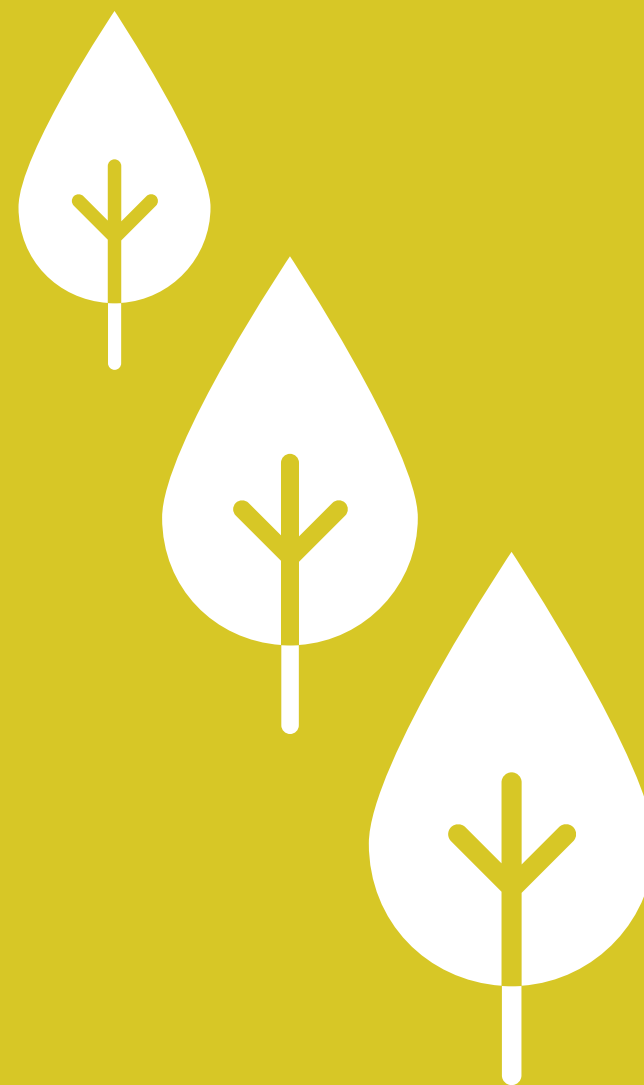


**Lower Heath CE Primary School** 

part of the Marches Academy Trust

# **LEVEL 2 OR 3 TEACHING ASSISTANT RECRUITMENT PACK**



# Meet our Headteacher



*Helen Reynolds*

**Headteacher**

Welcome to our school. Our mission is to enable young people to be successful, creative, lifelong learners participating in a journey of self-discovery through the Trust vision of 'achievement through caring'.

The school has been through a period of transition and change setting us up to now move the school forward ensuring our students have access to a first class education.

We are working with our community and look to strengthen these relationships over the coming months and years. It is our belief that all children have the right to a great education, full of opportunities and new experiences that fit hand in hand with traditional values around behaviour, manners and respect.

We are committed to providing a rich and varied curriculum that finds the talent in everyone. It is our aim to develop a love for learning so that our young people are driven to seek educational experiences that both inspire and challenge them as they progress throughout the school, and beyond.

# Job description



## Post title



Level 2 or 3 Teaching Assistant

## Salary



**Grade 5 (£24,790 per annum  
pro rata)**

**Grade 6 (£25,584 per annum  
pro rata)**



## Hours of work

27.5 hours per week



## Post status

One year fixed term

## We offer

- Hard working pupils with outstanding behaviour and strong home/school partnerships
- An 'outstanding' curriculum and learning experience for our young people.
- Excellent professional learning and support at every stage in your career, with opportunity for continued personal development through our Talent Pathway
- An enthusiastic and supportive team of staff, parents and governors
- A core belief in staff wellbeing and work life balance for all, evidenced in policy and practice.
- Benefits including funded counselling, physiotherapy and GP and other medical support.
- Laptop for work and home use

## Purpose

To support the development of all children throughout Lower Heath

Any questions in regard to the role can be raised with Ms. Helen Reynolds, ahead of the closing date: [helen.reynolds@low.mmat.co.uk](mailto:helen.reynolds@low.mmat.co.uk)

# Job description

## **PURPOSE**

The main purpose of the Level 2 or 3 Teaching Assistant role at Lower Heath CE Primary is to provide high-quality support to teachers and children across the school. As a key member of the school team, the Teaching Assistant will play a vital role in supporting the school's vision and values, which emphasise providing a nurturing, inclusive and inspiring environment for all children to thrive.

