



**North East  
Learning Trust**

**Teaching Assistant  
Hermitage Academy**  
Applicant information pack

# **Teaching Assistant**

## **Required September 2020 until 31<sup>st</sup> August 2021**

**(Fixed Term)**

### **Term Time Only + 4 days**

**SCP 6 £19,698 (FTE) £16908 (Actual)**

The North East Learning Trust are seeking to appoint a Teaching Assistant (Fixed Term). This appointment will be based in Hermitage Academy where we have an exciting opportunity for you to join a school that is undergoing real change.

Hermitage Academy is a mixed 11-16 comprehensive school and sixth form with over 1000 students from Chester-Le-Street and the surrounding areas. The school has recently been sponsored by the North East Learning Trust and is embarking on a new and exciting phase of its development, so it is an opportune time to join us as we work together to support students to reach their full potential.

### **The successful candidate will have:**

- Relevant training and experience of successful teaching and learning
- High expectations and standards in achievement and behaviour
- A firm belief and strong commitment to inclusive education
- A clear understanding of how children are motivated and learn effectively
- A creative approach to encourage children to take ownership of their own learning
- Energy, commitment, enthusiasm and initiative
- The ability to work collaboratively and flexibly as part of a highly skilled team and form positive relationships with children, parents, staff and other professionals
- The ability to deliver outstanding teaching

### **Deadline:**

Closing Date: **14<sup>th</sup> September 2020 (12pm noon)**

Interviews taking place week commencing **21<sup>st</sup> September 2020**.

### **How to apply:**

Please could you complete and return the Application Form together with a supporting letter to school by Monday 14<sup>th</sup> September 2020 (12pm noon). The letter should outline the reasons why you wish to work at the North East Learning Trust, what you would bring to the post, and the experience and attributes that have prepared you to take on the role.

Application forms should be completed and returned with a supporting letter of no more than two sides of A4 to [samantha.lish@hermitageacademy.co.uk](mailto:samantha.lish@hermitageacademy.co.uk) or by post to Samantha Lish, Hermitage Academy, Waldrige Lane, Chester-Le-Street, DH2 3AD.



# Job description

**Post title:** Teaching Assistant  
**Responsible to:** Headteacher  
**Responsible for:** Supporting pupils' learning and development  
**Salary Band:** SCP6

## 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.

## Duties and 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.

### **General**

- 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 duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.**

**This job description is current at the time of post, but, in consultation with you, may be changed by the head of school to reflect or anticipate changes in the job commensurate with the grade and job title.**

## Health and Safety

It is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their acts at work. This includes co-operating with the Trust and colleagues in complying with health and safety obligations to maintain a safe environment and particularly by reporting promptly and defects, risks or potential hazards. Specifically:

- To report any incidents/accidents and near misses to your line manager
- To ensure own safety and safety of all others who may be affected by the Trust's business

## Safeguarding

The Trust has a Child Safeguarding policy and procedure in place and is committed to safeguarding and promoting the welfare of all its students, each student's welfare is of paramount importance to us and you are expected to share this commitment. All staff will fully comply with the Trust's policies and procedures, attend appropriate training, inform the Designated Person of any concerns, record any potential safeguarding incidents appropriately.

# Person specification

	Essential	Desirable
Education/training	<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>
Experience	<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>KS3 – KS5 experience</li> </ul>
Aptitude and skills	<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 KS3/4 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:**

If your application is shortlisted, references will be sought prior to interview. 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.