



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](http://www.browneyacademy.co.uk)

# Teaching Assistant

## Required from January 2020

**Fixed term: January 2020 - 31 July 2020**

**Monday – Friday 12.45 – 3.15 pm, 12.5 hours per week, Term Time Only**

**Salary: SCP 3 £18,065 (FTE)**

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

### We are looking for someone who will:

- Support pupils' learning and development and share their pastoral care
- Take an involved part in the planning and record keeping of pupils' learning
- Share in the care and wellbeing of pupils throughout the school
- Follow, maintain and promote the school's core values
- Ensure compliance with all school policies and procedure and government legislations
- Support safeguarding as a key policy in school

### Deadline:

**Friday 29 November 2019, 12 noon**

Shortlisting will take place Friday 29 November 2019

Interviews will take place Thursday 5 December 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:

Letters of application should be no more than two sides of A4 and should be returned with application forms to [diane.woodlands@browneyacademy.co.uk](mailto:diane.woodlands@browneyacademy.co.uk)

# Job description

## Responsible to

Headteacher

## Job purpose:

To support pupils' learning and development and share in their pastoral care.

To take an involved part in the planning and record keeping of pupil's learning and to share in the care and wellbeing of pupils throughout the school. To follow, maintain and promote the school's core values and ensure compliance with all school policies, procedure and government legislation while supporting safeguarding as a key policy in school.

## Core responsibilities:

### Achievement and standards

- Assisting class teachers in raising the achievement of all pupils
- Working with individual pupils or groups as requires
- 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 wellbeing 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 special needs.

### **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 above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the contract of employment).

The post holder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body.

To uphold the school's policy in respect of child protection and safeguarding matters. S/he shall be subject to all relevant statutory requirements as detailed in the most recent School Teachers' Pay and Conditions Document.

The post holder may be required to perform any other reasonable tasks after consultation.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the post holder. All members of staff are required to participate in the school's appraisal scheme.

## Person specification

	Essential	Desirable
Application	<ul style="list-style-type: none"> <li>Teaching assistant qualification - Level 3 or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>Further professional development</li> <li>First Aid training</li> </ul>
Qualifications	<ul style="list-style-type: none"> <li>Working with children within the primary age range</li> <li>Providing support in literacy and numeracy</li> <li>Working well in partnership with staff, children and parents</li> </ul>	<ul style="list-style-type: none"> <li>Early years Foundation Stage experience</li> </ul>
Experience	<ul style="list-style-type: none"> <li>Has a good understanding of the principles of child development and the learning process.</li> <li>Has a working knowledge of the National Curriculum and other learning programmes / strategies</li> <li>Has a good understanding of current educational initiatives including the effective use of ICT to support learning</li> </ul>	<ul style="list-style-type: none"> <li>Has a working knowledge of the KS2 Stage curriculum</li> </ul>
Personal qualities	<ul style="list-style-type: none"> <li>Good timekeeping and attendance record</li> <li>Relates well to children and other adults</li> <li>Able to work collaboratively as part of a team</li> </ul>	<ul style="list-style-type: none"> <li>Willing to take part in extracurricular activities</li> </ul>

## **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.