



# Recruitment Pack

## Teaching Assistant Hibaldstow Academy



## Introduction by the Chief Executive Officer

Thank you for your interest in this exciting opportunity to develop your career with The Rose Learning Trust. We hope that by reading this pack and the information available on the [website](#) you will get a good overview of the exciting opportunities and support you can expect as a member of staff at our trust.

We are a collaborative organisation focussed on high standards and opportunities for all. As a trust, we seek to support and challenge each other to improve the outcomes and life chances of all our pupils across all our communities. We will continue to learn from each other: transforming futures collaboratively. In this way we believe that the changes we make, the developments and strategies we put in place will have purpose, be embedded and effective.

Our aim is not only to grow our trust successfully, but also sustainably. We believe that through quality, not quantity, we can facilitate opportunities that can be invested back into the people who will secure our future: our pupils and staff. Our aim at The Rose Learning Trust is to provide all pupils with the best possible start in life within communities of promise.

**Jeremy Harris**  
Chief Executive Officer



## Vision **Transforming Futures Collaboratively**

A collaboration where leaders hold each other to account for the collective success and achievement of The Rose Learning Trust



A trust in which schools support and productively challenge each other to improve outcomes, life chances and equity for all of its children and communities

A trust which, through collaborative partnerships, shapes educational futures

## Overview of the trust

The strategic plan combines our vision and values with our strategic objectives and developing excellence priorities. Each school will use the developing excellence priorities as the base for their school developing excellence plans. This ensures that, although each school has their own priorities and development areas, they are within a clear unified structure that aligns with the trust strategic plan. Please see the [website](#) for more information.

## Our vision: Transforming Futures Collaboratively

We will achieve our vision by:

- Every child having the best start to their education
- Every child having the best tools and support to learn and grow in a safe, secure environment
- Every child having access to excellent teaching and an excellent curriculum
- Every child being encouraged and inspired to believe in themselves
- Every child learning how to make and sustain great relationships
- Creating an enjoyment of learning through collaboration with all partners
- Creating equitable lifelong learning opportunities and academic success for all children



# THE ROSE LEARNING TRUST STRATEGIC PLAN

## 2023-2026

<b>Vision</b>	<b>TRANSFORMING FUTURES COLLABORATIVELY</b>				
<b>Values Statement</b>	The Rose Learning Trust aims to create and foster a culture of high aspiration, enjoyment for learning, academic success and lifelong skills for all our pupils, within communities of promise.				
<b>Strategic Objectives</b>	<b>Developing Pupils</b>	<b>Developing People</b>	<b>Developing Governance</b>	<b>Developing Growth, Business Facilities and Resources</b>	<b>Developing Communities and Partnerships</b>
<b>Developing Excellence Priorities</b>	Excellent teaching for every child	Excellent curriculum for every child	Excellent standards of behaviour, attitudes, attendance and safeguarding	Excellent targeted support for every child that needs it	

### Hibaldstow Academy

Hibaldstow Academy is a small primary school with around 114 pupils on roll. We are committed to providing the best possible education for every child. Our schools have a very positive ethos, where excellence and enjoyment within learning is highly promoted. Both schools share the same Senior Leadership Team and work very closely together.



## Employment details

Job title:	<b>Teaching Assistant</b>
Reports to (job title):	Executive Deputy Headteacher
Grade and Salary	Grade 4 Point 5-9 £25,583-£27,254 (FTE)
Contract Type	Temporary until 31st August 2026

### Job Purpose:

#### Main purpose of the post

- Under the direction of class teacher/SENCo/Head teacher to work as part of a team within school to promote the learning and welfare of pupils by providing practical and learning support to pupils, including those with special needs. The Teacher and the Teaching Assistant work as a team - being 'partners' in supporting the pupils' access to learning and their specific needs – physical, behavioural, medical and emotional.

### Duties and Responsibilities:

#### Teaching & Learning

- To work with pupils, including those with Education and Health Care Plans, providing individual assistance/specialist support, implementing action plans, to maximise achievement. T
- To work closely with pupils individually 1:1 or groups within schools/educational establishments or on educational visits, enabling them to achieve maximum access and participation in the National Curriculum.
- To work under the direction of the class teacher and to assist in the planning, administration tasks, monitoring and evaluation of the pupil's learning, ensuring that progress is clearly recorded and related to the learning objectives for that pupil.
- To work closely with pupils individually 1:1 or groups within schools/educational establishments or on educational visits, enabling them to achieve maximum access and participation in the National Curriculum.



