



COCKBURN
MULTI-ACADEMY TRUST
TRANSFORMATION TO EXCELLENCE



We're Hiring

Recruitment Booklet Teaching Assistant

COCKBURN SCHOOL
Specialist status in the Performing Arts  Learning for Life

COCKBURN JOHN CHARLES ACADEMY  Learning for Life

COCKBURN LAURENCE CALVERT ACADEMY  Learning for Life

 **MIDDLETON PRIMARY SCHOOL**

COCKBURN HAIGH ROAD ACADEMY 



0113 271 9962



recruitment@cockburnmat.org



www.cockburnmat.org

Job Description – **Teaching Assistant (one to one)**

Required:	September 2024
Pay scale and salary:	A1, SCP 2 (£22,366 per annum FTE) £15,198.6 per annum actual salary
Contract Type:	Fixed term until 31st August 2025 Term time only
Hours of work:	30 hours per week (Mon – Fri, 8:30 – 15:15)

Accountable to: Support Staff Manager

Purpose of Role:

To work under the direct instruction of teaching/senior staff/support staff manager, usually in the classroom with the teacher, to support access to learning for pupils and provide general support to the teacher in the management of pupils and the classroom.

Main Duties:

- To attend to the pupil or pupils' personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters.
- To supervise and support pupil or pupils ensuring their safety and access to learning.
- To establish good relationships with the pupil or pupils, acting as a role model and being aware of and responding appropriately to individual needs.
- To promote the inclusion and acceptance of all pupils.
- To encourage pupil or pupils to interact with others and engage in activities led by the teacher.
- To encourage pupil or pupils to act independently as appropriate.
- To prepare classroom as directed for lessons and clear afterwards and assist with the display of pupil's work.
- To be aware of pupil problems/progress/achievements and report to the teacher as agreed.
- To undertake pupil record keeping as requested.

- To support the teacher in managing pupil behaviour, reporting difficulties as appropriate.
- To gather/report information from/to parents/carers as directed.
- To provide clerical/admin. support - photocopying, typing, filing, collecting money etc.
- To support pupils to understand instructions.
- To support pupils in respect of local and national learning strategies - literacy, numeracy, interventions, as directed by the teacher and support staff manager (HLTA).
- To support pupils in using basic ICT as directed.
- To prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use.
- 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 be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- To contribute to the overall ethos/work/aims of the school.
- To appreciate and support the role of other professionals.
- To attend relevant meetings as required.
- To participate in training and other learning activities and performance development as required.
- To assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes.
- To accompany teaching staff and pupils on visits, trips and out of school activities as required.

Person Specification

Detailed below are the types of skills, experience and knowledge that are required of applicants applying for the post. The 'Essential Requirements' indicate the minimum requirements and applicants lacking these attributed will not be considered for the post. The points detailed under 'Desirable Requirements' are additional attributes to enable the applicant to perform the position more effectively or with little or no training. They are not essential, but may be used to distinguish between acceptable candidates.

QUALIFICATIONS/ TRAINING	Essential	Desirable	MOA
Participate in development and training opportunities	*		A/S
Completion of DfES Teacher Assistant Induction Programme		*	A/S/Q
SKILLS	Essential	Desirable	MOA
Good numeracy/literacy skills	*		A/S/R
Use basic technology – computer, video, photocopier	*		A/S/R
Ability to relate well to children and adults	*		A/S/R
KNOWLEDGE & EXPERIENCE	Essential	Desirable	MOA
Working with or caring for children of relevant age	*		A/S
Appropriate knowledge of first aid		*	A/S/Q
Work constructively as part of a team		*	A/S/R
Understanding classroom roles		*	A/S/R
Responsibilities and your own position within these		*	A/S
Employment is conditional on confirmation of the right to work in the UK – either as a UK or Irish citizen, under the EU Settlement scheme or having secured any other relevant work visa. If you do not have the right to work in the UK and the role does not meet eligibility for sponsorship, please consider carefully whether you meet the eligibility to apply for this position.			
This role is subject to a six-month probationary period and satisfactory enhanced DBS check. As one organisation Cockburn Multi-academy Trust expects all its employees to work across any academy within the trust as and when required.			
METHOD OF ASSESSMENT (MOA)	A =	Application Form	
	Q =	Qualification	
	R =	References	
	S =	Selection Process	

COCKBURN

CAREER PATHWAYS

What job roles am I interested in?

