



# SHIRELAND

## TECHNOLOGY PRIMARY



### **Applicant Information**

Teaching Assistant

Shireland Technology Primary

## The MAT

The Shireland Collegiate Academy Trust objectives:

- A MAT where outcomes for young people in terms of progress are above the national average.
- A MAT where our academies are either Good or Outstanding within 3 years of joining.
- A financially healthy and stable MAT.
- A MAT that prides itself on its use of technology for teaching and non-teaching aspects.
- A MAT with a structure for rapid growth when needed.
- A MAT that builds partnership working to achieve outstanding educational outcomes and experiences.

Founded in April 2007 with two academies, currently there are four in the family with others set to join in the near future.

## Our 5 Year Strategy

To build a better future for all within our Academies who in turn will positively impact their communities.

- To grow to a Trust of 10 Academies.
- To expand within the Primary sector using technology as a key too for progress with the Free School programme as our main delivery vehicle.
- To establish an operating model that creates a proactive and process driven delivery support model.
- To ensure each academy has a wraparound structure for pastoral support including behaviour.
- To create a curriculum delivery model within each of our academies that is responsive to change and can be adapted to meet individual student's needs.
- To create a model of inter-academy support and skill sharing to support student and staff progression.

## Applications

Thank you for your interest in the post. Please note the closing date for applications is **8.00am Monday 1<sup>st</sup> June 2020**. Completed applications and supporting documents should be sent via email to [info@stp.shirelandcat.org.uk](mailto:info@stp.shirelandcat.org.uk)

## Job Description

<b>Job Title</b>	<b>Teaching Assistant</b>
<b>Grade</b>	<b>Band C/D</b>
<b>Responsible to</b>	<b>Senior Staff</b>

### The primary purpose of the role

To provide high quality classroom support to pupils under the direction of the teacher and help promote the values and ethos of the school and Trust.

To support before/after school provision.

### Main Duties

#### Support to Pupils

Participation in the integration of children with special needs into the mainstream.

Where appropriate taking charge of a group or class in an emergency under the direction and control of the Principal, or other designated member of staff.

Specialist language support to individuals/ groups where English is not the first language.

To facilitate the pupil's development and skills in the use of resources including Information Technology.

To maintain pupils' interests and motivation.

Assisting pupils with dress/ changing for activities/ personal hygiene.

To support individual/group work across the curriculum to raise levels of achievement.

Care and welfare of pupils to include toileting and feeding as required.

Administering first aid.

Specialist support to pupils in line with a Statement of Special Needs or planned provision (IEP/ISP) to encourage acceptance and inclusion to support achievement and development.

Establish supportive relationships with pupils and families.

## **Support to School**

Undertake a period of duty during the school lunch break, subject to being given a reasonable rest period (normally not less than ½ hour).

Establish links and develop strong relationship with those with parental responsibility during the working day, as part of the normal consultative and the educational process.

Attend staff meetings and training days where required (including online training).

To contribute to the development of and maintain school policies and procedures.

Preparation of rooms, equipment and displays.

Maintain school routine.

Attend staff meetings and training days where required (including online training).

To promote high standards of behaviour throughout school in accordance with the Behaviour Policy.

To support school and classroom family engagement strategies.

Support ethos of school.

Maintenance of safe environment.

Assist with out of school activities such as open days, trips, school performances etc.

## **Support to Teachers**

Contact with parents as part of normal consultative and educational process, eg parents' evenings.

To deliver pre-planned programmes of work.

Planning and organisation of activities for children and support to teachers in the completion of assessment and other pupil records.

Undertaking duties on a rota basis during mid-morning and mid-afternoon breaks.

To assist the teacher with supervision of pupils on school trips/visits.

Keeping materials and equipment in tidy/safe manner.

Liaison with teachers and other staff to obtain, exchange and record information on pupils in accordance with school policy.

Support the supervision of individuals/groups of pupils.

## **Support with Curriculum**

To contribute to the development of the curriculum and resources.

To assist in the teaching of the curriculum and developing innovative practice including the use of new technologies.

Support to teachers in the assessment and monitoring of pupils, in accordance with school policy.

Contribute to development of school policies and procedures as part of Key Stage team.

To support individual/ group work across the curriculum to raise levels of achievement and to respond appropriately to pupils.

Participation in working groups on curriculum matters.

Contribute to curriculum development as part of training days and at any ongoing review meetings.

Involvement in planning meetings.

Attendance at staff meetings and appropriate curriculum specific training sessions as required including online training).

Repair and maintenance of books and equipment.

Development and preparation of curriculum materials.

Development of the environment to support the curriculum and facilitate learning.

**Safer Recruitment – The Shireland Collegiate Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

### Person Specification

#### Job Title: Teaching Assistant

<b>Physical</b>	<p>A smart business-like appearance</p> <p>Able to meet the physical demands of the role</p>
<b>Qualifications</b>	<p>NVQ Level 3 in Childcare, BETC or NNEB</p> <p>GCSE or equivalent in English and Mathematics</p> <p>Hold or be prepared to undertake training for First Aid at Work</p>
<b>Experience</b>	<p>Experience of working with Primary/Secondary children in a learning support role.</p>
<b>Training</b>	<p>Willing to attend relevant training</p>
<b>Special Knowledge</b>	<p>An understanding of child development.</p> <p>Knowledge of Health and Safety issues.</p> <p>Knowledge and understanding of child protection issues.</p> <p>First Aid Qualification</p>
<b>Circumstances</b>	<p>Ability to work when the school is open (Term Time working)</p> <p>Willingness to work flexibly to meet the requirements of the post.</p> <p>Able to attend after school events.</p>
<b>Disposition</b>	<p>Ability to motivate individuals to perform effectively</p> <p>Commitment to working in partnership with parents</p> <p>Awareness of and respect for, the needs of the individual child and their families, including multi-cultural and inclusive practices.</p>



<b>Practical and Intellectual Skills</b>	<p>Exceptionally high standard of spoken and written English.</p> <p>To have excellent communication skills and be able to use them effectively in the classroom and when talking to families (orally and in writing)</p> <p>Ability to use technology confidently and show willingness to learn new software and develop new skills</p>
<b>Legal Requirements</b>	<p>Enhanced DBS Clearance</p>

### Timeline

**Closing date for applications is: 8.00am Monday 1<sup>st</sup> June 2020.**

Following the shortlisting process, successful candidates will be invited for interview.

If after reading the information provided you feel that you meet the specification for the post, we would like to hear from you.

Please email your completed application form to: [info@stp.shirelandcat.org.uk](mailto:info@stp.shirelandcat.org.uk)