



**EMAT**  
EASTERN MULTI-ACADEMY TRUST



# Teaching Assistant

**Southery Academy**  
Downham Market, Norfolk, PE38 0PA

*Recruitment Pack*



# Job Overview

<b>Academy</b>	Southery Academy
<b>Start date</b>	September 2024
<b>Reporting to</b>	Principal / Deputy Principal
<b>Salary range</b>	Support staff pay scale D5/6
<b>Pension</b>	LGPS
<b>Hours per week</b>	30, term time plus 1 week
<b>Contract type</b>	Temporary – 1 year fixed term contract

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 08 July 9am.

Please complete the online application process. All information within your application will be treated confidentially.



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.

# Job Description

**Post Title:** Teaching Assistant  
**Salary:** Support staff salary D 5/6

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## **Main Purpose**

Under the instruction/guidance of teaching or other senior staff and within the overall ethos of the school, undertake care and learning programmes and activities to support individuals or groups of pupils, including more specialised support for those with special education needs, enable access to learning for pupils and assist the teacher in the management of pupils and the classroom

## **Main Accountabilities**

### **Support for pupils**

- To attend to the personal and social needs of pupils and any other special requirements depending on the nature of a pupil's special needs and, wherever possible, making these part of the learning experience.
- Under agreed school procedures, to give first aid/medicine and accompany sick children home, or to a health centre or hospital as necessary, or assist with programmes of special care such as physiotherapy, hydrotherapy or speech therapy, under the direction of the appropriate specialist.
- Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities.
- Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes.
- Promote inclusion and acceptance of pupils while encouraging constructive relationships within the classroom and with parents.
- Provide feedback to pupils in relation to progress and achievement under the guidance of the teacher.

### **Support for Teachers**

- Assist with the planning of learning activities.
- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work.
- Use strategies, in liaison with the teacher, 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, problems, etc.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their behaviour.
- Administer routine tests and invigilate exams and undertake routine marking of pupils' work and provide clerical/admin support, e.g. photocopying, typing, filing, money and administer coursework.

# Job Description

## **Support for the Curriculum**

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses, including undertaking literacy and numeracy programmes, recording achievement and progress and feeding back to the teacher.
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use, including supporting the use of ICT in learning activities and developing pupils' competence in its use.

## **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.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Attend and participate in relevant meetings as required and participate in training and other learning activities and performance development as required.
- 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.
- 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.

## **Additional Information**

- Teaching Assistants can be asked to work across all years of the school from reception to year 6 depending on need.
- Teaching Assistants supporting SEN pupils will follow the pupil through the school on a named contract basis. When that child leaves the Trust will endeavour to allocate another named pupil or identify other opportunities for the Teaching Assistant.

## **Other features of the Post:**

- 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.

# Job Description

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
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
Personal and professional Qualities	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	✓		I
	Ability to travel		✓	I
	Ability to work flexibly outside normal hours if necessary		✓	I

# Southery Academy

*Part of Eastern Multi  
Academy Trust (EMAT)*



**Eastern Multi-Academy Trust**



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