



Thomas Deacon
Academy



Thomas Deacon Academy

Application Information Pack

Teaching Assistant (Junior College)



Principal's Welcome



Dear Applicant,

Thank you for your interest in working at Thomas Deacon Academy (TDA) and I hope that you will find this pack useful and informative in helping you to complete your application.

Thomas Deacon Academy is a genuinely special school with a talented team of staff committed to improving the life chances of their pupils.

Whilst TDA secured a good Ofsted grade in its last inspection, there is no room for complacency and we are committed to making further improvements to the overall quality of education for our pupils.

We believe our young people should leave us as citizens that are fully equipped with the character and qualifications to take their place in the world. We place great emphasis on ensuring they experience a broad and balanced curriculum, with a wide range of extra-curricular activities, opportunities for them to develop their 'character' and a strong pastoral system to support them with life's challenges.

Our students benefit from our outstanding facilities. These include our Norman Foster designed Academy building and purpose built Key Stage 2 Juniors building located in our 43-acre campus. Amongst other facilities we also incorporate an excellent Sixth Form Study Centre and expansive playing fields and sporting facilities

We are proud to be part of Thomas Deacon Education Trust which, like us, is dedicated to raising educational outcomes for all its students across its range of primary and secondary phase academies. As a member of staff here you will benefit from high quality professional development and support both from this school, and also directly from an exciting range of development and training opportunities our locally based trust allows us to share in. Sharing expertise with a variety of like-minded schools ensures we provide the best possible opportunities for our staff to grow and develop regardless of the point in their career they join us.

We think Thomas Deacon Academy is an exciting and vibrant place to be and we would warmly welcome visits from prospective candidates interested in being part of our team. I am delighted that you are interested in finding out more about our Academy and we look forward to seeing or hearing from you soon.

Warm regards,

Emily Gaunt | Principal



Job Description

Job Title	Teaching Assistant (Junior College)
Reports to	Phase Leader
Salary/Grade	Pathway 3
Date Last Evaluated	Jan 2025
Core Purpose	To assist the classroom teacher in the support and inclusion of all pupils and to support access to learning for pupils and encourage interaction and independence.

Key Responsibilities

Supporting the Pupil

- Supervise the activities of individuals or groups of children to ensure their safety and welfare.
- Establish and maintain supportive relationships with individual pupils or small groups to ensure they understand and can achieve the tasks.
- Promote the inclusion and acceptance of all pupils.
 - Aid the learning of children by:
 - Clarifying and explaining instructions;
 - Ensuring that the child is able to use the equipment and materials provided;
 - Motivating and encouraging the child as required;
 - Assisting in weaker areas, e.g. spelling, handwriting, reading etc;
 - Helping pupils to concentrate and to finish the work set.
- Under the direction of the Class Teacher/Seclusion Manager, provide specialist learning support to individuals, small groups, or children with additional needs who would benefit from a different learning approach.

Supporting the Teacher

- Prepare the classroom for lessons as directed.
- Get materials and resources ready for lessons as directed.
- Undertake support activities for the teacher as required, e.g. photocopying, mounting displays, filing, etc.
- Undertake pupil record keeping as requested.
- Promote good pupil behaviour, dealing with pupils in line with the established policies encouraging pupils to take responsibility for their own behaviour.

Supporting the Curriculum

- Support pupils to understand instructions.



- Support pupils in respect of local and national learning strategies e.g. literacy, numeracy, early years, as directed by the teacher.
- Support the use of ICT in the curriculum.

Supporting the Academy

- Set a personal example that contributes to the positive ethos of the Junior Academy.
- Be aware of, and comply with, policies and procedures, e.g. child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Assist with the supervision of pupils out of lessons, including before and after school and at lunch times.
- Accompany staff and pupils on visits, trips and out-of-school activities as required and take responsibility for small groups.
- Develop and maintain professional and effective working relationships with parents/carers, external partners and other colleagues.
- Attend meetings as required.
- Engage actively in the Academy.
- Undertake professional development as required or identified.
- To undertake First Aid training and use this to assist as required during the day.

General Responsibilities

- Comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- Create and maintain positive and supportive relationships with staff, parents, business, community and other stakeholders.
- Be aware of the School's duty of care in relation to staff, students and visitors and to comply with all health and safety policies at all times.
- To engage with appropriate training opportunities to promote professional effectiveness in this role.
- Participate in the ongoing development, implementation and monitoring of the Trust and Academy Improvement Plans.
- To treat all information acquired through employment, both formally and informally, in strict confidence.
- To be aware of the school's responsibilities under the General Data Protection regulations (GDPR) for the security, accuracy and relevance of personal data held on such systems and ensure that all processes comply with this.
- Be aware of and comply with policies and procedures relating to child protection, reporting all concerns to the Designated Safeguarding Lead.



- Be aware of and comply with the codes of conduct, regulations and policies of the Trust and Academy and its commitment to equal opportunities.

The duties and responsibilities listed above describe the post as it is at present. It cannot be read as an exhaustive list of duties and may be altered at any time with Academy approval.

Note: Every job description in the organisation will be subject to a review either:

- On an annual basis at the time of the annual appraisal meeting, or
- As a result of a change in strategic direction, or
- As a result of a team/operational requirements, or

It is the shared responsibility of the post holder and their manager to ensure that the job description is kept up to date.



Person Specification

Attribute	Essential or Desirable	Assessment
Qualifications		
A* - C GCSE Maths and English (or equivalent).	E	A
Willingness to undertake appropriate first aid training.	E	A
Training in relevant learning strategies e.g. literacy/numeracy/EAL.	D	A
Teaching Assistant qualification.	D	A
Knowledge & Understanding		
Ability to provide support for pupils, including those with special needs and EAL, ensuring their safety and access to learning activities.	E	I
Promote good pupil behaviour, and deal promptly with conflict and incidents.	E	I
Ability to undertake student record keeping as requested.	E	I
Ability to provide support for structured and agreed learning activities/learning programmes, taking into consideration pupils' learning styles.	E	I
Awareness of procedures relating to child protection, health, safety and security, confidentiality and data protection.	E	I
Ability to utilise strategies to support students in achieving learning goals.	D	I
Understanding of how to support Literacy/Numeracy/EAL programmes, record achievements and progress and providing appropriate reports and feedback for the teacher.	D	I
Skills & Abilities		
Establish good working relationships with pupils acting as a role model.	E	I
Encourage pupils to interact with others and engage in activities led by the teacher.	E	I
Assist with the development and implementation of Individual Learning Plans and Education Health Care Plans.	E	I
Provide detailed and regular feedback to teachers on pupils' achievements and progress.	E	I
Support the use of ICT in learning activities and develop pupils' competence and independence in its use.	E	I
Work as part of a team appreciating and supporting the role of other people in the team.	E	I



Experience

General understanding of national curriculum and other basic learning programmes/techniques.	E	I
Basic understanding of child development and learning.	E	I
Ability to relate well to children and adults.	E	I
General awareness of inclusion, especially within a school setting.	E	I
Previous experience of working with primary aged children.	D	I

Personal Commitment

Demonstrate and adhere to TDET and Academy's Core Values.	E	A/I
Commitment to equality and diversity in the workplace.	E	A
Adhere to GDPR guidelines and the Academy's internal procedures.	E	A
Adhere to the Academy's Safeguarding and Prevent policy and procedures.	E	A/I
Adhere to TDET's Health and Safety policy and procedures.	E	A

Assessment methods

A – Application

I – Interview

T – Task/Activity

L – Lesson Observation

R – References



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