



EMAT
EASTERN MULTI-ACADEMY TRUST



Teaching Assistant

Howard Junior School
King's Lynn, Norfolk, PE30 4QJ

Recruitment Pack



How to Apply

Applications should be received no later than 7th January 2025.

Please complete the online application process via My New Term and note that all information within your application will be treated confidentially.



Job Overview

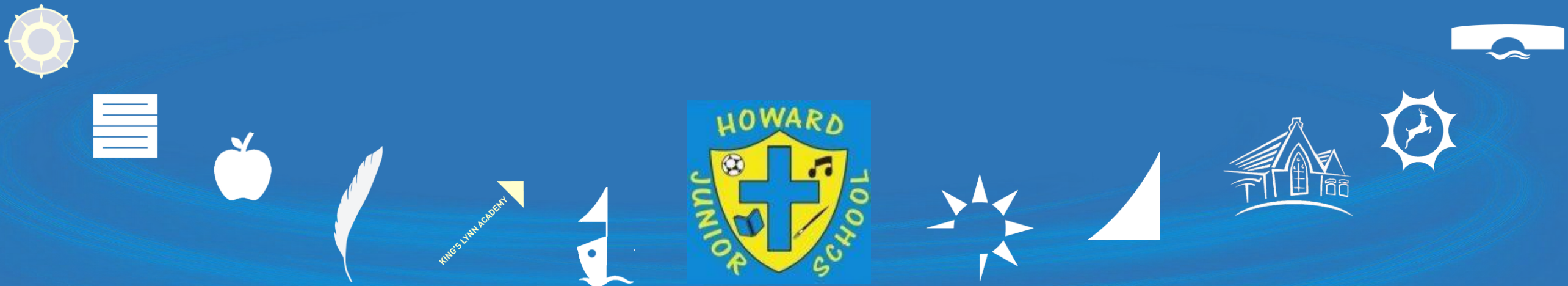
Academy	Howard Junior School, Gaywood, Kings Lynn
Start date	On completion of the recruitment checks
Reporting to	Assistant Principal
Salary	Grade E
Pension	LGPS
Hours per week	27.5 hrs per week
Weeks per annum	Term time + 1 week
Contract type	Permanent

Eastern Multi Academy Trust (EMAT) is committed to promoting a diverse and inclusive community – a place where we can all be ourselves and succeed on merit. Our workplace practices support a range of family friendly, flexible and inclusive work arrangements, staff engagement forums and employee support services to welcome and support staff from different backgrounds. Our ambition is to demonstrate in our work together that we promote an inclusive environment and signal our commitment to celebrate and promote diversity.

We welcome part time or flexible working applicants and are committed to making work accessible for all. EMAT is an Equal Opportunities Employer and ensures that those we hire and employ are suitably qualified persons and treated fairly regardless of their Age, Sex, Race, Disability, Pregnancy and Maternity status, Marriage and Civil Partnership, Religion and Belief, Sexual orientation or Gender reassignment. We are committed to safeguarding and promoting the welfare of children and young people and keeping children safe in education, our staff are expected to share and uphold this commitment. Appointments will be subject to satisfactory references, workplace health review and enhanced DBS check including the children's barred list check as required

Howard Junior School

Part of the EMAT Group



Eastern Multi-Academy Trust



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www.eastern-mat.co.uk

Job Description

Post Title: Teaching Assistant
Salary: Grade E

Main Purpose

Under the guidance of a qualified teacher or other senior staff, provide support in addressing the needs of pupils or groups who need particular help to overcome barriers to learning. Provide cover for whole classes or large groups under an agreed system of supervision.

Main Accountabilities

Support for Pupils

- To provide pastoral support to pupils as well as feedback on such issues as progress, achievement, behaviour and attendance, always seeking to establish productive relationships and acting as a role model.
- To participate in comprehensive assessment of pupils and assist the teacher with the development and implementation of Individual Plans (education, behaviour, support or mentoring).
- To receive and supervise pupils excluded from, or otherwise not working to, a normal timetable.
- To attend to pupils' personal needs and provide advice on social, health and hygiene development.
- To support provision for gifted pupils with special needs.
- To develop 1:1 mentoring arrangements with pupils and provide support to those who are distressed.
- To promote the speedy and effective transfer of pupils across phases and the integration of those who have been absent.
- To provide information and advice to enable pupils to make choices about their own learning/behaviour/attendance and as appropriate challenge, motivate and promote self-esteem.

