



KS2 Level 3 Learning Assistant
Temporary Maternity Leave Cover
Wilton Primary Academy
Tees Valley Education Trust

Job Reference: WPA087



TEES VALLEY
EDUCATION
www.teesvalleyeducation.co.uk

WELCOME LETTER

Dear Applicant

Thank you for expressing an interest in applying for a position working with Tees Valley Education Trust.

The Trust currently comprises of five Academies - Brambles Primary Academy, Discovery Special Academy, Dormanstown Primary Academy, Pennyman Primary Academy and Wilton Primary Academy.

Tees Valley academies believe in excellence as a birthright. All children, regardless of circumstance, have an entitlement to a world class education. The Academy Head Teachers operate in an atmosphere of trust, honesty, integrity and an unwavering commitment to excellence for children. They firmly believe there should be “no excuses or barriers!” in education.

All of the academies are located in areas of significant deprivation and its leaders are passionate about the difference education can make to children’s lives.

Therefore, if you are successful, you will be joining a brilliant team. All of our staff, regardless of their role, work together to ensure that our children are provided with the best education possible.

As a Trust, we are committed to giving our leaders and teachers time to fulfil their professional duties and responsibilities. We also offer you the opportunity to work in a vibrant, supportive and friendly atmosphere where you will be enabled to develop both personally and professionally.

Enclosed with this recruitment pack you will find the advert, job description and person specification for the post along with an application form, safeguarding information and guidance on how to apply. If you wish to apply, then please make sure that you complete the application form fully. Please do not attach a curriculum vitae: we will only consider information completed as part of the application form.

Yours faithfully

Katrina Morley

Chief Executive Officer and Executive Head Teacher of Pennyman Primary Academy

ADVERTISEMENT

KS2 Level 3 Learning Assistant

Tees Valley Education Trust

Temporary Contract Maternity Leave Cover

Required: November 2019 – July 2020

Salary: SCP 6 – 7 £19,171 - £19,554 (pro rata £13,028 - £13,288)

Hours: 30 per week, term time only

Reporting to: Head of Academy



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Wilton Primary Academy is a thriving learning community of 70 pupils aged 3-11 years. We are seeking to appoint a pro-active, enthusiastic, energetic and reliable Level 3 Learning Assistant to support learning in Key Stage 2. The position is temporary to cover a maternity leave.

As a Level 3 Learning Assistant, you will work alongside our teachers, helping pupils to get the most out of their learning. The main feature of your role will be to support individuals or groups of pupils with their learning both in, and outside the classroom. In addition, you will be integral to the classroom team, supporting teachers in organising the learning environment. Daily tasks may include:

- setting up equipment and getting things ready for lessons.
- providing support for pupils in lessons to access learning tasks.
- supporting and delivering learning tasks and interventions under the direction of the teacher.
- undertaking observations of children, recording the outcomes of assessment and providing feedback to the teacher.
- undertaking duties on a break and lunch time to encourage social skills and pastoral support.
- assisting with Academy activities, such as trips and visits, academy events and contributing to the wider life of the academy.

As a Level 3 Learning Assistant, you may also be required to supervise a class of children in the event of a teacher's absence.

We are looking for people who have a genuine interest in working with children: are interested in their development and learning and have good organisational and communication skills. We ask that all staff working with our children hold qualifications in English and mathematics that are at least equivalent to GCSE grade 'C'. Qualification as a teaching assistant is desirable, though not essential.

Tees Valley Education Trust is committed to safeguarding and promoting the welfare of children. All appointments will be subject to a satisfactory enhanced DBS check.

Visits to the academy can be arranged by appointment with the academy office, 01642 453374 on the following date and times:

Tuesday 17th September 3:30 p.m.

Friday 20th September 3.30 p.m.

If you have any queries about the application process or the position please feel free to contact Mrs Louise Molnar, Academy Business Manager on 01642 453374 or email TVEWilton@tved.org.uk

Closing Date: Wednesday 25th September at 12:00 p.m.

