



**LEARNING**  
ACADEMIES TRUST

**TEACHING ASSSITANT  
RECRUITMENT PACK  
SHAKESPEARE PRIMARY SCHOOL**

**BELIEVE YOU CAN, TOGETHER WE WILL**

[www.learningat.uk](http://www.learningat.uk) 01752 914160 @ hr@learningat.uk

## About the Learning Academies Trust

The Learning Academies Trust was originally formed by three Plymouth primary schools in November 2016 and has grown from there. In terms of pupil numbers, the Trust is now the largest primary school MAT, or Multi Academy Trust in the city of Plymouth.

The Learning Academies Trust is a family of schools dedicated to delivering outstanding education to all our children, whatever their starting point or background. Our Trust's mission is:

**Together we will...** work with our children, families, and communities to provide exceptional learning opportunities for all our children

All of our schools are committed to the following values:

**Aspiration   Excellence   Collaboration   Inclusivity   Kindness   Respect**



We know that with great leadership, inspirational teaching, caring pastoral support and hard work, every child in every one of our schools can succeed. By joining our Trust, you will become part of an inspiring group of people, committed to shaping a great future for our city's children.

The Learning Academies Trust is comprised of 18 Primary Schools across the city of Plymouth and delivers exceptional education to approximately 5000 children and employs over 900 members of staff. Each school has a unique identity and set of values but are joined together in their aspirations for their communities. For more information about the Trust, our schools and what we do, check out our website [www.learningat.uk](http://www.learningat.uk)

## A message from our Chair of the Trust Board...



Mr John Butcher

Thank you for showing interest in joining the Learning Academies Trust. We are proud of our achievements to date and our recognition as a truly collaborative and united partnership of Plymouth primary schools. It is our aim to support our schools with expert advice from a central team of experts covering estates, IT, finance and HR. Furthermore, our school improvement offer demonstrates a shared, supportive understanding of curriculum delivery that meets the needs of our young people.

The LAT believes that strong communication between the strategic direction provided by the Trust Board and its local governing bodies is also significant in establishing a coherent and shared vision with common values embedded in our practice. I truly hope you will want to explore this exciting professional opportunity and we would be delighted to share our offer with you during the application process.

## A message from our CEO...



Mr Simon Spry

This is an exciting time to be considering a career with us at the Learning Academies Trust. As a Primary phase family of local schools, we have high expectations to deliver the very best for our children.

If you are passionate about working with us and the children in our schools, we'd love to hear from you. Information about the role and the school you are applying for are detailed in this pack and for wider Trust wide news and information, please check out our website or Twitter feed @learningatceo.

If you would like any further information or a conversation about the Trust, then there is no better way than to do this in person.

Please contact our Trust HR Team to arrange a time to talk [hr@learningat.uk](mailto:hr@learningat.uk)

## Shakespeare Primary School

Executive Headteacher: Mr Cameron Lancaster

Location: 400 Honicknowle Lane, Honicknowle, Plymouth PL5 3JU

Approximate number of students: 440

Approximate number of staff: 70



### Message from the Headteacher

At Shakespeare, we provide a quality, broad and balanced curriculum that challenges every learner. Our staff are passionate about getting the very best out of every child ensuring that we maximise every learning opportunity and resource to our disposal. Walking around our school, it is evident that Shakespeare is a vibrant, energetic learning environment whereby our children are enthused about their learning.

Staff constantly seek to improve their practice and in doing so provide children with the best opportunities to progress in their learning. Shakespeare is a unique and special school with the children at its heart. We create lasting memories for our children and ensure that their learning journey is enjoyable and rewarding.

Cameron Lancaster, Headteacher

## TEACHING ASSISTANT

### JOB DESCRIPTION

<b>Job Title</b>	Teaching Assistant x 2
<b>Location</b>	Shakespeare Primary School
<b>Responsible to</b>	Executive Headteacher
<b>Job Type</b>	Temporary
<b>Salary FTE</b>	Grade C - £24,790
<b>Actual Annual Salary</b>	£15,838.29
<b>Hours/weeks</b>	27.5 Hours per week / 39 weeks per year

### Job Summary

To support the teaching staff in providing an outstanding education to all our children, to ensure learning objectives for pupils are achieved and to assist the teacher in the management of pupils and the classroom. Promoting and embedding the school's ethos and values in everyday activities. Work may be conducted in the classroom or may on occasion take place outside the classroom.