Job Description continued...

Support for Teachers

- To liaise with feeder schools and other relevant bodies to gather pupil information.
- To support pupils' access to learning using appropriate strategies and resources and work with other staff in planning and adjusting learning activities as appropriate.
- To monitor and evaluate pupils' responses and progress against action plans through observation and rewarding.
- To provide feedback and reports to other staff on pupils' achievement, progress and other matters ensuring the availability of appropriate evidence. Be responsible for keeping and updating records and contribute to reviews of systems/records as requested.
- To assist in the development and implementation of appropriate behaviour management strategies.
- To deal constructively with parents/carers by exchanging information, facilitating their support for their child's attendance, access and learning and supporting home to school and community links.
- To assist in the development, implementation and monitoring of systems relating to attendance and integration.
- To undertake administrative and clerical support including dealing with correspondence, compiling reports on attendance and behaviour and making telephone calls.

Support for the Curriculum

- To implement agreed learning activities and teaching programmes, adjusting as necessary according to pupils' needs and ensure that they understand the range of activities, courses, organisations and individuals to provide support for pupils in improving their education.
- To determine the need for, prepare and use specialist equipment, plans and resources to support pupils.

Support for the School

- To 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.
- To establish constructive relationships and communicate with other agencies/professionals in liaison with the teacher, to support achievement and progress of pupils.
- To attend and participate in relevant meetings as required and participate in training and other learning activities and performance development as required.
- To recognise own strengths and areas of expertise and use these to advise and support others and assist in the supervision, training and development of staff.
- To undertake planned supervision of pupils out of school hours and supervise pupils on visits, trips and out of school activities as required.
- Ensure safe working practices, and insofar as is reasonably practicable, a hazard free environment in all areas.
- Undertake other similar activities that may fall within the grade and scope of the post as directed by the Principal.

Personal Specification

The successful applicant will be able to demonstrate the following minimum requirements. Please note that candidates will be shortlisted for interview based on this specification and should, therefore, bear this in mind when preparing their application and completing the application form. If you do not meet the essential criteria please do not apply. Criteria will be assessed at different points of the selection process as shown. The Assessment Stages are:-
A = Application I = Interview P = Presentation T = Test

	Criteria	Essential	Desirable	Assessment Stage
QUALIFICATIONS	Very good numeracy/literacy skills with preferably level 2 GCSE A-C (or equivalent) qualifications in English and Maths	✓		A
	NVQ 3 or equivalent in teaching assistance or equivalent qualification or experience working at that level	✓		A
KNOWLEDGE, UNDERSTANDING AND EXPERIENCE	Full working knowledge of relevant policies/ codes of practice and awareness of relevant legislation	✓		A
	Working knowledge of national curriculum and other relevant learning programmes	✓		A
	Understanding of principles of child development and learning processes and, in particular, barriers to learning	✓		A
	Ability to plan effective actions for pupils at risk of underachieving	✓		A
	Full understanding of the range of support services/providers		✓	A/I

	Criteria	Essential	Desirable	Assessment Stage
PERSONAL AND PROFESSIONAL QUALITIES	Ability to self-evaluate learning needs and actively seek learning opportunities	✓		I
	Ability to relate well to children and adults	✓		I/T
	Work constructively as part of a team	✓		I/T
	Flexible and able to cover a variety of classes and age groups as required	✓		I
	Empathy and ability to analyse and determine appropriate actions	✓		I/T
OTHER	Understanding of, and ability to comply with the requirements of safeguarding/Child Protection	✓		I
	Ability to travel	✓		I/T
	Ability to work flexibly outside normal hours if necessary		✓	I