Interview Date: Tuesday 1st October

HOW TO APPLY

Application packs can be downloaded or printed directly from the Trust website www.teesvalleyeducation.co.uk or requested from the Academy. Only applications on Trust's official application form will be accepted.

If you are submitting your completed application, form by e-mail via Recruitment@tved.org.uk please be aware that the academy cannot be responsible for any formatting anomalies when printing. Hand written or electronic printed copies should be posted or hand delivered to the following address for the attention of Mr James Hunter, Head of Academy:

Wilton Primary Academy
Pasture Lane
Lazenby
Middlesbrough
TS6 8DY

JOB DESCRIPTION

To work with teachers to support teaching and learning, providing specialist support to the teacher in an aspect of the curriculum, age range or additional needs. This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting the teacher in the whole planning and assessment cycle and the management/preparation of resources. Staff may also supervise whole classes occasionally (e.g. short-term absence of teacher) or for regular short periods with teacher's planning provided.

MAIN DUTIES AND RESPONSIBILITIES

- Use specialist (curricular/learning) skills/training/experience to support all pupils
- Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities
- Supervise children at playtime and lunchtime
- Assist with the development and implementation of individual plans e.g. behaviour, healthcare and learning
- Establish constructive relationships with pupils and interact with them according to individual needs
- Promote the inclusion and acceptance of all pupils
- Support pupils in developing their own personal development
- Encourage pupils to interact with others and engage in activities led by the teacher
- Set challenging and demanding expectations and promote self-esteem and independence
- Provide feedback to pupils in relation to progress and achievement under the guidance of the teacher

SUPPORT FOR THE TEACHER

- Work with the teacher to establish an appropriate learning environment
- Work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate
- Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives
- Provide objective and accurate feedback and reports as required, to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence
- Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested
- Undertake marking of pupils' work and accurately record achievement/progress
- Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- Liaise sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings with parents with, or as directed
- Administer and assess routine tests
- Provide general clerical/administrative support e.g. produce worksheets for agreed activities etc.

SUPPORT FOR THE CURRICULUM

- Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs
- Implement National Curriculum activities and make effective use of opportunities provided by other learning activities to support the development of relevant skills
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- Help pupils to access learning activities through specialist support
- Determine the need for, prepare and maintain general and specialist equipment and resources

SUPPORT FOR THE ACADEMY

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Understand and fully implement the academy's Positive Behaviour Management Strategies
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the academy
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils
- Attend and participate in regular meetings
- Participate in training and other learning activities as required
- Recognise own strengths and areas of expertise and use these to advise and support others
- Have an area of specialism e.g. a subject area
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
- On occasions, supervise classes in the absence of the teacher.
- Supervise pupils on visits, trips and out of academy activities as required

The job holder may be required to undertake additional duties as could be reasonably required in exceptional or emergency situations.

The job holder may be required to work flexibly between the hours of 8am and 6pm.

The job holder may be required to work across the academy trust.

The job holder may be required to undertake additional training e.g. first aid, Positive Handling.

The job holder may be required to plan and deliver before and after school clubs.

TA3 - Experience		Working with or caring for children of primary age Possible aspiration to pursue a career in teaching
Qualifications/Training		Good numeracy/literacy skills Minimum of a grade 'C' in Maths and English, GCSE level or equivalent NVQ 3 for Teaching Assistants or equivalent qualifications or experience First Aid training
Knowledge/Skills		Effective use of ICT to support learning Understanding of relevant policies/codes of practice and awareness of relevant legislation General understanding of National/Foundation Stage curriculum and other basic learning programmes/strategies Basic understanding of child development and learning Ability to self-evaluate learning needs and actively seek learning opportunities Ability to relate well to children and adults Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these Speak using Standard English

Important: In the first instance, applications are assessed against the following criteria:

*overall presentation

*use of standard English

*grammatical accuracy

Where applications do not meet the expected standard, they will be discarded before being matched to the person specification.