### **Key Roles and Responsibilities**

- Deliver planned teaching and learning activities and adjust the learning as required to support the needs of all pupils.
- Supervise and assist individual / small groups of pupils in activities set by teachers.
- Deliver intervention programmes where necessary.
- Create and maintain a supportive and orderly classroom environment, to ensure the learning objectives of the lesson are met.
- Assisting with school displays celebrating pupils' work.
- Create strategies, with guidance from the teacher, to support and encourage pupils to achieve their learning goals.
- Assist teachers with lesson planning.
- Monitoring and record pupils' attainment and report pupils' progress and achievements to the teacher.
- Provide feedback to pupils under the guidance of the teacher.
- Support the learning and pastoral needs of children with additional needs.
- Under the direction of appropriate professionals and after adequate training, assist in meeting particular pupils' needs.
- Promote good behaviour and support the building of positive relationships between pupils, promoting inclusion and acceptance of all pupils.
- Deal promptly with conflicts and incidents in line with the school's policy and encouraging pupils to take responsibility for their own behaviour.
- Establish positive relationships with parents/carers and where appropriate participate in meetings with parents/carers alongside the teacher.
- Provide administrative support to the teacher.
- Ensure all equipment and resources are available to meet the lesson objectives, support pupils with the use of the equipment/resources.
- Accompany the teacher and pupils on all out of school activities as required.
- Comply with and support the schools' policies and procedures relating to Safeguarding, GDPR, Health and Safety, school security and report any concerns to the appropriate person.

### **Additional Information**

- The post holder is required to uphold and promote the school's policy on Data Protection and GDPR, to be mindful of their responsibilities under the act/s in processing personal data and of the implications of unauthorised disclosure.
- As part of the wider duties and responsibilities, the post holder is expected to promote and actively support the Trust's responsibilities towards safeguarding.
- This post is subject to an Enhanced Disclosure and Barring Service Check for Regulated activity.

### PERSON SPECIFICATION

<b>Job Title</b>	Teaching Assistant
<b>Location</b>	Shakespeare Primary School
<b>Grade</b>	Grade C

<b>Attributes</b>	<b>Essential</b>	<b>Desirable</b>
<b>Education/ Qualifications</b>	<p>NVQ2 or equivalent qualification in relevant discipline</p> <p>Able to evidence a willingness to take part in professional development opportunities</p> <p>A minimum of Grade C in GCSE Maths and English or equivalent qualification</p>	<p>Achieved or training for an NVQ 3 or equivalent qualification in relevant discipline</p>
<b>Experience</b>	<p>A minimum of a year's experience in a primary school</p> <p>Experience in a school with high numbers of children with additional needs e.g. SEND, EAL, pupil premium children</p>	<p>Recent experience of supporting individuals, groups and whole class settings</p> <p>Experience across EYFS, KS1, KS2</p>
<b>Skills/Knowledge/ Aptitude/</b>	<p>Able to provide evidence of having a positive impact on the learning outcomes of the children</p> <p>Ability to have a positive impact on the pastoral support of children; clear awareness of how to respond to safeguarding issues</p>	<p>Understanding of the use of ICT in a classroom setting</p> <p>Sense of humour</p> <p>Ability to support the class teacher / SLT in communicating with parents</p> <p>Experience of running interventions</p>

	<p>Ability to encourage positive and appropriate behaviour from children with additional needs</p> <p>Good emotional intelligence: ability to communicate effectively with colleagues and show empathy towards pupils</p> <p>Have excellent written and verbal communication skills.</p> <p>Be able to create and maintain effective partnerships with staff, parents, carers, children and the wider school community.</p>	<p>Knowledge of Read Write Inc or similar phonics programmes</p>
<b>Motivation</b>	<p>Evidence of an ongoing positive and enthusiastic approach to motivating the children and to supporting colleagues</p> <p>Be a good team player</p> <p>Ability to use initiative and able to prioritise work</p>	<p>Willingness to lead or support extra-curricular activities</p>
<b>Physical</b>	<p>Ability to work across the school and carry out the duties of a teaching assistant</p>	<p>Ability and willingness to sit on the floor with children where this will support their behaviour or learning</p>