓	
<b>Mental skills</b>	Research – assisting the teacher with information and gathering resources as appropriate	✓	
	Problem solving – ability to recognise and resolve or report problems	✓	
	Thinking creatively/developing new ideas – adapt support given to pupils depending on age and/or ability	✓	
	Creating a positive learning environment	✓	



## Person Specification continued ...

Criteria	Qualifications	Essential	Desirable
<b>Interpersonal &amp; communication</b>	Caring – sensitive to pupil needs	✓	
	Advice and guidance to pupils on how to manage situations under the teacher's direction	✓	
	Encouraging pupils to complete tasks	✓	
	Ability to communicate clearly	✓	
	Ability to encourage participation and give feedback to pupils	✓	
	Ability to maintain appropriate level of confidentiality	✓	
	Administer reading & spelling test, under the direct of the teacher	✓	
<b>Level of autonomy</b>	Able to work with small groups of pupils when carrying out specific tasks or on field trips etc	✓	
	Able to supervise larger numbers of pupils for example on trips or at lunch or break times	✓	
	Able to make decisions on when to refer queries/problems to another member of staff	✓	

### Application

If you are interested in this role with ASSET Education please apply through MyNewTerm outlining how you meet the requirements of the person specification, and how your experience could enable us to bring our vision to life.

### Interview Process:

Shortlisted candidates will be invited to attend an interview and all communication with details will be provided through My New Term.

