





Recruitment Pack

Educational Support Assistant



Message from Our Chief Executive

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. Thank you for taking an interest in the vacancy we have, please get in touch to find out more about the exciting opportunities on offer.

Best Wishes,

Mick Kay



Message from Our Primary Executive Headteacher

Impact is a values driven organisation on a mission to improve the life chances of children and young people and improve social mobility for the disadvantaged.

Berry Brow Infant & Nursery Academy joined Impact in July 2024.

We are seeking a dedicated individual who is adventurous and creative, with flexibility, drive and ambition. Prospective candidates will be keen to join our family of schools alongside getting the most from working for the Trust. You will be passionate about ensuring that a safe, caring and efficient setting is maintained to ensure that our children have the best possible environment to learn in.

Thank you for your interest in Impact, we look forward to receiving your application.

Kind regards

Lesley Heathcote
Executive Headteacher



Information for Prospective Candidates

- Trust and Academy information
- Job description
- Person specification
- Application process

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.

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.

- Cycle to Work Scheme
- Employee Assistant 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 and mobile phone discounts
- Retail Discounts Scheme



We listen to our people 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.



Job Description

Post:	Educational Support Assistant
Salary:	Scale 3, SCP 5 – 6 (£25,583 - £25,989)
Actual Salary:	£19,101 - £19,404
Hours:	32.5 hours
Contract:	Term Time Only Permanent
Start Date:	ASAP
Responsible to:	The Headteacher, Newsome Junior Academy
Closing Date:	Monday 5 January 2026 at 9am
Interview Date:	Friday 9 January 2026

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
- 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.

Person Specification

Attributes	Essential	Desirable	How Identified
Qualifications	<ul style="list-style-type: none"> GCSE English and Maths or equivalent e.g. Adult Literacy/Numeracy at level 1. Level 3 NVQ for Teaching Assistants or equivalent qualification or educated to graduate level. Other relevant qualifications relating to the post e.g. Level 3 NVQ in Health/Childcare, first aid qualification. 	<ul style="list-style-type: none"> 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, math, English etc. 	<p>Application</p> <p>Interview</p> <p>Certification</p>
Experience	<ul style="list-style-type: none"> Experience of working in a team situation. Experience of working with or caring for children in EYFS e.g. voluntary organisation or parental/caring responsibilities. Provide evidence of having previously spoken fluently to customers at an Advanced Threshold Level 	<ul style="list-style-type: none"> Experience of working with pupils with additional educational needs and more able special educational needs. Experience of working in a relevant discipline. Clerical/administrative 	<p>Application</p> <p>Interview</p> <p>References</p>

Person Specification

Knowledge and skills	<ul style="list-style-type: none"> • Ability to work constructively as part of a team with a willingness to share knowledge, expertise and experience. • Ability to remain calm under pressure; prioritising conflicting demands. • Demonstrate a commitment to working with children of the relevant age. • Demonstrate good co-operative, interpersonal and effective listening skills. • In depth knowledge and experience of maintaining confidentiality in matters relating to the school, its pupils, parents or carers. • Ability to perform all duties and tasks with reasonable adjustments where necessary, working flexibly and willing to accept change. • Ability to cope with the requirements of the post, which will include working with pupils who have emotional/ behavioural/physical difficulties. • In line with the Immigration Act 2016; you should be able to demonstrate fluency of the English Language at an Advanced Threshold Level 		
Character	<ul style="list-style-type: none"> • Caring, approachable, firm, understanding, consistent, assertive and calm. • Understanding of children's needs. • Understanding and respecting the need for absolute confidentiality. • Adaptability and willingness to assist with other aspects of school life. • Willingness to continue to learn and develop and train. • Excellent interpersonal skills. • Good sense of humour. • Commitment to the full life of the academy. 		Application form Interview References

Application process

- To apply for this role, please follow the link below.
- To arrange a visit to Newsome Junior Academy or to find out more about the role, please contact our Administrator Marc Cowperthwaite on 01484 540509 or email office@newsomejuniors.co.uk
- To find out more about our Trust please have a look at our website or check out individual Academy websites. You will find the central Trust by clicking on the link: <https://i-mat.org.uk>
- Impact Multi Academy Trust is committed to the welfare and safety of all our pupils, and as such rigorous DBS and employment checks will be carried out.
- Please apply via the MyNewTerm Portal at the following link: <https://mynewterm.com/jobs/150570/EDV-2025-NJA-40993>