



**North East
Learning Trust**

**Teaching Assistant
Hermitage Academy**
Applicant information pack

Teaching Assistant

September 2022

20 Hours per week

Term Time Only + 4 additional days - Temporary

Salary Grade 2, SCP4-SCP6

£19,264-£20,043 (FTE) £9,140-£9,510 (Actual)

Hermitage Academy is a part of the North East Learning Trust and is seeking to appoint a Teaching Assistant to join our dedicated team.

We are a mixed 11-16 comprehensive school and sixth form with over 1000 students from Chester-le-Street and the surrounding areas. Everything we do at Hermitage Academy is tailored to making students feel happy about coming into school, enjoying learning, making good friends and feeling safe.

Our vision, along with all schools in the Trust, is that every child experiences excellence every day.

We are committed to:

- A vibrant learning community with enthusiastic and engaging students
- A positive and caring ethos
- An excellent learning environment and resources
- A team of hardworking, dedicated and friendly staff where everyone is valued
- A supportive and effective governing body

We can offer:

- National Terms and Conditions of Employment (NJC Green Book)
- Local Government Pension Scheme
- Employee Assistance Programme providing free confidential advice and counselling service 24/7 365 days per year

The successful candidate will:

- Hold a Teaching Assistant qualification Level 3 (or equivalent).
- Have experience of working with KS3/4
- Have excellent time keeping
- Be proactive and self-motivated.
- Have a flexible approach to work.

Deadline:

Closing Date 24th June 2022 12 noon

Interviews taking place week commencing 27th June 2022

How to apply:

Application packs can be downloaded from our website.

Letters of application should be no more than two sides of A4 and should be returned with application forms to Samantha Lish, samantha.lish@hermitageacademy.co.uk or by post to Samantha Lish, Support Services Manager, Hermitage Academy, Waldrige Lane, Chester-le-Street, County Durham, DH2 3AD. Please do not submit a CV unless it is to compliment your application form.

Job description

Post title:	Teaching Assistant
Responsible to:	Headteacher
Responsible for:	Supporting pupils' learning and development
Salary Band:	Grade 2 SCP4-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
- 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. duties, educational visits, school performances
- Be willing to undertake first aid training and once qualified administering basic first aid to staff and pupils.

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.

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"> Teaching assistant qualification - Level 3 or equivalent 	<ul style="list-style-type: none"> Further professional development First Aid training
Experience	<ul style="list-style-type: none"> KS3 – KS5 experience Providing support in various subjects Working well in partnership with staff, children and parents 	<ul style="list-style-type: none">
Aptitude and skills	<ul style="list-style-type: none"> Has a good understanding of the principles of pupil development and the learning process. Has a working knowledge of the KS3/KS4/KS5 curriculum Has a good understanding of current educational initiatives including the effective use of ICT to support learning 	<ul style="list-style-type: none">
Personal qualities	<ul style="list-style-type: none"> Good timekeeping Relates well to pupils 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

References:

References will be requested prior to interview, except for non-teaching roles, where there are exceptional circumstances, and the applicant does not give consent to do so on the application form.

DBS:

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.

An application for a DBS certificate will be submitted for all candidates once they have been offered the position. For posts in regulated activity, the DBS check will include a barred list check. During the recruitment process, any offences, or other matters relevant to the position will be considered on a case-by-case basis.

Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure.

Pre-occupational health:

Pre-occupational health check is an essential part of the selection and recruitment process to assess if any reasonable adjustments are required.

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.

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