

**Inspire Academy, Ashton under Lyne, Tameside**  
**Teaching Assistant Level 3 Role**  
**Information for Applicants**  
**Job Description and Person Specification**  
**November 2017**

## Introduction from Karen Burns, Chief Executive and Executive Principal

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As the Chief Executive of Carillion Academies Trust and Executive Principal of Inspire Academy I would like to thank you for your interest in our Trust and our Academy in Tameside.

We aim to recruit outstanding people. We would rather make no appointment than appoint someone who is not suited to our ethos. For this reason we clearly articulate our vision, values and expectations when putting together information for applicants and we always give a lot of attention to appointing the right person.

We aim to recruit staff who:

- Are excited by their role and by the prospect of working with young people;
- Love the processes of learning and teaching and are keen to continually develop their own skills;
- Recognise that teaching can be a demanding job and react positively to those demands;
- Will subscribe to the ethos of the Trust and 'go the extra mile' in terms of time and commitment to get the very best from our young people;
- Are quick to praise and slow to criticise; and
- See themselves as potential leaders of the future.

If this is your first contact with our Trust I hope what you read, along with anything else you discover about us, inspires you to apply for one of our posts. We are excited by the continued opportunity to grow the Trust and our academies in Tameside and hope that you would like to come on this journey with us.

Here are some of the comments from our most recent surveys of staff working for the Trust telling us what they like best about working for our Trust:

- *'Working with a team of highly dedicated people who all want to support each other and achieve the best outcomes for the children';*
- *'Being part of something new and exciting with a clear vision working towards being an exceptional, leading educational provider';*
- *'I am being given the support and encouragement I need to develop as well as new opportunities – the supportive leadership team are fantastic'; and*
- *'I feel valued and very much part of a team'.*

## Welcome from Louise Byrne, Deputy Principal

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As Deputy Principal of the Academy I am looking for dynamic, enthusiastic staff who will embrace the challenges and uniqueness of the role that the posts offer them. I look forward to working together to develop our new Academy and to ensure that we offer the highest quality provision thus securing the best possible outcomes for our pupils. I have exceptionally high standards and would expect my staff to support me in consistently achieving and maintaining those standards at the Academy. Our professional relationship will be built on commitment, trust, honesty, support and hopefully a lot of enjoyment and satisfaction!

This really is an exciting opportunity which should offer enormous satisfaction both from the outcomes our children will achieve and the excellent scope for professional development as the Academy grows year on year. Growing our Academy will continue to require hard work, determination, energy and creativity but I believe that already the pleasure and satisfaction of seeing our young people achieve and develop is making every minute worthwhile.

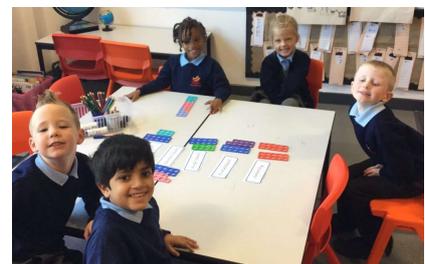
**At Inspire Academy we are looking for one permanent term time only Teaching Assistant (Level 3) to start in February 2018.**

We have had a fantastic start to life at the academy staff and pupils work together brilliantly to the delight of parents at our family assemblies and events during the year. We currently have pupils across EYFS and KS1 and are delighted that we have a full complement of staff across all areas of the Academy.



Please visit our website and our twitter pages to find out more about us:

@inspire\_ashton; @MrsLHByrne; @MrsBooth\_Rec;



## 1 Job Description

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•	•	<b>JOB FAMILY:</b> Education, Training and Development
•	•	<b>JOB LEVEL:</b> G
•	•	<b>JOB PROFILE NAME:</b> Teaching Assistant 3
•	•	<b>LINE MANAGED BY:</b> Middle Leader (JOB PROFILE NAME)
•	•	<b>PROFESSIONALLY REPORTS TO:</b> Middle Leader (JOB PROFILE NAME)
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### • CARILLION ACADEMIES TRUST OVERVIEW

Carillion Academies Trust is a fresh and innovative model of Trust that combines educational expertise with business and commercial understanding. In this way we support children and young people to achieve educational success and then use this to progress effectively into the world of employment.

