

**“Inspiring
children
to achieve
their best”**



The Active Learning Trust
ACTIVE LEARNERS • ACTIVE LEADERS • ACTIVE CITIZENS

Teaching Assistant Application Pack



June 2024

Letter from the Executive Headteacher

Thank you for your interest in the post of Teaching Assistant at Pakefield Primary School.

Pakefield Primary School is part of the Active Learning Trust which means we are a part of a wider network of supportive local schools. Specifically, we have recently created a partnership with Reydon Primary School. There are 19 schools in total over three geographical areas. The North Suffolk Hub of schools (5 local schools in South Lowestoft and 2 in Beccles), Ipswich Hub and Cambridgeshire hubs. Together we engage in regular school-to-school improvement networks, leadership development and CPD opportunities.

Being part of the ALT enables our school to work collaboratively, not only with the Trust, to improve the outcomes for all our children, but in partnership with Mums, Dads and carers and the local community.

The successful candidate will join our staff team at an exciting time in the schools development, as we continue with our ambition and relentless determination to improve outcomes for our children and provide outstanding behaviours and attitudes and personal development; as stated by [OFSTED 2021](#).

The Local Governing Body and the Active Learning Trust share our ambition that every child will transfer from Pakefield having been expertly taught, as well as confident and skilled to maximise the benefits and opportunities offered in their next stage in learning in secondary education.

Our [website](#) will give you a good insight into our school and I would warmly encourage a school visit. If you would like any further information, or if you have any questions, please call our School Business Manager, Mrs Karen Tallett-Pickess on 01502 574032 or email k.tallett-pickess@pakefieldprimaryschool.org.uk.

Once again, thank you for your interest and we wish you every success in your application.

Yours sincerely

A handwritten signature in blue ink that reads 'Martyn Payne'.

Martyn Payne
Executive Headteacher



Job Advertisement – Teaching Assistant

Pakefield Primary School

Hours: 27.50 hours per week, 38 weeks per year

Post: Fixed Term for 12 months

Salary: ALT Grade C (5-7) - £24027 to £24404 pro rata (£12.45 to £12.64 per hour)
(Reflects the National Pay Award 2024/2025)

Required to start from September 2024

We are looking to appoint a teaching assistant who is excited by learning and has a strong commitment to ensuring children achieve their best. You will be working alongside the Class Teacher and work using your own initiative. Experience at delivering high quality intervention with noticeable impact would be advantageous particularly in Key Stage 1 initially and KS2 experience would be desirable.

You will be welcomed into our school team with outstanding behaviour and personal attitudes, and the Active Learning Trust family where learning is at the heart of all we do.

We are looking for a candidate who:

- Passionate about ensuring all children are supported to do their best
- Have very good numeracy and literacy skills
- Experience of working with children across the primary curriculum, particularly within Key Stage 1
- Forms positive relationships with children, parents and staff
- Is reflective and always seeking to improve outcomes for children
- Passionate about making learning irresistible for children
- Can maintain confidentiality and have a high level of professionalism
- Committed to improve their own practice

We can offer you:

- Wonderful and talented children who want to learn
- A child centred ethos which achieves outstanding standards of behaviour for learning and attainment
- A professional, welcoming and supportive staff with high expectations
- An excellent working environment
- Commitment to opportunities for training and professional development

Visits to the school are warmly welcomed and an application pack is available from our website: www.pakefieldprimaryschool.org.uk. All applications are to be submitted through My New Term. Should you require further information please contact Mrs K Tallett-Pickess on 01502 574032 or email k.tallettpickess@pakefieldprimaryschool.org.uk

Closing date for applications: 3rd July, 2024

Interviews: Week beginning 8th July 2024

Pakefield Primary School and the Active Learning Trust are committed to safeguarding and promoting the welfare of all children and young people. We expect all staff to actively share this commitment. All appointments will be subject to the taking of satisfactory references and enhanced criminal record clearance in line with the need to create and maintain a safe culture in our recruitment.

School Core Values

Our Core Values



Inspire



Achieve



Ambition



Community

At Pakefield Primary School we **INSPIRE** children to **ACHIEVE** their best through having a sense of **AMBITION** and contributing positively to our **COMMUNITY**.

All children in our community are valued and we strive for every child to achieve their best. Learning at Pakefield does not have a limit. In collaboration with parents and carers each and every child is successful. We provide children with opportunities to be independent learners, skilful in working together to get the most out of every experience. Children leave our school ready and prepared for the next phase of learning and as well-rounded citizens.



Active Learning Trust

The Active Learning Trust brings together experienced and successful practitioners who share a collective belief in the effectiveness of school improvement, the primacy of performance management and the potential of new technology to enhance learning. The Trust has the strong moral purpose of enabling schools to deliver high levels of achievement for all pupils, regardless of socio-economic circumstances, family situation or ethnic background. The Trust will secure and sustain improvement in schools by providing leadership and support through academy sponsorship, by working with governing bodies to strengthen their leadership and strategic delivery and through contracted work with school leaders and their teams.



