

Candidate Information Pack:

Level 3

Teaching Assistant

Radford Academy



Radford Academy
A L.E.A.D Academy

Role:	Level 3 Teaching Assistant
Contract:	Full time, 37 hours per week term time only
Term:	Permanent
Scale:	NJC Scale Point 12- 17
Salary:	£22571.00 - £24920.00
Start Date:	2nd September 2022
Closing Date:	9am 11th July 2022

The Opportunity

We are looking for an experienced Teaching Assistant to work in either KS1 or KS2 supporting the educational recovery of our pupils. We are looking for someone with experience of working with pupils who could deliver interventions and with the confidence to cover a KS1 or KS2 class for PPA.

You Will Need

- Experience of working across the primary phase
- A developing knowledge of the national curriculum and confidence to deliver lessons to individuals, small groups and whole classes.
- Good communication skills and the ability to communicate with parents, outside agencies and others in school.
- A positive outlook and lots of enthusiasm.
- A genuine love of children

You will be part of a very supportive, forward looking team and will demonstrate positive communication skills, be aware of all aspects of safeguarding children and be willing to undertake appropriate training as required.

Job Description overview

- To work with children as part of a team under the overall direction of the Headteacher who will be responsible for the policy and educational programme and for matters of control and discipline within the National Curriculum Framework.
- To assist the class teacher/SENCO in maximising the participation of pupils in the social and academic processes of the school.
- Under the instruction/guidance of teaching/senior staff, to encourage pupils to become more independent learners and help to raise the standard of achievement for all pupils.
- To be aware of your responsibility for promoting and safeguarding the welfare of young persons whom you have contact with during the course of your duties.
- To cover PPA or ECT cover as required.



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Duties and Responsibilities

Key Duties

- Support learning activities including additional learning needs and develop and maintain an awareness of the planning, delivery and evaluation of learning activities.
- Establish and maintain relationships with individual pupils and groups by using effective communication and understanding the value of treating all individuals fairly.
- Contribute to the management of behaviour by encouraging positive behaviour in the classroom.

Support for the Pupils

- To support identified pupils with precisely targeted interventions..
- To help with the care and support of pupils by supporting communication and intellectual development and physical, emotional and social development.
- To contribute to the planning to meet children's development needs.
- Contribute to the health and well-being of pupils through the support of safeguarding for pupils by ensuring a safe environment, and following policies & procedures at all times.

Support for the Teacher

- Help with classroom resources and records by maintaining confidentiality of information at all times and ensuring resources are in place for when they are required.
- Contribute to the management of pupil behaviour by encouraging positive behaviour in the classroom, referring to senior colleagues as appropriate.
- Escort and assist pupils on educational visits and out of school activities.

Support for the School

- Maintain effective working relationships with colleagues and parents through effective communication and providing support for pupils, colleagues and parents as required.
- Willingness to keep up to date with professional practice by maintaining an up-to-date understanding of the requirements of the role and individual responsibilities.

Other Academy Specific Responsibilities

The post-holder may be required to undertake other duties which are broadly in line with above key responsibilities.



Person Specification

		E	D
Qualifications and Attainments	<ul style="list-style-type: none"> GCSE pass level or equivalent qualifications in maths/numeracy & English/literacy or significant demonstrable experience in a similar role Supporting Teaching and Learning in Schools (Intermediate Apprenticeship Level 3) or equivalent 	E	D
Skills and knowledge	<ul style="list-style-type: none"> Knowledge and understanding of the statutory framework in subject areas and phases supported Knowledge of stages of child development and individual needs Understanding and awareness of individual needs and ability to adjust communication methods accordingly Knowledge and understanding of the TA's role in supporting teaching and learning within the National Curriculum Ability to communicate effectively, both orally and in writing Ability to establish positive relationships with pupils, families and colleagues Ability to provide support for planning and delivery of learning activities Skills to support the effective use of ICT in the classroom Knowledge of appropriate behaviour management practices Knowledge of Health and Safety policies and procedures which contribute to the maintenance of pupil safety and security Knowledge of safeguarding procedures and protocols Ability to organise classroom resources and assist with the maintenance of pupil records 	E E E E E E E E E	D D D
Experience	<ul style="list-style-type: none"> Proven experience of working with children and young people, including children with individual needs and from a range of backgrounds Experience of planning and delivering learning activities for group and individual needs Experience of working with children or young people with SEND Understanding the role of parents/carers and the wider community in education Ability to use resources and materials including ICT software and equipment 	E E E E E	
Personal Attributes	<ul style="list-style-type: none"> Have an openness to learning and change Have a positive attitude to personal development and training Be able to work in ways that promote equality of opportunity, participation, diversity and responsibility 	E E E	
Additional Requirements	<ul style="list-style-type: none"> This role is subject to an enhanced DBS May be required to work out of school hours to support the Academy 	E E	



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Safeguarding

The school and the trust are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. The post is subject to receipt of satisfactory references which will be requested prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications, verification of right to work in the UK and satisfactory completion of a 12 month probationary period.

Arrange a Visit

Visits to the school are recommended and warmly welcomed. To arrange a visit please contact the office at admin@radfordacademy.co.uk, or contact headteacher@radfordacademy.co.uk for any questions and an informal chat.

How to Apply

Please submit an application via E-Teach or send a completed application form and covering letter to: admin@radfordacademy.co.uk

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Nottingham
NG7 3FL

Telephone: 01159 155810

Email: admin@radfordacademy.co.uk

Website: <https://www.radfordacademy.co.uk/>