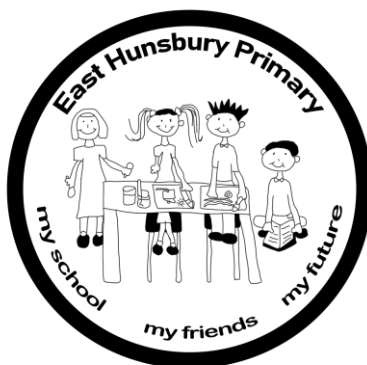


# East Hunsbury Primary School



## Teaching Assistant

## A Welcome from the Headteacher

My name is Kat Pennington and I am delighted and proud to be the Headteacher of East Hunsbury Primary School. We are a two-form entry school with the most amazing 50-place Specialist Unit for pupils with Significant Learning Difficulties.

East Hunsbury Primary School (EHPS) is a truly BRILLIANT school. It is family-centred, ambitious and forward-thinking school that is not only inclusive and welcoming but we are a school with the highest of standards and expectations.

Feeling brilliant is really important to us. We want our children to realise how incredibly brilliant they are and we want our teachers to get the professional development and support that they need to do a brilliant job in the classroom. We understand that considering workload, health and happiness is all part of that.

We are a family here at EHPS and are proud of our community because it is a community in which, everyone feels confident, represented, valued. It is a community where everyone has a voice and is encouraged to contribute. It is a community in which parents are invited to work in partnership with us and one where diversity is embraced and celebrated. A community in which we all learn, laugh and celebrate together.

At EHPS, we put children at the heart of everything we do and every decision we make because we know just how much a child can achieve and understand that it is our job to ensure that they do. We want to foster an enthusiasm for learning that remains throughout life while equipping our pupils with the physical, emotional, social and intellectual skills they need to be happy and successful.

At EHPS, we are kind and behaviour is exemplary. We are committed to safeguarding all of our pupils. We want our teachers to love their job, feel fulfilled and supported. Staff wellbeing is very important to us and we pride ourselves on being a staff that cares, listens to one another, works together and one that creates a vibrant professional learning culture.

If you are still reading this then you are likely to be interested in the job that we are advertising (**great!**).

If you would like more information about our brilliant school then please check out our website: <https://easthunsburyprimary.org.uk> and Facebook page <https://www.facebook.com/EastHunsburyPrimarySchool/>.

Or, call the school office as we will be more than happy to help and answer any questions that you may have. Alternatively, you can book to come and visit us!

If you want to work at a school that values kindness, is committed to both brilliance and enjoyment, one that prioritises staff development and places children at the centre of **everything** – then East Hunsbury Primary School could just be the place for you. Come and see!

**#WeareEastHunsburyPrimary**  
**#WeareBrilliant**

With best wishes,

Kathryn Pennington



## Job Description: Teaching Assistant Level 2 (Mainstream)

|                         |   |
|-------------------------|---|
| <b>Job title:</b>       | Teaching Assistant Level 2 Mainstream   |
| <b>Salary:</b>          | Grade D Point 3-4 - £24,027 - £24,404 full time equivalent (paid pro-rata)<br>Actual pay £9534 - £9878  |
| <b>Hours post</b>       | 17.5 hours per week Term time only - 8.30am – 12.00am Monday to Friday  |
| <b>Contract type:</b>   | Permanent   |
| <b>Reporting to:</b>    | Lindsey York or alternative appointed line manager  |
| <b>Responsible for:</b> | Supporting the learning and personal development of children within the mainstream school, and when necessary, participating in directed TA teams |

### About Us

At East Hunsbury Primary School, brilliance is our minimum standard. Our values of: work hard, be kind, and believe, underpin everything we do. We strive to equip our children with the skills and knowledge they need to make informed future choices and to contribute to making a better world. Every member of our school community plays a vital role in achieving this mission.

We are a team: faster alone, but further together. We prioritise professional development, training, and wellbeing for all staff, guided by our motto: family and health first.

### Main Purpose:

The Teaching Assistant (TA) will:

- Work with class teachers and staff to raise the learning and attainment of pupils
- Promote pupils' independence, self-esteem and social inclusion
- Give support to pupils, individually or in groups, so they can access the curriculum, take part in learning, and experience a sense of achievement
- Work within any teams or groups required across the school to raise the attainment of pupils and meet the identified needs of the school.