## **RESPONSIBLE TO**

The post holder will be responsible to our KS1 class teacher and also the HT and SENDCo

## **OUTLINE OF THE ROLE**

### **Classroom Support**

- Provide general support in classrooms across the school, working with individuals or small groups of children
- Support the teacher in the preparation of resources and materials to enhance learning experiences
- Assist with the delivery of interventions to support children's development in areas such as phonics, speech and language, basic number skills, handwriting and fine/gross motor skills
- Contribute to the creation of a positive, engaging, and inclusive learning environment

### **Lunchtime Supervision**

- Supervise and engage with children during the lunchtime period, ensuring their safety and well-being
- Promote positive behaviour and encourage children to develop social skills and independence

# Job description

## **Intervention Delivery**

- Lead and deliver targeted interventions to support children's learning and progress in key areas
- Collaborate with teachers to identify children's needs and design effective intervention strategies
- Monitor and track the progress of children participating in interventions, providing regular feedback to teachers

## **STRATEGIC RESPONSIBILITIES**

- To build positive working relationships with families and the school.
- To monitor and support high attendance through the school, and identify children who may need support with attendance and implement school policy

## **DEVELOPING SELF AND LEADING OTHERS**

- Take responsibility for own professional development including maintaining an up to date knowledge of developments and related legislation including engaging fully in performance management of self and other staff (if applicable)
- contribute to effective staff induction and professional development
- manage own workload, providing support where necessary and delegating where appropriate
- to ensure that professional duties are fulfilled, as identified in regular line management meetings and appraisal meetings.

# Person Specification

## LEVEL 2 OR 3 TEACHING ASSISTANT

Attributes	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• 5 GCSE or equivalent, including Maths and English</li> <li>• Teaching Assistant NVQ Level 2 or 3 or have completed training of a similar standard (<i>including NNEB or a certificate in Literacy &amp; Numeracy for Support Assistants</i>)</li> </ul>	<ul style="list-style-type: none"> <li>• First Aid qualification</li> </ul>
<b>Relevant experience</b>	<ul style="list-style-type: none"> <li>• At least 2 years relevant experience working in an educational setting</li> <li>• Some experience of classroom administration support</li> <li>• Ability to plan and organise effectively</li> <li>• Ability to work with small groups or an individual pupil</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of providing interventions such as <u>Talkabout</u>, Cool Kids, Little Wandle</li> </ul>
<b>Knowledge and Understanding</b>	<ul style="list-style-type: none"> <li>• National learning strategies including Literacy and Numeracy</li> <li>• Non-school based support agencies</li> </ul>	<ul style="list-style-type: none"> <li>• A knowledge of school-based education including child development</li> </ul>

# Person Specification

<b>Skills</b>	<ul style="list-style-type: none"><li>• Good communication skills and ability to relate well to children, staff and parents</li><li>• Evidence of working as part of a team</li></ul>	<ul style="list-style-type: none"><li>• ICT and the willingness to update skills and undertake further training</li></ul>
<b>Job-related personal skills</b>	<ul style="list-style-type: none"><li>• Ability to bring to the role, initiative, enthusiasm and commitment</li><li>• Flexibility and reliability</li><li>• Willingness to develop skills with further training</li></ul>	

In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including:

- Motivation to work with children and young people.
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people.



# Welcome from the CEO



**This is a high achieving Trust that is imaginative and creative in its approach to teaching and learning and is keen to look for continued sustained improvement.**

Our vision 'Achievement through Caring' is central to all that we do at The Marches Academy Trust. Our schools are, innovative and striving to ensure that young people make the very most of their learning adventure and are equipped with the skills required to prosper in the modern world.

We are immensely proud of the Alliance of Leading Learning who provide a wide range of professional development opportunities across our Trust, nationally and internationally.

*Sarah Finch*

**CEO**

The Marches Academy Trust

## **Our family of schools currently includes:**

- The Marches School and Sixth Form in Oswestry
- Sir John Talbot's School and Sixth Form in Whitchurch
- Tilstock CE Primary School and Nursery in Whitchurch
- The Grove School and Sixth Form in Market Drayton
- Lower Heath CE Primary School and Nursery in Lower Heath
- Shrewsbury Academy in Shrewsbury
- Longlands Primary School and Nursery in Market Drayton
- Grange Primary School and Nursery in Shrewsbury
- Oakmeadow CE Primary School and Nursery in Shrewsbury
- Woodlands School in Wem
- Idsall School and Sixth Form in Shifnal



# Meet our Chair of Trustees



Alex Fry

Chair of Trustees

Thank you for your interest in this role.

The Trust is looking to appoint an individual to build on our Trust's current strengths and achievements.

As a thriving Trust serving over 6,000 students and their families in Shropshire, this a pivotal role in driving continuous improvement across our schools and will contribute to our vision of 'achievement through caring'.

