



# RECRUITMENT PACK

## Educational Teaching Assistant

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## Our Academy



I am proud and privileged to be the Headteacher of Newsome Junior Academy and I am delighted to welcome you on behalf of the children, staff and Governing Body.

We are all passionate about making a difference and aim to inspire our children to become confident, resilient and enthusiastic learners. Our key values are at the heart of our provision: challenge, perseverance, pursuing success, respect, responsibility, courage and kindness and, as part of Impact Multi-Academy Trust, we work hard to create an inclusive environment where hearts and minds connect.

We place great importance upon working in partnership with parents and carers and are committed to building strong links within the community.

If you would like to be part of our dedicated team, we would love to hear from you.

Best Wishes,

**Jane Fraser**  
**Headteacher**



## Job Description

<b>Post:</b>	Educational Teaching Assistant
<b>Salary:</b>	Scale 3, SCP 5-6 (FTE £25,583-£25,989)
<b>Actual Salary:</b>	£19,100
<b>Hours:</b>	32.5 hours, Term Time Only
<b>Contract:</b>	Fixed Term for 12 Months from 01/09/26 to 31/08/27
<b>Responsible to:</b>	The Headteacher
<b>Closing Date:</b>	Friday 5 June 2026 at 9am
<b>Interview Date:</b>	TBC

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### Core Purpose

To work under supervision, direction and guidance of the teaching staff. Assisting the Academy in the overall delivery of the curriculum, delivery of intervention or support programmes as required and enabling access to learning for all students in and out of the classroom.

### Duties and Responsibilities:

- Constantly uphold and promote our values and vision.
  - Provide students with clear behaviour expectations and ensure our system of sanctions and rewards is firm and fair.
  - Work with the teacher to support children in achieving the planned learning objectives/goals (individuals, small groups, larger groups)
  - Liaise with the teacher, giving feedback and following plans and direction
  - Supervise activities and assist with the general management and control of students in the academy.
  - Deliver engaging playtime and lunchtime activities for all children
  - Work with individuals or small groups to ensure interventions are delivered that meet the needs of the students and comply with the recommendations of their statements/EHCPs.
  - To participate in and assist in supervision of educational visits, in conjunction with the teacher / line manager.
  - Respond to the needs of all students with a sense of urgency and care
  - Liaise with relevant staff to ensure all students' needs are met
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- 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.
- 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.

**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

Attributes	Essential	Desirable	How Identified
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Numeracy and Literacy skills to a level to assist students with their work. (GCSE/O'Level English and Math Grade C or above or equivalent)</li> <li>Level 3 NVQ for Teaching Assistants or equivalent qualification or educated to graduate level</li> <li>Other relevant qualifications relating to the post, eg. Level 3 NVQ in Health/Childcare, First Aid</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of further training/development and/or willingness to participate in further training and development opportunities e.g. relevant learning strategies, literacy and/or particular curriculum or learning area such as sign language, bi-lingual, dyslexia, ICT, maths, English etc.</li> </ul>	<ul style="list-style-type: none"> <li>Application</li> <li>Interview</li> <li>Certification</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience of working in a team situation.</li> <li>Experience of working with or caring for children in EYFS, eg. voluntary organisation or parental/caring responsibilities.</li> <li>Provide evidence of having previously spoken fluently to customers at an Advanced Threshold Level</li> <li>Working in a school or early years setting with a similar context</li> <li>Experience of working with children with a wide range of needs (SEND, EAL, vulnerable)</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working with pupils with additional educational needs and more able special educational needs.</li> <li>Experience of working in a relevant discipline.</li> <li>Clerical/administrative</li> </ul>	<ul style="list-style-type: none"> <li>Application</li> <li>Interview</li> <li>References</li> </ul>
<b>Knowledge and skills</b>	<ul style="list-style-type: none"> <li>In depth knowledge of childcare with an understanding/awareness of the principles of child development and learning processes as appropriate.</li> <li>Working knowledge of foundation stage curriculum and other relevant learning programmes/strategies.</li> </ul>	<ul style="list-style-type: none"> <li>Excellent ICT skills.</li> <li>Ability to self-evaluate learning needs and actively seek new learning opportunities.</li> <li>An understanding of the issues relating to pupils who have additional learning needs, more able and special educational needs.</li> </ul>	<ul style="list-style-type: none"> <li>Application</li> <li>Interview</li> <li>References</li> </ul>

	<ul style="list-style-type: none"> <li>● Excellent organisational and problem solving skills with the ability to work proactively and independently.</li> <li>● Excellent communication skills.</li> <li>● Ability to use relevant equipment/resources.</li> <li>● Ability to understand classroom roles and responsibilities.</li> <li>● An understanding of the needs of a multicultural society.</li> <li>● Knowledge and commitment to schools Equality policy.</li> <li>● In depth knowledge and practical experience of Health and Safety requirements.</li> <li>● In depth knowledge and practical experience of child protection.</li> <li>● Ability to relate well to pupils and adults</li> <li>● Ability to work constructively as part of a team with a willingness to share knowledge, expertise and experience.</li> <li>● Ability to remain calm under pressure; prioritising conflicting demands.</li> <li>● Demonstrate a commitment to working with children of the relevant age.</li> <li>● Demonstrate good co-operative, interpersonal and effective listening skills.</li> <li>● In depth knowledge and experience of maintaining confidentiality in matters relating to the school, its pupils, parents or carers.</li> <li>● Ability to perform all duties and tasks with reasonable adjustments where necessary, working flexibly and willing to accept change.</li> </ul>	<ul style="list-style-type: none"> <li>● In depth knowledge and practical experience of behaviour management.</li> </ul>	
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	<ul style="list-style-type: none"> <li>• Ability to cope with the requirements of the post, which will include working with pupils who have emotional/ behavioural/physical difficulties.</li> <li>• In line with the Immigration Act 2016; you should be able to demonstrate fluency of the English Language at an Advanced Threshold Level</li> </ul>		
<b>Character</b>	<ul style="list-style-type: none"> <li>• Strong moral purpose and drive for improvement</li> <li>• Caring, approachable, firm, understanding, consistent, assertive and calm</li> <li>• Ability to work well in a team and on own initiative</li> <li>• Ability to work in a calm manner with children exhibiting behavioural difficulties</li> <li>• Flexible and willingness to assist with other aspects of school life</li> <li>• Motivated and enthusiastic</li> <li>• Excellent interpersonal skills</li> <li>• Good sense of humour</li> <li>• Desire to develop yourself and commitment to ongoing CPD</li> <li>• Ability to receive and act on feedback</li> <li>• Ability to work under pressure</li> <li>• Commitment to the full life of the academy</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to think clearly and remain calm in emergency situation</li> </ul>	<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> <li>• References</li> </ul>



## Information about our Multi-Academy Trust (Impact)

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

### 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



## 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, which gives access to a range of benefits:

- 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. 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.



To arrange a visit to Newsome Junior Academy or find out more about the role, please contact our Administrator Marc Cowperthwaite on 01484 540509 or by email [office@newsomejuniors.co.uk](mailto:office@newsomejuniors.co.uk)

For further information about Impact Education MAT, please visit our website: [www.i-mat.org.uk](http://www.i-mat.org.uk)