



Teaching Assistant Application Pack



Contents

Letter from Sir Steve Lancashire, Chief Executive, REAch2 Academy Trust	3
Letter from Amy Fidler, Headteacher, Heath Hayes Academy	4
Our Cornerstones and Touchstones	5
The role	6
The application.....	8
The application process and timetable.....	8
Safeguarding, Safer Recruitment and Data Protection.....	9
Job Description.....	10
Person Specification.....	12

Letter from Sir Steve Lancashire, Chief Executive, REAch2 Academy Trust

Dear Candidate

Thank you for your interest in this role within the REAch2 Academy Trust.

This is a hugely exciting time for our family of schools. The Trust has been recognised by the Department for Education as being well placed to raise standards and achieve excellence for pupils in a growing number of schools nationwide. We are presented with a rare opportunity to make a real difference to the lives and life chances of so many primary school children – many of whom haven't previously received the educational opportunities they deserve.

The Trust includes schools at all stages of development, from those requiring significant improvement through to existing outstanding schools. As a Trust we are clear about the importance of achieving long term sustainability for our schools. Our vision is to enable individual academies to flourish with real autonomy, whilst also ensuring a strong ethos of support and collaboration across our schools.

Teachers within REAch2 belong to a national community of professionals, and benefit from a wide range of networks and development opportunities across the Trust. In time, our best teachers are able to work across schools, develop specialisms and step up to leadership roles within and beyond their own academy. The Trust provides a strong culture of collaboration and support, together with high expectations for staff and pupils alike.

Those we recruit are able to demonstrate that they share our values, are highly motivated to work with colleagues within and beyond their school to continuously develop their skills and pursue professional excellence and are committed to providing the highest standards of teaching for all children. If that is you then we would be delighted to receive your application.

Sir Steve Lancashire

Chief Executive Officer, REAch2 Academy Trust



Letter from Amy Fidler, Headteacher, Heath Hayes Academy

Dear Candidate

I am delighted that you have expressed an interest in the post of Teaching Assistant at Heath Hayes Academy.

Overview

Do you enjoy working with children? Do you have the skills to support their learning and development? Have you got a 'can-do' approach and outlook? At Heath Hayes Academy we are looking for Teaching Assistants who will work as part of our support staff team, across the school, to support children in their learning and development, including those children with additional needs and for whom English may be an additional language. We are looking for someone who makes decisions with the child at the centre of them and who is ready to become a key member of our team.

About us

Heath Hayes Academy is a one-form entry primary school with approximately 200 children who we are immensely proud of! They are, we feel, a credit to the school. We are a school where the staff work in teams and this is reflected in the way the children behave, work and interact with one another. Heath Hayes Academy is a truly wonderful place. Our purpose is to maintain a consistent, inspirational practice from the entire school community to develop the happiness, security and learning outcomes for all children. We inspire and enable all children to achieve their potential by having an expectation of excellence from all stakeholders.

To see more information about the school, please visit our website www.heathhayesacademy.co.uk

Amy Fidler

Headteacher, Heath Hayes Academy



Our Cornerstones and Touchstones

REAch2 is the Cornerstone of the Trust: providing a strong, responsible foundation from which every academy develops and grows. A cornerstone provides a subtle yet paramount role in the construction of a building and ensures that REAch2 is a trustworthy, accountable and inspirational organisation, delivering the best possible learning experience.

REAch2 is defined by the values of **excellence, quality, delivery and standards** – these features give the Trust its enduring attributes and its inherent reliability.

However, what gives each REAch2 Academy its uniqueness are the Touchstones of the Trust (seen on the right). Just as 500 years ago touchstones were used to test the quality of the gold they marked, so too our touchstones find what is precious and set these things apart. They are used to express the values and ethos of the Trust and describe what the Trust wants to be known for and how it wishes to operate.

With good **leadership**, we aspire to develop children academically, emotionally, physically and spiritually. We notice talent and spot the ‘possible’ in people as well as the ‘actual’. Developing potential across our Trust becomes a realisation that there is a future worth pursuing for everyone.

Children deserve **enjoyment** in their **learning** and the pleasure that comes from absorption in a task and achieving their goals. Providing contexts for learning which are relevant, motivating and engaging, release in children their natural curiosity, fun and determination.

Inspiration breathes energy and intent into our schools: through influential experiences, children can believe that no mountain is too high and that nothing is impossible.