### Duties and responsibilities

#### Teaching and learning - supporting pupils in the learning environment including behaviour management

- Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all pupils including, where appropriate, those with special educational needs and disabilities (SEND)
- Supervise and support pupils in the learning environment including more in depth support for those with special needs, to promote independence, inclusion, acceptance and equality of access to learning opportunities for all pupils
- Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities
- Support the teaching of a broad and balanced curriculum aimed at pupils achieving their full potential in all areas of learning

- Use effective behaviour management strategies consistently in line with the school's policy and procedures
- Support class teachers with maintaining good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment
- Organise and manage teaching space and resources to help maintain a stimulating and safe learning environment
- Observe pupil performance and pass observations on to the class teacher
- Supervise a class if the teacher is temporarily unavailable
- Assist pupils within the class, individually or in small groups (and sometimes outside the main classroom) in the completion and adjustment of a wider range of pre-defined learning, care and support activities to meet the requirements of pupils and the curriculum (for example writing, maths, reading and IT)
- Assist with the supervision of pupils out of lesson times to enhance service delivery (for example before and after school / break and lunchtimes when necessary).
- Use IT skills to advance pupils' learning
- Undertake any other relevant duties given by the class teacher
- Participate, if needed or directed, in a specific school team to enhance learning, welfare and attainment of the children e.g. intervention, pastoral, Forest School or SEND team.
- Work within any necessary teams as directed to support teaching and enhance learning.
- Attend to and support any personal or intimate care needs of the pupils in your care.

### **Planning**

- Monitor, feedback, record and report on pupil progress, including feedback to pupils, and participate in the completion of pupil profiles and records of attainment to maximise pupil development
- Under the guidance of the class teacher, plan and prepare for activities associated with any teams in which they work
- Read and understand lesson plans shared prior to lessons, if available
- Prepare the classroom for lessons

### **Preparing and maintaining the classroom environment and resources**

- Create and maintain a purposeful, orderly and supportive environment both within and outside of the classroom in accordance with lesson plans and school expectations.
- Assist with the display of pupils' work to support pre-defined learning activities to meet the needs of pupils and the curriculum
- Prepare, maintain and use equipment and resources required to meet lesson plans / learning activities to meet the needs of pupils and the curriculum

### **Working in the environment and with resources**

- Assist with the planning, development and implementation of pupil education / behaviour plans and personal care programmes to ensure that the school's health, safety, first aid and behaviour policies are maintained

- Monitor resource levels and contribute to the resource ordering process to ensure the timely availability of resources to meet the requirements of the curriculum
- Maintain an awareness of the importance of the appropriate use of resources to minimise waste and maximise the effectiveness of financial resources

### **Working with staff, parents/carers and relevant professionals including providing clerical support**

- Uphold our school values of Be Kind. Work Hard. Believe
- Communicate effectively with other staff members and pupils, and with parents and carers under the direction of the class teacher
- Build and maintain positive and constructive working relationships with pupils, parents, carers and colleagues to maximise pupils' development and maintain the overall ethos of the school
- Communicate their knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision
- Contribute to meetings with parents and carers by providing feedback on pupil progress, attainment and barriers to learning, as directed by teachers
- With the class teacher, keep other professionals accurately informed of performance and progress, or concerns they may have about the pupils they work with
- Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers
- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Adhere to the Code of Conduct.
- Supervise pupils on visits, trips and out of school activities
- Provide clerical and other support for example photocopying, typing, filing and record keeping.
- Support teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group of pupils under the supervision of the teacher to meet service delivery requirements
- Administer routine tests, invigilate exams and undertake routine marking of pupils' work to meet requirements of pupils and the curriculum

### **Health and safety**

- Promote the safety and wellbeing of pupils, and help to safeguard pupils' wellbeing by following the requirements of Keeping Children Safe in Education (KCSIE) and our school's child protection policy
- Look after children who are upset or have had accidents inline with school policy and procedures
- Attend / complete necessary Health and safety information including any online training or directed via the weekly briefing.

## **Professional development**

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Participate in meetings, team development activities and assist less experienced colleagues when appropriate, to support the achievement of individual and team performance and development objectives
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- Take part in the school's appraisal procedures
- Take part in any specific training that relates to a team or role that you undertake.
- Keep up to date with matters and events going on at school via the briefing.
- Be proactive in their own professional development and take responsibility for areas of improvement.

## **Other areas of responsibility and considerations**

### **Safeguarding and personal health/safety**

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Promote the safeguarding of all pupils in the school
- Job holders regularly move around during their normal working pattern, walking standing and sitting with pupils.
- Job holders may set out PE equipment and will have help in moving heavy equipment.
- Job holders are likely to be required to work within a specified team which is created in response to the school's needs and areas of development.

The TA will be required to follow school policies and the staff code of conduct.