Pastoral

Safeguarding Officer, Family Support Worker, Early Intervention Therapeutic Worker, Attendance Outreach Worker, Outreach Co-ordinator, Early Intervention Worker Assistant SENCO, Head of Year

Facilities

Cleaner, Cleaning Supervisor, Caretaker, Caretaker, Site Manager, Premises Assistant, General Kitchen Assistant, Senior Catering Assistant, Catering Supervisor, Catering Manager

Data/technical support

Reprographics, Data Assistant, Data Manager, Trust Data and MIS Officer, IT Technician, Senior IT Technician, IT Manager

Operational

Receptionist, Administrator, Office Manager, School Business Manager, Personal Assistant to Head of School/ Executive Headteacher, Exams Officer, Finance Assistant, Finance Officer, Trainee Accountant, Finance Manager, HR Manager, Head of HR, Deputy Chief Operating Officer, Chief Operating Officer

Classroom support

Midday Supervisor, Before/After School Club Assistant, Playworker, Nursery Assistant Child and Family Practitioner Behaviour & Learning Inclusion Practitioner, Teaching Assistant, Learning Mentor, Cover Supervisor, HLTA, DT/Art/Food/Science Technician LRC Coordinator

Routes into teaching

QTS, QTLS, PGCE, SCITT, School Direct Teach First, Teaching Apprenticeship, Straight to Teaching

What career path should I take?

Ongoing training and development

PDD Days, annual updates, staff briefings, departmental specific training, away days

What qualifications do I need to reach my goal?

GCSEs, A Levels, NVQs, diploma, foundation degree, PGCE, QTS, ECT, Level 3 TA, CIPD, accountancy, H&S, NEBOSH, computing and IT, apprenticeship

Annual appraisal

CPD, training and development, career aspiration conversations, succession planning

Training for new starters...

Staff induction, statutory training including child protection and safeguarding, online safety, data protection, school policies, behaviour management

What internal training may there be available?

Shadowing, acting up, secondments, mentor support, volunteering, associate roles

How do I find out more about job roles?

Job adverts/website, line manager, careers officer, departmental heads, teacher training lead, HR

Smart clinic resources

Self-care and personal development

National College resources

Teaching and learning, pedagogy. SEND, admin, finance, staffing, recruitment, facilities, H&S

Our values and ethos

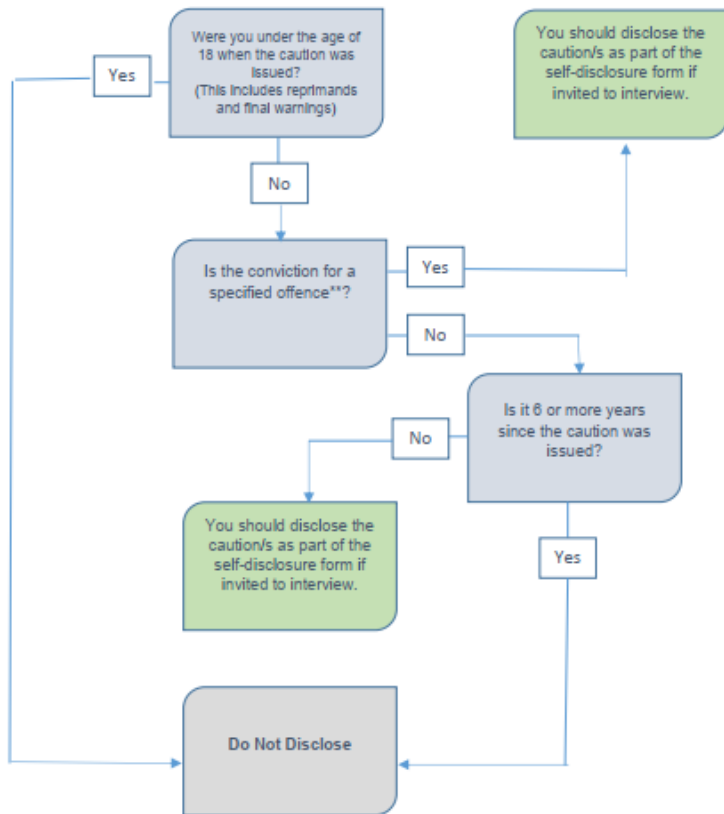
Equality, diversity and inclusion, high quality professional development, internal coaching and individual CPD rewarding jobs, lifelong learning, growth mindset, work life balance, flexibility

SUPPORT STAFF



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Disclosure of a Caution
(this includes reprimands and final warnings)



**<https://www.gov.uk/government/publications/dba-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check>

Disclosure of a Conviction
Please work this through for each conviction you have separately even if they were part of the same legal proceedings

*https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/935747/draft-rehabilitation-offenders-act-1974-exceptions-order-1975.pdf

**<https://www.gov.uk/government/publications/dba-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check>