Collaborative working with other schools in our Trust offers many benefits for students and staff; sharing best practice in teaching and learning, curriculum collaboration, extracurricular opportunities, staff development, finance and human resources, legal services, school improvement structures and governance arrangements.

We hope that the opportunity to shape the work of our schools and their staff to harness their professional expertise, with the goal of securing excellent outcomes, is one you would relish.

The prospect of this role goes beyond the immediate job description. The successful candidate will influence and help shape the strategy of the Trust, have the opportunity to support our ITT provision, support leadership development and career paths as well as drive efficiencies across our schools.

For the right individual, this is an exceptional opportunity. The right candidate will have no better chance of working with wonderful students, super staff and shaping our Trust into the future.

# Our Trust Vision Statement and Values



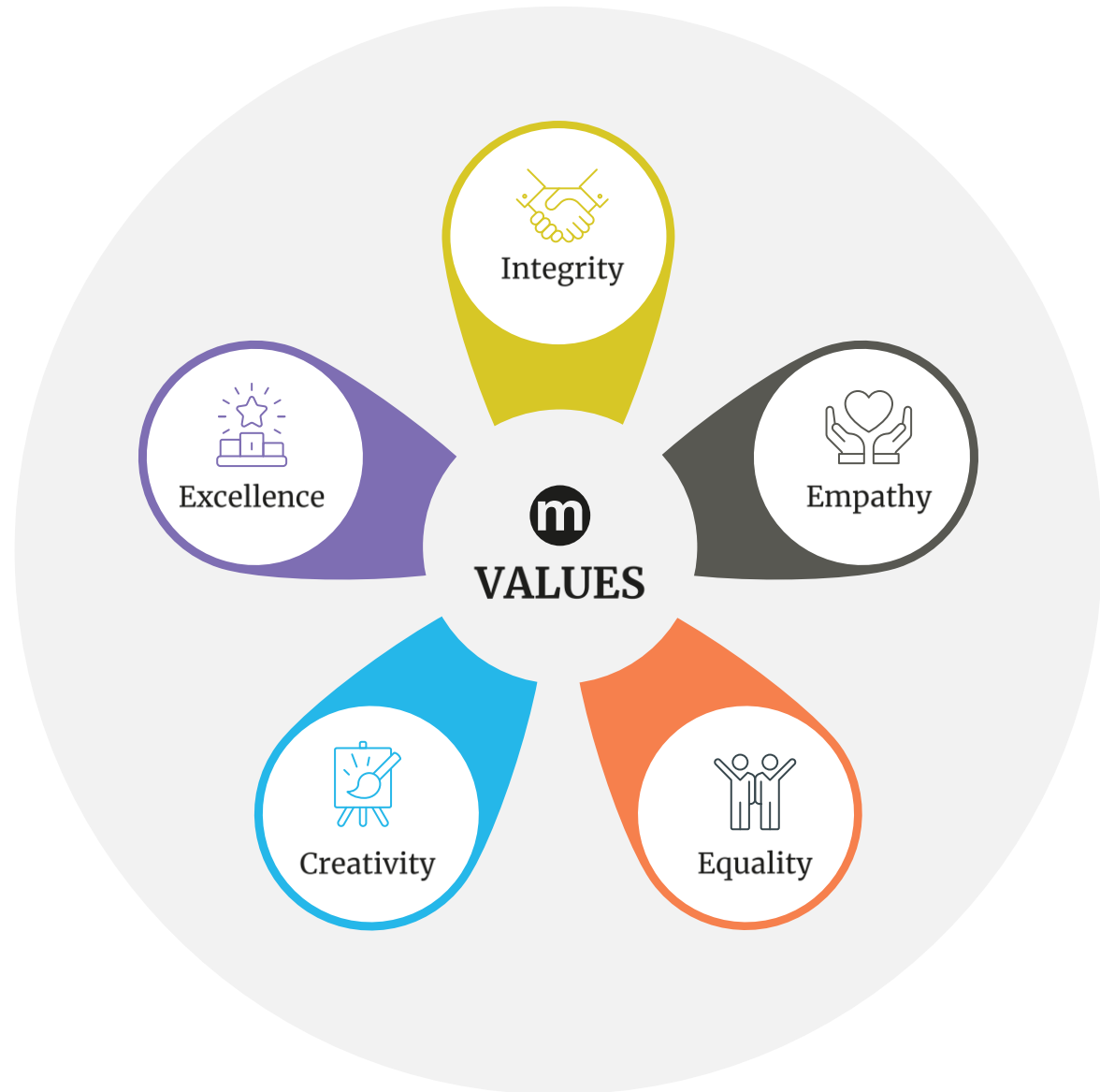
## Our Vision

Achievement through caring



## Mission Statement

As a Trust, it's our mission to empower everyone in our Trust and our communities to live and breathe our values and Achievement Through Caring, to reach their full potential.