REAch2 serves a wide range of communities across the country and we celebrate the economic, social, cultural and religious diversity that this brings: embracing **inclusion** ensures that we are a Trust that serves all, believing that everyone can succeed.

We take our **responsibility** seriously. We act judiciously with control and care. We don’t make excuses, but mindfully answer for our actions and continually seek to make improvements.

REAch2 is a Trust that has a strong moral purpose, our **integrity** is paramount. Our mission is to change children's lives by providing the very best quality education we can. Through this, children can fulfil their potential, become happy, successful adults and contribute effectively and meaningfully to society. We welcome the fact that all our decisions and actions are open to scrutiny. You can learn more about REAch2 at our website: www.reach2.org



The role

Post:	Teaching Assistant
Start Date:	As soon as possible
Contract Type:	Fixed Term
School/Location:	Heath Hayes Academy, WS12 2EP
Closing Date:	Monday 18 th October @ 09:00

Who are we?

Heath Hayes Academy is part of the REAch2 Academy Trust. Our purpose is to maintain a consistent, inspirational practice from the entire school community to develop the happiness, security and learning outcomes for all children. We inspire and enable all children to achieve their potential by having an expectation of excellence from all stakeholders.

About the role

As a member of the academy's support staff team you will be responsible for supporting the development of all children, including those with SEND and for whom English is an additional language, supporting their knowledge, understanding and skills across all areas of learning. This may be supporting children on a one-to-one basis, supporting small groups or delivering interventions and additional support to children as needed. This will be a flexible role which could be working with all children across the academy, from Early Years to Key Stage 2. The role could also include supervising children during break and lunchtimes, both on the playground and in the dining room.

What we are looking for?

We welcome applications from candidates with experience from educational or other relevant childcare backgrounds. Ideally, the successful candidate will be expected to either hold, or be prepared to undertake if needed, a full and relevant Level 2 or Level 3 qualification in Childcare as required to work flexibly across the school from the Early Years to Year 6. We also welcome applications from graduates who are looking to gain experience before enrolling onto a teacher-training programme.

The successful candidate will have:

- The motivation and passion to achieve the very best for all children, including those with additional needs in our care and be relentless in the pursuit of excellence
- A good understanding of the Early Years Foundation Stage and/or a good understanding of the Key Stage 1 and Key Stage 2 National Curriculum
- A good understanding of the range of additional needs that pupils can have and how best to support them
- The ability to work independently as well as part of a wider team
- The ability to work on initiative
- A 'can-do' approach to all aspects of academy life
- A willingness to undertake professional development and grow their skills
- Excellent communication skills and a good sense of humour

The application

You are invited to download an application form from www.heathhayesacademy.co.uk/vacancies and submit to:

Mrs Hannah Greenway
Heath Hayes Academy
Wimblebury Road
Cannock
Staffordshire
WS12 2EP

Or email to: Hannah.greenway@heathhayesacademy.co.uk

REAch2 Academy Trust have an Equal Opportunities Policy for selection and recruitment. Applicants are requested to complete the Trust's online [Equality & Diversity Monitoring Form](#) separately.

In accordance with our Safeguarding Policy the successful candidate will be required to have an enhanced DBS check.

To arrange an informal discussion please contact Louise Johnson: louise.johnson@heathhayesacademy.co.uk

The application process and timetable

Application deadline:	Monday 18th October 2021@ 9am
Interviews:	The candidates selected for interview will be informed after shortlisting and full details of the interview programme will be provided.
Contract details:	Fixed Term
Salary:	New NJC SCP3&4 £18,562-£18,933 Pro rata - Term time only
Start date:	As soon as possible

Safeguarding, Safer Recruitment and Data Protection

At REAch2 we recognise that those who work in an academy are in a unique position in their care of children. The responsibility for all staff to safeguard pupils and promote their welfare, as stated in Section 175 of the Education Act (2002) is one that is central to our ethos, our policies and our actions. All children are deserving of the highest levels of care and safeguarding, regardless of their individual characteristics or circumstances, and we are committed to applying our policies to ensure effective levels of safeguarding and care are afforded to all our pupils.

We will seek to recruit the best applicant for the job based on the abilities, qualifications, experience as measured against the job description and person specification. The recruitment and selection of staff will be conducted in a professional, timely and responsive manner and in compliance with current employment legislation, and relevant safeguarding legislation and statutory guidance.