Our academies will include schools across the age, achievement and challenge continuum but they will have common threads. Trust schools will be dynamic, they will set achievement at the heart of what they do, they will understand their significance to the community and a moral purpose will inform their work. Additionally, they will take a collective responsibility for our success, leverage the capacity and capability within all our schools - particularly those that demonstrate outstanding practice.

Carillion Academies Trust aims to extend opportunity for young people and their communities by raising standards, providing environmental and cultural conditions for pupils, students, teachers and educational leaders to set their aspirations high and realise their goals.

### CARILLION ACADEMIES TRUST APPROACH

Carillion Academy Trust is a DfE approved sponsor focused on inspiring, motivating and supporting individuals to achieve success.

Our focus is on:

- excellence: supporting all academies to become outstanding;
- progression: supporting the academic progress, personal progress and progression to employment of young people;
- building Capacity: investing in the professional development of all of our staff to empowering them to succeed;
- leading Edge Practice: encouraging our academies to engage in action research to drive best practice; and
- communities: rooting our academies in their community and promoting collaboration within the Trust and with local schools.

## • CARILLION ACADEMIES TRUST FUNCTION

The Trust provides a full range of academy requirements and has identified a set of Trust Standards to reflect how we support academies to achieve. This includes:

- school improvement and performance;
- finance & governance;
- professional development & HR;
- estates improvement;
- ICT and learning technologies; and
- community.

Our business plan is to: support a network of outstanding academies; develop a leading edge partnership; raise the academy profiles; and place them at the forefront of education nationally.

## • JOB FAMILY

Any role within Education, Training or Learning services will belong to this job family.

This profile will cover Level 3 Teaching Assistants.

## • PURPOSE OF THE JOB

The role of the Teaching Assistant is designed to work with Teachers to look after the social and educational development of pupils in terms of planning and supervising activities and will be able to advise parents of their children's progress from working closely with them during their education.

Overall assisting of the teaching staff and supporting the pupils to succeed within their role and with their social skills. Ensure equality and opportunity for pupils to be given the ability to learn and develop with the aim of achieving outstanding status in terms of learning and education.

The role allows the teaching staff to deliver the curriculum with the support of the assistant to manage the volumes of pupils within a classroom, with the ability to give independent support to the pupils.

## • KEY OBJECTIVES OF THE JOB

The key objectives of this type of role are to plan and supervise activities and assist the teaching staff with the delivery of a lesson and support the children with their studies and progression.

- Organise and manage the learning environment.
- Coordinate pupils into and out of the class in line with lesson plans.
- Provide explanation to the pupils of key tasks as appropriate.
- Assist the Teacher with planning.
- Cover for Teachers when appropriate in line with Academy policy.
- Provide accurate feedback to Teachers.
- Be responsible for administration including record keeping, photocopying, display items.
- Manage behaviour of the pupils where necessary.
- Establish productive working relationships with pupils.
- Promote pupil achievement through independence and interaction.
- Support the delivery of curriculum.
- Inform the department head/teacher of any breaches of the academy discipline.

## • JOB LEVEL OVERVIEW

The Job Holder is subject to general work instructions and direct supervision of progress and results. He / she works within standardised work practices and procedures. The Job Holder is likely to be able to demonstrate procedural/systematic proficiency that may involve competence in the use of specialised equipment. The Job Holder's performance will have minimal direct impact on both plc and Business Group performance.

Carillion Academies Trust has a commitment to safeguard and promote the welfare of children and/or young people. We have robust processes and procedures to reduce risk and continuously promote a positive culture of safeguarding amongst our workforce.

The post involves working with children and/or young people and is subject to Carillion Academies Trust's safer recruitment process.