# Our investment in you

## Talent Spotting our Future Leaders

Our Talent Pathway supports the professional development of staff within the trust. We identify leadership talent and leadership needs for future succession planning – ensuring relevant and practical leadership development opportunities for staff.

Our talent management programme and our Career Development Pathways provide a framework for the discussion of your leadership journey and the professional learning you can access along the way.

## Talent Contract

The Talent contract is a promise; a covenant between yourself and the trust that the Trust will do its' very best to support and develop you professionally. The Contract describes a variety of Professional development opportunities and encourages you to identify and pursue your training needs.

We believe successful creative lifelong learners participate in a journey of self-discovery. They know how to learn, acquire skills and feel safe to take risks with confidence and courage.



# Our investment in you

We really care about employee wellbeing and our commitment is set out in our Wellbeing Policy and Charter. This commitment is underpinned by our four pillars of wellbeing;

## Emotional

Some examples include a robust induction programme, Trust newsletter, professional performance reviews (appraisal) and line manager check-in meeting. We have clear policies and procedures relating to all aspects of your employment and we carry out an annual well-being survey to gauge the health of our staff.

## Physical

We are blessed that our schools are located in beautiful Shropshire market towns and /or rural locations. We can offer discounted local gyms and onsite facilities in our secondary schools.

## Financial

We offer membership to two great pension schemes; Local government pension scheme and Teachers' pension scheme. Our terms and conditions are aligned to Burgundy Book & School Teachers Pay & Conditions Document (teachers) and NJC Green Book (associate staff). We also recognise continuous service for sickness, maternity and annual leave entitlements for those transferring under the Redundancy payments (local government) Modification Order (RPMO).

## Social

Encouragement of great working relationships and sense of belonging through team building events, PD days, end of term events and Trust Awards evening.

Generous  
non-contact  
time for  
staff

## Wellbeing Offer

We are delighted that our wellbeing offer includes access to a free confidential medical and wellbeing service with School's Advisory Service (SAS) for all staff. Services available include counselling, bereavement counselling, physiotherapy, menopause support and stress awareness sessions. We encourage staff to utilize SAS in seeking out preventative and early intervention by making support easily accessible for all!







We are a school led inclusive partnership representing all phases and school contexts nationally and internationally. Our core team at The Marches Academy Trust have trained over 400 ITT and over 150 School Direct students; we have also led the professional learning of over 5,000 educational leaders and governors.

We deliver the DfE National Professional Qualifications, and we actively encourage our staff to complete an NPQ programme at their earliest opportunity.

We also talent spot, from within our Trust team, colleagues who want to share their expertise and enhance their experiences by becoming an Improvement Consultant.

Supporting schools, departments and individuals across the Trust and also external schools.

Embracing all our work is the unique Professional Learning Conference we host each year which continues to inspire school colleagues nationally.

In joining The Marches Academy Trust you have direct access to an outward facing large group of outstanding schools across the West Midlands and beyond.

Quite simply we want to ensure the right expertise exists to enhance a self-improving system and impact learners, leaders and schools to drive continuous improvement.

You will be part of this success story as a member of our team; and on starting your new post you will also be starting your learning journey - with all the benefits of being part of a large and successful Trust with exemplary partnerships nationally and internationally.



We hold true to delivering current, inspirational training that has real impact back in the workplace. Most importantly our participants confirm in countless testimonials that we invest in their leadership journey.

Cavelle Priestley-Bird, Executive Director  
of People and Development)

# Bits you need to know

The Marches Academy Trust values each person equally. We are committed to building a diverse team and embedding a welcoming, inclusive culture that encourages diversity and authenticity. We believe this will encourage creative ways of thinking – ensuring we collaborate more effectively and achieve better outcomes. We welcome applicants from all qualified candidates who share this commitment.

Everyone within our Academy Trust shares the objective to help keep children and young people safe by contributing to:

Providing a safe environment for children and young people to learn in an education setting and identifying those who are suffering or likely to suffer significant harm, taking appropriate action with the aim of ensuring they are kept safe both at home and within the education setting and we expect all staff to share this commitment. Shortlisted applicants will be asked to declare any criminal convictions and will be subject to online checks. The successful applicant will be subject to an enhanced DBS check.

“This post is exempt from the Rehabilitation of Offenders Act 1974 and as such all applicants who are appointed to this post will be subject to an Enhanced Disclosure from the Criminal Records Bureau before the appointment is confirmed. This check will include details of cautions, reprimands or warnings, as well as convictions and non-conviction information. Once provisionally appointed, the successful applicant may also be required to apply for an Enhanced Disclosure at predetermined intervals during the course of their employment whilst in this post.”



# Lower Heath CE Primary School

part of the Marches Academy Trust

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