All information is stored securely and any information supplied by unsuccessful candidates will be destroyed through a confidential waste system six months after the decision has been communicated, in accordance with our information and records retention policy.

The Trust ensures all applicant data is stored and processed appropriately. For further details on how your information will be managed during the recruitment process please refer to our [Privacy Notice for Job Applications](#).

Job Description

Post:	Teaching Assistant
Salary:	New NJC SCP 3 & 4 £18,562-£18,933 – Pro Rata – Term time only
Responsible to:	Headteacher

Core Purpose

To support the delivery of an appropriate curriculum for children who attend Heath Hayes Academy. As a member of the academy's support staff team you will be responsible for supporting the development of all children, including those with SEND and for whom English is an additional language, supporting their knowledge, understanding and skills across all areas of learning. This may be supporting children on a one-to-one basis, supporting small groups or delivering interventions and additional support to children as needed.

Responsibilities

- Recognises how the quality of the academies provision has an impact on learning and on pupils' attitude to school
- Establish good relationships with children – interact positively with children, encouraging cooperation and mutual support; monitor children's well-being and readiness for class; provide help and support to children.
- To be involved with the class teacher in the development and delivery of the curriculum.
- To be actively involved in the assessment of the children in order to provide effectively for their individual needs and to assist in record keeping in consultation with the teacher.
- To work with individuals (**including those with special needs**) or small groups of children under the direction of the class teacher.
- To carry out some classroom activities under own initiative.
- To accompany small groups and whole classes on out of school projects e.g. visits to the local shops etc.
- To participate in the development of home-school partnership.
- To liaise with agencies when required and to contribute to reports as necessary.
- To liaise with the SENCO and Class Teacher.

- To attend pupil reviews where appropriate.
- To undertake any other duties which may be reasonably required by the Class Teacher, Senior Leader or Headteacher.
- To 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.
- To recognise own strengths and areas of expertise and use these to advise and support others.
- To comply with policies and procedures relating to child protection, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person.
- Build effective working relationships with others by being open and honest e.g. admitting when a mistake is made.
- Acknowledge the needs of different children.
- Speak clearly to colleagues and listens carefully to colleagues, using questions to check understanding.
- Treat all colleagues in a courteous and helpful manner, challenging racism and discriminating behaviour.
- Attend and participate in relevant meetings as required. Participate in training and other learning activities and performance development as required.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop. To demonstrate an understanding of and a commitment to REAch2's Equal Opportunities policies and to the standards of customer care.
- Be responsible for own Health & Safety, as well as that of colleagues, pupils and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management.

Duties and responsibilities of the post may change over time as requirements and circumstances change. The person in the post may also be required to carry out such other duties consistent with the grade from time to time.

Person Specification

	Essential (for the job)	Desirable
Right to work in the UK	*	
Knowledge/Qualifications and experience		
Level 2 NVQ in Literacy and Numeracy or GCSE Grade C equivalent	*	
Evidence of additional qualifications suitable to the role		*
Graduate qualification		*
Level 3 childcare qualification		*
Evidence of working and supporting children with a range of educational needs	*	
Experience of working and supporting children of a variety of ages	*	
Intermediate knowledge of ICT	*	
Awareness of keeping children safe	*	
Basic knowledge of health and safety, wellbeing and child protection	*	
Understanding of the school's ethos and values	*	
Understanding of data protection and confidentiality	*	
Basic knowledge of First Aid	*	
Understanding of the development of children with SEND		*
A good understanding of the Early Years Foundation Stage and/or a good understanding of the Key Stage 1 and Key Stage 2 National Curriculum	*	
A good understanding of the range of additional needs that pupils can have and how best to support them	*	
Skills , abilities and personal attributes		
Evidence of a commitment to safeguarding and promoting the welfare of children and young people	*	
Commitment to promote and support the aims of REAch2	*	

Ability to solve problems and find solutions	*	
Active listener	*	
Good communication (verbal and written)	*	
The ability to work independently as well as part of a wider team	*	
Highly motivated	*	
Assist children on an individual basis, in small group and whole class work	*	
Explain tasks simply and clearly and foster independence	*	
Supervise children, and adhere to defined behaviour management policies	*	
Able to remain calm in challenging situations	*	
The motivation and passion to achieve the very best for all children, including those with additional needs in our care and be relentless in the pursuit of excellence	*	
The ability to work on initiative	*	
A 'can-do' approach to all aspects of academy life	*	
A willingness to undertake professional development and grow their skills	*	