



North East
Learning Trust

WE'RE LOOKING FOR

A **TEACHING**

ASSISTANT

TO JOIN OUR TEAM



Browney Academy
Harle Street, Browney
County Durham, DH7 8HX

0191 378 0562
admin@browneyacademy.co.uk
www.browneyacademy.co.uk

Teaching Assistant Required for 1 September 2019

We are seeking to appoint a passionate, inspirational and innovative teaching assistant to join our fast moving, forward thinking school to initially work in Early Years. We are looking for an outstanding teaching assistant who is flexible and a confident team player who has experience of working with children in a school or a similar setting.

We can offer:

- A diverse and vibrant learning community with enthusiastic and engaging children
- A positive, caring ethos and culture
- A forward thinking school
- A team of hardworking, dedicated and friendly colleagues
- A supportive and effective governing body
- High quality professional development opportunities and experiences

Deadline:

Tuesday 23 April 2019.

Shortlisting will take place week commencing 23 April 2019, with interviews week commencing Monday 29 April 2019.

All visits to the school are warmly welcomed. Please contact the school office on **0191 378 0562** to arrange a visit.

How to apply:

Application forms should be completed and returned with a supporting letter of no more than two sides of A4 to **catherine.harris@browneyacademy.co.uk** or by post to Catherine Harris, Browney Academy, Harle Street, Browney, County Durham, DH7 8HX.

Job description

Responsible to

Head teacher

Purpose of job:

- To support pupils' learning and development and share in their pastoral care
- To take an involved part in the planning and record keeping of pupils' learning
- To share in the care and wellbeing of pupils throughout the school
- To follow, maintain and promote the school core values
- To ensure compliance with all school policies and procedure and government legislations
- To support safeguarding as a key policy in school

The main responsibilities of this post will generally include:

Achievement and Standards

- Assisting class teachers in raising the achievement of all pupils
- Working with individual pupils or groups as required
- Contributing to the preparation of lessons and assisting in the selection and preparation of teaching resources to meet pupils needs and interests
- Supervising and assisting individuals or small groups of pupils in activities set by class teachers or SENDCo
- Supervising whole classes during short periods of teacher absence or attendance at planned meetings
- Contributing to reports and the maintenance of appropriate records
- Contributing to assessment procedures
- Helping implement lesson plans
- Providing feedback to class teachers by observing pupil performance and behaviour and the effectiveness of classroom processes and organisation
- Carrying out intervention programmes where necessary

Pupil Well Being and Personal Development

- Assisting with maintaining good behaviour of pupils across the school following the school's Behaviour Management Policy
- Providing additional care for pupils with particular needs (learning, behavioural, physical, medical) as part of a planned programme
- Building and maintaining good relationships with pupils, ensuring the care, health

- and welfare of pupils at all times, including the willingness to dress and undress, the toileting, and the cleaning of pupils, where necessary after appropriate training
- Assisting pupils with physical needs and difficulties
 - Establishing and maintaining appropriate working relationships with parents, staff and other adults involved in pupils' education
 - Following school procedures for safeguarding, reporting any concerns regarding pupils' safety and welfare to designated staff immediately
 - Promoting the inclusion of all pupils, including those with EAL and supporting individual pupils who find it difficult to form relationships or successful access to the curriculum
 - Helping to keep pupils on task by giving individual attention where necessary and helping them to become more successful learners

The Quality of Provision

- Assisting in the provision of activities for the pupils to encourage their physical, intellectual, emotional and social development
- Liaising with class teachers / SENDCo and contributing to individual planning and EHCP reviews as necessary
- Assisting with planning, creating and mounting displays
- Maintaining a safe and purposeful learning environment
- Supervising pupils in different contexts, ensuring their safety at all times
- Assisting in maintaining good relationships between all members of the school community, including parents, support staff and other professional agencies.
- Developing skills and knowledge of ICT, particularly in supporting children with SEN

Other Responsibilities

- Attending relevant meetings and contributing to curriculum development, school policies and procedures
- Supervising pupils during break times as necessary and maintaining a good level of hygiene in the dining hall
- Ensuring good communication
- Taking responsibility for own professional development by seeking opportunities and attending relevant training
- Contributing to the wider life of the school
- Taking part in school practices and procedures, e.g. playground duties, educational visits, school performances
- Be willing to undertake first aid training and once qualified administering basic first aid to staff and pupils.
- Be committed to the school's aims and values
- Ensuring that the duties of the post are undertaken with due regard of the School's Health & Safety Policy, Code of Conduct and to their personal responsibilities under the provision of the Health and Safety at Work Act 1974 and all other relevant subordinate legislation
- Any other duties required by the Senior Leadership Team within the scope of this post

This job description is to be used in conjunction with the 'Professional Standards for Teaching Assistants – June 2016' document. It may be reviewed at the end of the academic year (or earlier if necessary) and can be amended after consultation with the post holder.

Person specification

	Essential	Desirable	Method of Assessment
Qualifications	<ul style="list-style-type: none"> Teaching Assistant qualification – Level 3 or equivalent 	<ul style="list-style-type: none"> Further professional development First aid training 	<ul style="list-style-type: none"> Qualification check Application form/ letter
Experience	<ul style="list-style-type: none"> Working with children within the primary age range Providing support in literacy and numeracy Working well in partnership with staff, children and parents 	<ul style="list-style-type: none"> Early Years Foundation Stage experience 	<ul style="list-style-type: none"> Application form/ letter References Interview
Skills	<ul style="list-style-type: none"> Has a good understanding of the principles of child development and the learning process Has a working knowledge of the National Curriculum and other learning programmes / strategies Has a good understanding of current educational initiatives including the effective use of ICT to support learning Communicates well orally 	<ul style="list-style-type: none"> Has a working knowledge of the Early Years Foundation Stage curriculum 	<ul style="list-style-type: none"> Class activity Application form/ letter References Interview
Disposition	<ul style="list-style-type: none"> Good timekeeping and attendance record Relates well to children and other adults Able to work collaboratively as part of a team 	<ul style="list-style-type: none"> Willing to take part in extracurricular activities 	<ul style="list-style-type: none"> Medical clearance Class activity Application form/ letter References

References:

Any relevant issues arising from references will be taken up at interview.

DBS and pre-occupational health:

The North East Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure.

An enhanced DBS check and pre-occupational health check are an essential part of the selection and recruitment process.

Equal opportunities:

We are an equal opportunity employer. We want to develop a more diverse workforce and we positively welcome applicants from all sections of the community.

Applications with disabilities will be granted an interview if the essential job criteria are met.