Please note, this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the TA will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

## Person specification

| CRITERIA                           | QUALITIES  | DESIRABLE   |
|------------------------------------|--|---|
| <b>Qualifications and training</b> | <ul style="list-style-type: none"> <li>NVQ Level 2 or equivalent in a relevant subject</li> <li>GCSE or equivalent level, including at least a Grade 4 (previously Grade C) in English and maths</li> <li>First-aid training, or willingness to complete it</li> <li>Appropriate level of data protection, security and confidentiality awareness</li> <li>Appropriate IT and keyboard skills</li> </ul> | <ul style="list-style-type: none"> <li>A Levels or further child-care qualifications</li> <li>Degree</li> <li>Degree related to child-care/teaching</li> <li>Teaching Assistant Qualification</li> <li>Training in Sounds-Write, Talk for Writing or mastery maths</li> <li>Recent Safeguarding Training</li> <li>MIDAS trained</li> <li>Specialism in sport or music</li> <li>Mental Health first aider</li> <li>Experience of using Communicate in Print or Widget to support learners.</li> <li>Attended training involving de-escalation strategies.</li> </ul> |
| <b>Experience</b>                  | <ul style="list-style-type: none"> <li>Experience of working in a school environment or other educational setting</li> <li>Experience working with children / young people</li> <li>Experience planning and delivering learning activities</li> </ul>  | <ul style="list-style-type: none"> <li>Experience of working for at least 3 years in an education setting as a Teaching Assistant or HLTA.</li> <li>Experience of work with children with additional needs, ideally within a school setting.</li> </ul>   |

|                             |   |   |
|-----------------------------|---|---|
| <b>Skills and knowledge</b> | <ul style="list-style-type: none"> <li>• Good literacy and numeracy skills</li> <li>• Good organisational skills</li> <li>• Ability to build effective working relationships with pupils and adults</li> <li>• Skills and expertise in understanding the needs of all pupils</li> <li>• Knowledge of how to help adapt and deliver support to meet individual needs</li> <li>• Subject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and pupils</li> <li>• Excellent verbal communication skills</li> <li>• Active listening skills</li> <li>• The ability to remain calm in pressured situations</li> <li>• Knowledge of guidance and requirements around safeguarding children</li> <li>• Good IT skills, particularly using IT to support learning</li> <li>• Understanding of roles and responsibilities within the classroom and whole school context</li> </ul> | <ul style="list-style-type: none"> <li>• Knowledge and experience of using Class Dojo, Tapestry or other educational based programmes.</li> </ul> |
| <b>Personal qualities</b>   | <ul style="list-style-type: none"> <li>• Ability to uphold our school values of Be Kind. Work Hard. Believe.</li> <li>• Enjoyment of working with children</li> <li>• Sensitivity and understanding, to help build good relationships with pupils</li> <li>• A commitment to getting the best outcomes for all pupils, and promoting the ethos and values of the school</li> <li>• Commitment to maintaining confidentiality at all times</li> <li>• Commitment to safeguarding pupil's wellbeing and equality</li> <li>• Resilient, positive, forward looking and enthusiastic about making a difference</li> <li>• Capacity to inspire, motivate and challenge children and young people</li> </ul>   |   |

This job description and person specification may be amended at any time in consultation with the postholder.

## Statement of Equality

**Northampton Primary Academy Trust is committed to promoting equality of opportunity for all staff and job applicants. We aim to create a supportive and inclusive working environment in which all individuals are able to make best use of their skills. Applications are invited from all members of the community.**

**We do not discriminate against staff on the basis of age; race; sex; disability; sexual orientation; gender reassignment; marriage and civil partnership; pregnancy and maternity; religion, faith or belief (Equality Act 2010 protected characteristics). The principles of non-discrimination and equality of opportunity also apply to the way in which staff and Governors treat visitors, volunteers, contractors and former staff members.**

## Safeguarding

Nothing is more important than keeping all our children safe, especially the most vulnerable. The NPAT Partnership is fully committed to ensuring that children with SEND, those eligible for Pupil Premium funding and other vulnerable groups are able to achieve as highly as possible. Schools within the partnership will have the most rigorous and updated procedures and policies which help keep children in our care safe. We will ensure that all vulnerable groups of children achieve highly, when compared to their peers nationally, through the following measures:

- All schools will be subjected to an annual safeguarding audit
- All schools will hold the Inclusion Quality Mark (IQM)
- Behaviour and Safety of children will be outstanding in all our schools.

Our Trust policy can be found here: <https://npatschools.org/index.php/npat-information/safeguarding>

### How to Apply

To apply for this position, please complete the attached Trust Application Form and submit, together with a letter of application of no more than two sides of A4 supporting your application.

Please return by email to [longi@easthunsburyprimary.org](mailto:longi@easthunsburyprimary.org) or by post to Kathryn Pennington, Headteacher, East Hunsbury Primary School, Penvale Road, Northampton. NN4 0QW

Closing date: 9.00am Thursday 23<sup>rd</sup> February 2025

To apply for this position, please complete the attached Trust Application Form and submit, together with a letter of application of no more than two sides of A4 supporting your application.

**Please note that we have the right to withdraw or close this application at any time.**