PERSON SPECIFICATION		
QUALIFICATIONS	AM	E/D
GCSE grade C or above in English and Mathematics (equivalent qualifications considered)	A	E
NVQ level 3 or above qualification (or equivalent) in relevant area	A	E
EXPERIENCE		
Experience of working with children	A, I, R	E
Experience of working in a relevant classroom environment	A, I, R	E
Experience of supporting pupils with learning and delivering interventions	A, I, R	D
KNOWLEDGE, ABILITIES AND SKILLS		
Ability to relate well to children	A, I, R	E
Basic understanding of child development and learning	A, I, R	E
Knowledge of classroom roles and responsibilities	A, I, R	E
Ability to work as part of a team, following instructions and on own initiative	A, I, R	E
Ability to use time effectively to enable work to be prioritised, accurate and for deadlines to be met	I, R	E
Ability to supervise and assist groups of children outside the classroom	A, I, R	E
Good communication skills including the use of standard English	I, R	E
Ability to relate well to parents/carers	A, R	E
Ability to self-evaluate learning needs and actively seek learning opportunities	I, R	E
Knowledge of safeguarding and commitment to protecting the welfare of children	A, I, R	E
Energetic, highly motivated, with an inquiring mind and passion for helping children succeed	A, I, R	E
Understanding of relevant policies/codes of practice and awareness of relevant legislation	I, R	D
Be able to plan and deliver structured learning activities for individuals and groups of children	A, I, R	D
Ability to assess children's development	A, I, R	D
Experience of tracking interventions and monitoring impact of these	A, I, R	D
First Aid Certificate	A	D

E – Essential

D - Desirable

AM (Assessment Method) - A - Application Form, I - Interview, R – Reference

SAFEGUARDING CHILDREN

The Trust, and its academies, are committed to Safeguarding and Promoting the Welfare of all children. We recognise that some children *may* be especially vulnerable to abuse e.g. those with Special Educational Needs, those living in adverse circumstances.

The Trust's Child Safeguarding Policy applies to all adults, including volunteers, working in or on behalf of the Trust.

Everyone who works with children has a responsibility for keeping them safe. No single practitioner can have a full picture of a child's needs and circumstances and, if children and families are to receive the right help at the right time, everyone who comes into contact with them has a role to play in identifying concerns, sharing information and taking prompt action

Working Together to Safeguard Children DfE 2018

The Trust pays full regard to DfE guidance 'Working Together to Safeguard Children DfE 2018'. Anyone who works for the Trust, who is likely to be perceived by children as a safe and trustworthy adult (including volunteers and staff employed by contractors), is subject to appropriate checks in line with current legislation and best practice.

Tees Valley Education Trust is committed to safeguarding and promoting the welfare of children. All appointments will be subject to a satisfactory enhanced DBS check.

GENERAL DATA PROTECTION REGULATION

Refer to our privacy policy on how we will process your personal data including how you can request to access your personal data via Tees Valley Education website: <http://www.teesvalleyeducation.co.uk>.

HOW TO APPLY

If you are interested in applying, please send your CV and a short covering letter to recruitment@tved.org.uk. Visits to the Trust and/or its academies are encouraged and will be arranged upon request.

				
Brambles Primary Academy Kedward Avenue Brambles Farm Middlesbrough TS3 9DB Tel: 01642 210704	Discovery Special Academy C/O Kedward Avenue Brambles Farm Middlesbrough TS3 9DB Tel: 01642 248333	Dormanstown Primary Academy South Avenue Dormanstown Redcar TS10 5LY Tel: 01642 483696	Pennyman Primary Academy Fulbeck Road Middlesbrough TS3 9DB Tel: 01642 314750	Wilton Primary Academy Pasture Lane, Middlesbrough TS6 8DY Tel: 01642 53374

If you have any queries please feel free to contact Emma on 01642 221156 or by email at emma.chawner@tved.org.uk.