Job Description

School: Pakefield Primary School
Post Title: Teaching Assistant
Hours: 27.50 hours per week – 38 weeks per year
Grade: ALT Grade C Point 5 – 7

Job Purpose

The post holder will provide support to the Class Teacher and through this to children and to the teaching of the curriculum. The Teaching Assistant will work under the direction of the Class Teacher, whether with the whole class, a small group, or individual children. The post holder will be committed to raising standards and encouraging success of all pupils at Pakefield Primary School.

All duties will be carried out within recognised procedures or guidelines and the Class Teacher will be available for support and guidance.

There will be some need to interpret information or situations and to solve straightforward problems.

Due to the nature of the school environment, the post holder will frequently be required to handle situations with sensitivity and tact.

Main Duties and Responsibilities will include the following:

- ❖ The role involves to
 - Undertake a range of routine tasks to support learning such as listening to reading, discussing stories etc.
 - Assist an individual child, or a small group of children, some of whom may have Special Educational Needs.
 - Supporting curriculum based tasks to assist the teacher during lessons, ie: preparing classroom materials, displaying pupils' work, supervising small groups of pupils whilst the teacher is carrying out assessments
 - Assist teaching staff to ensure that the aims and objectives of the school are achieved
 - To be able to think creatively and assist the class teacher in developing new ideas
 - To assist the teacher in creating a positive learning environment
 - Encourage the children's participation in learning in all aspects of school life.
 - Look after sick/upset pupils and attend to physical needs as appropriate
 - Undertake relevant 1st Aid Training
 - Undertake Safeguarding Training
 - Participate in CPD including some staff meetings

- Maintain accurate records
- Undertake routine tasks to support the curriculum and assist with events organised as part of the curriculum e.g. sports days
- Support implementation of Government initiatives under the direction of the teacher

Person Specification

It is essential that the post holder will:

- Have experience of working with pupils and enhancing their learning
- Be sensitive to all pupils' needs
- To be able to lead learning activities which ensures pupil progress
- Have the ability to recognise changes in pupils' behaviour and report to the teacher
- To be able to use own initiative and work independently at times
- Have a positive approach to the management of behaviour
- Have the ability to read and understand instructions proficiently
- Be confident in completing paper and practical based tasks
- Have the ability to recognise and report problems to the class teacher
- Be able to communicate clearly and effectively with all in a school community
- Being able to make decisions on when to refer queries/problems to another member of staff
- Having practical knowledge of it equipment where appropriate, to support learning in a variety of lessons and learning environments either on a one-to-one basis or small groups, under the direction and supervision of the teacher
- Have energy and enthusiasm
- Be reliable and conscientious
- Have in-depth experience of working with children in a primary school

Demands of the Post

- The job will be emotionally demanding on occasions and will need the post holder to be confident and resilient, ie pupil may become unwell or becomes upset during an activity
- Job holder needs ability to recognise changes in pupil behaviour and report them to teacher
- Responsibility for pupil when attending to personal needs and wearing protective clothing/gloves
- To be able to supervise children in outside spaces in non-structured times
- Able to seek advice and support when necessary

The duties and responsibilities of any post may change from time to time, and post holders may be expected to carry out other work not explicitly mentioned above which is considered to be appropriate the existing level of responsibility vested in the post.



The Person Specification

Pakefield Primary School

Please use this person specification to write your personal statement

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Strong academic record including Maths and English GCSE grade C (or equivalent) or better. (Please include this information in your application form). 	<ul style="list-style-type: none"> Qualifications relating to the role of TA (or evidence of working towards gaining such qualifications) Good Higher Education or Further Education qualifications including QTS Grade A or B in both English and Maths GCSE or equivalent. First Aid qualifications.
Knowledge and Experience	<ul style="list-style-type: none"> Experience of supporting children within the primary age phase – Key Stage 1 or Key Stage 2. Experience of working in a school Excellent literacy knowledge and skills. 	<ul style="list-style-type: none"> *Experience of: <ul style="list-style-type: none"> ➤ Teaching and supporting children with SEN. ➤ Teaching of early reading and phonics. ➤ Working with and supporting children with different types of behaviour. ➤ Running intervention programmes. Knowledge of primary education assessment, curriculum and planning. Specialist subject for running an evidenced based intervention.
Personal	<ul style="list-style-type: none"> Enjoy working with children. Able to have a good rapport with children. Dedicated to safeguarding and promoting the welfare of children. Enthusiastic Hardworking, flexible and motivated. Team player and excellent interpersonal skills. Good verbal communication skills including ability to communicate effectively with carers and parents. Able to take the initiative. Confidentiality and sensitivity. Supportive of the schools ethos. 	<ul style="list-style-type: none"> Ability to work with and manage children with challenging needs – EAL, SEN and very able pupils. Ability and experience of communicating with parents within a school or nursery context. Good IT skills. Skills and interests that could help enrich children's learning e.g. MFL, cooking, gardening, music and so on.
Other	<ul style="list-style-type: none"> Willingness and ability to undertake various duties such as lunchtime support. 	<ul style="list-style-type: none"> Willingness to provide additional cover before and after school.

Do take a look at the school website www.pakefieldprimaryschool.org.uk and the website for ALT our multi-academy trust www.activelearningtrust.org to get a flavour of what we offer. Conversations and visits with Martyn Payne or Marie Rodwell Deputy Headteacher, are encouraged and further information, including the application documentation can be found on our website: www.pakefieldprimaryschool.org.uk.

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