



EMAT
EASTERN MULTI-ACADEMY TRUST



Teaching Assistant

Norwich Road Academy
Thetford, Norfolk, IP24 2HT

Recruitment Pack



About the role

At Norwich Road Academy, the role of Teaching Assistant will work predominantly in a classroom setting, under the instruction and guidance of a Teacher, HLTA, Instructor or other senior staff. Providing quality support, working closely with pupils individually and/or a groups, to encourage learning and development activities that support curriculum delivery, teaching and learning outcomes, and positive pupil contribution.



Job Overview

Academy	Norwich Road Academy, IP24 2HT
Start date	TBC
Reporting to	Deputy Principal
Salary	£16,756 - £17,019 per annum, pro –rated
Pension	Local Government Norfolk Pension
Hours per week	30 hours per week, 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.

How to Apply

Applications should be received no later than **Monday 13th January 2025**.

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



Norwich Road Academy

Part of the EMAT Group



Eastern Multi-Academy Trust

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Job Description

Post Title: Teaching Assistant
Grade: C

Main Purpose

As Teaching Assistant (TA), working predominantly in a classroom setting, under the instruction and guidance of a Teacher, HLTA, Instructor or other senior staff. Providing quality support, working closely with pupils individually and/or a groups, to encourage learning and development activities that support curriculum delivery, teaching and learning outcomes, and positive pupil contribution.

Main Accountabilities

- **Support for Pupils**
- Supervise and provide educational support for pupils ensuring their safety and access to learning curriculum and activities across the school setting.
- Ensure learning is accessible for pupils and actively promote inclusion of pupils by encouraging constructive relationships and behaviours within the classroom.
- Guide and encourage participation, engagement and understanding of pupil learning.
- Assist with the development and implementation of Individual Education/Behaviour Plan and Personal Care programmes, as directed.
- Provide general first aid, H&S, health, wellbeing and pastoral care consistent with quality pupil care and behavioural standards advocated by the trust.
- Actively role model punctuality, behaviour and positive working practices
- Understand Learning Support programmes and the development needs of pupils with specialist educational needs.
- Advocate a culture of safeguarding and maintain the safeguarding of pupils in line with the academy and Trust safeguarding policy.
- Promote good pupil behaviour, dealing appropriately with conflict and incidents in line with established policy and encourage pupils to take responsibility for their behaviour.

Support for Teachers

- Create and maintain a purposeful, orderly and supportive learning environment, in accordance with lesson plans and assist with the display of pupils' work.
- Use strategies, in liaison with the Teacher or other senior staff, to support pupils to achieve learning goals.
- Monitor pupils' responses to learning activities and accurately record achievement/progress as directed and provide detailed and regular feedback to teachers on pupils' achievement, progress and development needs.
- Support teachers to provide accurate feedback upon pupil learning, development and pastoral progression, to build and encourage positive parental and community relations.
- Provide clerical/admin support, e.g. photocopying, typing, filing and for learning schemes and pupils work.
- Prepare, maintain and use the equipment and resources required to meet lesson plans and relevant learning activity to support successful classroom management and benefit pupil learning outcomes.

Support for the School

- 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.
- Attend and participate in relevant meetings as required and participate in training and other learning activities and performance development as required, including INSET and mandatory training.
- Assist with the supervision of pupils out of lesson times, including before and after school and 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 the teacher.

Additional Information

This Job Description is not definitive or exhaustive but is provided to give the postholder an indication of the range of activities, duties and responsibilities concerned with the employment and may be subject to review and revision at any time at the discretion of the Trust if, in the interest and efficiency of the service, it should be deemed necessary.

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
Qualification	English and Maths qualifications to Level 2 (GCSE A-C), or equivalent	✓		A
	Teaching Assistant Qualification, or equivalent		✓	A
	English and Maths qualifications to Level 3 (A Level), or equivalent		✓	A
	First Aid qualification or willing to obtain	✓		A/I
Knowledge, Understanding and Experience	Knowledge and understanding of safeguarding regulations	✓		A
	Experience of working in an education setting		✓	A
	Experience of classroom management		✓	A
	Experience of working with children of a relevant age		✓	A

	Criteria	Essential	Desirable	Assessment Stage
Knowledge, Understanding and Experience	Ability to communicate effectively with both adults and children, of all abilities	✓		I
	Ability to engage with and motivate children	✓		I
	Flexible and able to cover short notice and planned absence as required	✓		I
	Flexible and able to cover a variety of classes and age groups as required	✓		I
	Effective use of ICT for learning	✓		A
	Knowledge of relevant policies/ codes of practice and awareness of legislation		✓	I
	General understanding of National Curriculum and other base learning programmes		✓	I
	Ability to work constructively as part of a team	✓		A/I
	Understanding of classroom roles and responsibilities and own position within these	✓		A/I
	Other	Understanding of, and ability to comply with the requirements of safeguarding/Child Protection	✓	
Ability to work flexibly outside normal hours if necessary			✓	I