## Teaching & Learning (continued)

- To support the school's policy on discipline to ensure high standards of pupil behaviour.
- To attend and assist pupils with their hygiene, eating and general welfare requirements as necessary.
- To attend and assist pupils with intimate care and be responsible for supporting the complex medical needs of pupils and the completion of appropriate documentation where necessary
- To implement appropriate specific skills programmes as may be arranged and directed by the Coordinator for Special Needs or other professionals, working as part of a team
- To assist in maximising the use of ICT in the learning process.
- To assist in the writing of regular reports and reviews on pupil's progress, to assist with general administration of records.
- Administer and assess routine tests and invigilate exams
- To liaise with parents and other agencies as required (i.e. Social Services, Health professionals etc.) as directed by the relevant professional.
- To inform other TAs/Teachers on a daily basis regarding the progress of pupils.
- To contribute to the formulation of measures that are directly connected to pupil achievement, in partnership with parents and under the direction of the relevant professional.
- To assist with pupil pastoral issues
- Support the aims and ethos of the school
- Set a good example in terms of dress, punctuality and attendance
- Attend team meetings
- Undertake professional duties that may be reasonably assigned by the head teacher
- To keep up-to-date with current educational thinking and practice, both by study and by attendance at courses, workshops and meetings, and take part in appraisals and reviews of one's work arranged by the headteacher and/or the continued professional development leader
- To help pupils to further develop literacy, numeracy, ICT, problem solving and study skills.
  - o To help pupils develop their language and reasoning skills and to assist pupils in the organisation, preparation and display of set assignment tasks.
- To give in-class support to teachers, facilitating pupils' access to the curriculum including assisting teachers of practical subjects as required with priority being given to health and safety.



- To play an appropriate part in child protection procedures, such as relating relevant factual information and recording/reporting disclosures to the designated teacher/relevant professional.
- To keep appropriate records, undertake administrative and additional tasks as required.

## Standards and Quality Assurance

- Support the aims and ethos of the school
- Set a good example in terms of dress, punctuality and attendance o Attend team meetings
- Undertake professional duties that may be reasonably assigned by the head teacher
- To keep up-to-date with current educational thinking and practice, both by study and by attendance at courses, workshops and meetings, and take part in appraisals and reviews of one's work arranged by the headteacher and/or the continued professional development leader

These duties and responsibilities should not be regarded as exhaustive or exclusive as the post holder may be required to undertake other reasonably determined duties within the school, commensurate with the grading of the post, without changing the general character of the post. The Job Description and allocation of particular responsibilities will be reviewed on a yearly basis and may be amended by the Head Teacher at any time after consultation.

**The post holder must always comply with the trust's staff code of conduct.**

The post holder's duties must be carried out in compliance with the trust's:

- Safeguarding policies
- Equality policies
- Information Security policies
- Financial Regulations
- Health & Safety at Work Act
- and all other trust policies

**The Rose Learning Trust takes its duty to safeguard the young people with which it works seriously and is committed to safeguarding and promoting the welfare of children.**

**Applicants will undergo child protection screening appropriate to the post, including checks with past employers.**

**All Rose Learning Trust staff members are required to undertake an Enhanced Disclosure and Barring Service check (EDBS)**

**The role is exempt from the Rehabilitation of Offenders Act 1974 and therefore candidates will be subject to an enhanced DBS certificate, the role is engaged in regulated activity and will therefore require a children's barred list check.**



# Teaching Assistant

## Person Specification

PERSON SPECIFICATION	E s s e n t i a l	D e s i r a b l e	How Identified?
AF – Application Form      CQ – Certificate of Qualification I – Interview			
<b>Qualifications and Training</b>			
Willingness and ability to obtain and/or enhance qualifications and training for development in the post.	✓		AF I
Successful DBS & Safeguarding clearance	✓		AF CQ
NVQ Level 2 or better/equivalent relevant qualification	✓	✓	AF CQ
Willingness to undertake basic first aid		✓	I CQ
<b>Relevant Experience</b>			
Previous work in a school environment		✓	AF I
Working with/or caring for children	✓		AF I
Experience of working with children with special needs and/or in a school environment.		✓	AF I

Knowledge and Skills			
Good numeracy/literacy skills	✓		AF I
Good communication and interpersonal skills	✓		AF I
Experience of using Google & Google Drive		✓	I
Basic understanding of child development and learning	✓		AF I
Committed to high standards in all areas of working life, combined with a desire and ability to promote the values and ethos of the school	✓		AF I
General understanding of the National Curriculum		✓	AF I



Knowledge of Health and Safety Regulations.			AF I
<b>Personal Qualities</b>			
Ability to relate well to children and adults.	✓		AF I
Ability to self-evaluate own practice and learning needs	✓		AF I
Ability to work in a team	✓		AF I
A calm, pleasant and empathetic manner.	✓		AF I
Flexible and organised	✓		AF I
<b>Safeguarding</b>			
Understanding and commitment to safeguarding procedures within a school environment	✓		AF I CQ
Understanding of Data Protection	✓		AF I CQ