## • MAIN ACCOUNTABILITIES

### • OPERATIONAL ACCOUNTABILITIES

The main operational accountabilities include:

- assisting the teaching staff with the delivery of a lesson.
- maintaining records and sharing progress information where necessary with parents.
- encouraging children's numerical, social and language skills.
- covering for staff as per the academy policy
- provide constructive feedback to pupils in relation to progress under the guidance of the teacher.
- provide clerical and administration support to ensure the class is ready and effective including photocopying, typing, filing etc.
- assisting with children's personal needs.
- assisting with the development of education and behaviour plans.
- assisting with visits and field trips.
- observing and assessing children and reporting to teachers.
- ensuring that children are safe at all times.
- working closely with parents and carers where required.
- administration including data inputting.
- some stock maintenance.
- support with exam invigilating when appropriate.
- assisting the teacher with Pupil reports.
- support the parents of the pupils where appropriate in ensuring effective pupil feedback.
- provide feedback to pupils and devise effective reward strategies.

### • FINANCIAL ACCOUNTABILITIES

- Has awareness of cost/benefit as applicable to tasks performed.

### • PEOPLE ACCOUNTABILITIES

- Not typically responsible for supervising others- if they do, spends more than 80% of time as a team member rather than supervisor.
- Not responsible for the development of other staff.
- Responsible for the safety and welfare of pupils

### • KNOWLEDGE AND APPLIED SKILLS

- Experience of working in an education establishment
- Experience of working with children
- Good communication skills
- Organisation and Prioritising skills
- Good IT skills

### • BEHAVIOURAL COMPETENCIES

People Success Factors:

- Planning & Organising
- Achieving and Doing
- Building Relationships
- Delivery through People
- Business Awareness

- Customer Focus
- Contributing to Continuous Improvement
- Dealing with Change

• **ADDITIONAL ROLE INFORMATION**

- Teaching Assistant – Minimum of a Level 2 Teaching Assistant qualification required, level 3 NVQ desirable.
- 1:1 SEN support for children with additional needs may form part of the role.
- Appropriate First Aid Training will be required (provided).
- Required to have previous experience of working in a school or academy and will have experience of managing learning for a group of individuals with limited supervision.

• **BENEFITS PACKAGE**

Benefits package has been bench marked in line with Carillion benchmark and local authority standards.

## 1 Person Specification

Attributes	Essential	Desirable	Method of Assessment
<b>Educational Attainment</b>	<ul style="list-style-type: none"> <li>NVQ 2 or 3 / TA status or equivalent qualification or experience in relevant area.</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of further training/ Development</li> <li>First Aid qualification</li> </ul>	<ul style="list-style-type: none"> <li>Application form</li> <li>Certificates</li> <li>Interview</li> </ul>
<b>Work Experience</b>	<ul style="list-style-type: none"> <li>Substantial experience in a support environment relevant to the post.</li> <li>Experience of working with Early Years pupils.</li> <li>Experience of leading small groups.</li> </ul>	<ul style="list-style-type: none"> <li>Experience of whole class teaching.</li> <li>Experience of working with KS1 and KS2 pupils.</li> </ul>	<ul style="list-style-type: none"> <li>Application form</li> <li>Interview</li> <li>References</li> </ul>
<b>Knowledge/ Skills/ Aptitudes</b>	<ul style="list-style-type: none"> <li>Effective use of ICT to support learning.</li> <li>Use of other technology equipment – PC, video, photocopier etc.</li> <li>Understanding of relevant policies/codes of practice and awareness of relevant legislation.</li> <li>Understanding of national/foundation stage curriculum and other basic learning programmes / strategies.</li> <li>Understanding of child development and learning.</li> <li>Ability to self-evaluate learning needs and actively seek learning opportunities.</li> <li>Excellent numeracy/literacy skills.</li> </ul>	<ul style="list-style-type: none"> <li>Training in the relevant learning curriculum development</li> </ul>	<ul style="list-style-type: none"> <li>Interview</li> <li>References</li> </ul>
<b>Disposition</b>	<ul style="list-style-type: none"> <li>Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.</li> <li>Ability to relate well to children and adults.</li> <li>Committed to the principles of equality and diversity.</li> <li>Flexible approach to work.</li> </ul>		<ul style="list-style-type: none"> <li>Interview</li> <li>References</li> </ul>
<b>Circumstances</b>	<ul style="list-style-type: none"> <li>Enhanced clearance from the Disclosure and Barring Service</li> </ul>		<ul style="list-style-type: none"> <li>DBS check</li> <li>Disqualification by Association declaration</li> <li>Application form</li> </ul>