Alexandra Park Junior School

To Learn, Be Happy and Achieve Our Best

Applicant Pack







Level 2 Teaching Assistant

PROUD TO BE PART OF THE Pinnacle LEARNING TRUST

www.pinnaclelearningtrust.org.uk



Welcome from the HR Central Services Team

We are delighted you have expressed interest in a vacancy with The Pinnacle Learning Trust. Please take the time to read the 'Join the Pinnacle Learning Trust' booklet available from our website, in order to understand the benefits of working for our trust and how you might support us in achieving our vision and values.

Should you have any questions regarding the position or the application form, please contact the Human Resources Department for assistance on 0161 287 8001.

Please ensure you submit your application by the closing date stated in the advert.

We cannot accept information held on CVs and therefore your application and accompanying statement must show all information about yourself and how you meet our requirements. The job description and person specification will assist you with this. Please provide a day-time contact number on your application form.

You should remember to include information on all your previous employment roles and qualifications gained from secondary school onwards, covering any gaps in employment which are longer than 2 months, detailing what you were doing during that time.

For teaching roles, please provide your results from the last three academic years, where available, together with your application form.

In the meantime, may we take this opportunity to thank you for your interest in working with us and we look forward to receiving your completed application.

Best regards,
HR Team

*If you require this or any of the documents in an alternate format please contact a member of the Human Resources Department.

Alexandra Park Junior School
To Learn, Be Happy and Achieve Our Best

Broadfield Primary School
Together We Can Achieve!

Werneth
PRIMARY SCHOOL

HATHERSHAW COLLEGE

OLDHAM SIXTH FORM COLLEGE
OSFC

Job Description & Person Specification

JOB SUMMARY

Under the direction of the Principal/Deputy Principal, the post holder will complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision. This may involve supporting on planning, preparing and delivering learning activities for individuals/groups or short term for whole classes and monitoring pupils, assessing, recording and reporting on pupils' achievement, progress and development.

MAIN DUTIES AND KEY RESPONSIBILITIES

Support for Pupils

- Establish rapport and respectful, trusting relationships with pupils, acting as a role model and setting high expectations.
- Promote inclusion and acceptance of all pupils, and encourage pupils to interact and to work co-operatively with others and to engage in activities led by yourself and/or the teacher.
- To assess, assist and support pupils, including those with special needs, to access a range of learning activities, through specialist skills, in-depth knowledge of the National Curriculum/AET Framework/PIVAT's and theoretical knowledge of how pupils learn.
- The role will include ensuring that children with an EHC Plan receive the legally required provision.
- Make effective use of ICT in learning activities and develop pupils' competence and independence in its use.
- Contribute to and implement Individual Education Plans and PSP's/Intimate Care Plans.
- Promote self-esteem and independence and employ strategies to recognise and reward achievement of self-reliance.
- Provide specific feedback in discussion with pupils on their progress and achievement, in line with school policy.
- Provide personal care where necessary.

Support for Teachers

- Within an established discipline policy, to anticipate and manage behaviour constructively, promoting self-control and independence.
- Liaise sensitively and effectively with parents and carers as agreed with the teacher within your role and responsibilities and participate in feedback sessions/meetings with parents under the direction of a teacher.

- Deliver learning activities, which are part of local and national learning strategies, e.g. literacy, numeracy or KS2 to pupils within an agreed system of supervision. To take into account individual pupil learning styles and needs to make adjustments to activities so pupils can engage with the subjects/topics being delivered.
- Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives.

- Help to provide objective and accurate feedback and reports as required on pupil achievement, progress, and other matters, both in lessons and other activities. Systematically record pupils' progress and achievements, ensuring availability of appropriate evidence
- Under teacher direction, administer and undertake routine marking of pupils' work using an explicit mark scheme that does not require interpretation. Invigilate tests / examinations as required.
- Select and prepare resources necessary to lead/support learning activities, taking account of pupils' interests, language and cultural backgrounds.
- Support, create and maintain an appropriate learning environment in liaison with the class teacher.
- Collate pupil reports in liaison with the class teacher.
- Assist with the display of children's work as required.
- Determine the need for, prepare and maintain general and specialist equipment and resources.
- Provide clerical support for teachers; e.g. photocopying, filing, record-keeping, collecting money, checking of deliveries and placing goods in stock and. maintaining records of stock; administering coursework, production of work sheets for agreed activities.

Support for the School

- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support the achievement and progress of pupils. Take the initiative as appropriate to develop appropriate multi-agency approaches to supporting pupils.
- Assist with outside the classroom learning activities within guidelines established by the school, working as a team to supervise and support activity leaders.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of a teacher.
- Support to order stock as required by using the appropriate procedures.

Welfare

- To undertake pupil first aid/welfare duties, administering medicine, looking after sick pupils, liasing with parents/staff in accordance with school procedures.
- Following appropriate training and in line with school procedures the role may include supporting and implementing a pupils' personal care programme, including social, health, physical, hygiene and welfare matters. The pupil may also need assistance to access different areas of the school.

Requirements of all Staff:

- To promote and uphold the School Mission Statement, values and strategic aims and objectives.
- To comply with the School's policies and procedures, including those relating to health and safety, safeguarding, welfare and security.
- To work positively and inclusively with colleagues, pupils, parents and other partners regardless of their gender, ethnicity, sexuality, age or disability.
- To attend briefings and staff meetings as required.
- To participate in the school's Professional Development Review scheme and undertake professional development and training as required.
- To be a positive role model and take responsibility for promoting good standards of behaviour and conduct in students.
- To participate and engage with workplace learning and development opportunities, subject to the school's training plan, working to continually improve own performance and that of the team/school.
- To undertake other duties that are in accordance with the purpose and grade of the post as agreed with the Principal or designated alternate.

Disclaimer

The job duties, elements, responsibilities, skills, functions, educational factors and the requirements and conditions listed in this job description are representative only and not exclusive of the tasks that any employee may be required to perform. Pinnacle Learning Trust reserves the right to revise this job description at any time.

How To Apply

To apply, please click “Apply Now”.

Additional Reasons to Join Us:

- Automatic enrolment into a Pension Scheme
- Various health and wellbeing benefits (including on site gym membership at Oldham Sixth Form College and The Hathershaw College)
- Employee Assistance Programme, offering health and wellbeing services
- Laptop/Chromebook allocated to teachers and support staff (if required)
- Cycle to work schemes available
- Free on-site parking
- Excellent opportunities for CPD and career development

Please see our Join The Pinnacle Learning Trust booklet for more reasons to work for the Pinnacle Learning Trust.

Commitment to Safeguarding

The Pinnacle Learning Trust is committed to safeguarding and protecting the welfare of children and young people and expects all staff, governors and volunteers to share this commitment. Applicants must be willing to undergo pre-employment checks. Safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced Disclosure and Barring Service (DBS) check. The Pinnacle Learning Trust is an Equal Opportunities Employer and welcomes applications from underrepresented groups and ethnic minorities.

"Educational organisations can often have a culture that is somewhat bureaucratic and punitive, but our trust isn't like that. We have a human side, which we show in abundance, and we really support each other. Things like behaviour management, for example, are a team effort - no-one is just left on their own."

Rebekah Sutcliffe, Trustee and former senior police officer and director in local government

PROUD TO BE PART OF THE Pinnacle LEARNING TRUST



THE Pinnacle LEARNING TRUST

To find out more or to apply:

pinnaclelearningtrust.org.uk
hr@pinnaclelearningtrust.org.uk
0161 287 8001



@PinnacleTrust @PinnacleLearningTrust