



**Teaching Assistant Application Pack**



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**Letter from Catherine Paine, Chief Executive Officer**

Dear Candidate

Thank you for your interest in this role within the REAch2 Academy Trust.

This is a hugely exciting time for our family of schools. The Trust has been recognised by the Department for Education as being well placed to raise standards and achieve excellence for pupils in a growing number of schools nationwide. We are presented with a rare opportunity to make a real difference to the lives and life chances of so many primary school children – many of whom haven’t previously received the educational opportunities they deserve.

The Trust includes schools at all stages of development, from those requiring significant improvement through to existing outstanding schools. As a Trust we are clear about the importance of achieving long term sustainability for our schools. Our vision is to enable individual academies to flourish with real autonomy, whilst also ensuring a strong ethos of support and collaboration across our schools.

Employees within REAch2 belong to a national community of professionals, and benefit from a wide range of networks and development opportunities across the Trust. In time, our best teachers are able to work across schools, develop specialisms and step up to leadership roles within and beyond their own academy. The Trust provides a strong culture of collaboration and support, together with high expectations for staff and pupils alike.

Those we recruit are able to demonstrate that they share our values, are highly motivated to work with colleagues within and beyond their school to continuously develop their skills and pursue professional excellence and are committed to providing the highest standards of teaching for all children. If that is you then we would be delighted to receive your application.

**Catherine Paine**

**CEO**

# Our Cornerstones and Touchstones

REAch2 is defined by the values of **excellence, quality, delivery and standards** – these features give the Trust its enduring attributes and its inherent reliability.

However, what gives each REAch2 Academy its uniqueness are the Touchstones of the Trust (seen on the right). Just as 500 years ago touchstones were used to test the quality of the gold they marked, so too our touchstones find what is precious and set these things apart. They are used to express the values and ethos of the Trust and describe what the Trust wants to be known for and how it wishes to operate.

With good **leadership**, we aspire to develop children academically, emotionally, physically and spiritually. We notice talent and spot the ‘possible’ in people as well as the ‘actual’. Developing potential across our Trust becomes a realisation that there is a future worth pursuing for everyone.

Children deserve **enjoyment** in their **learning** and the pleasure that comes from absorption in a task and achieving their goals. Providing contexts for learning which are relevant, motivating and engaging, release in children their natural curiosity, fun and determination.

**Inspiration** breathes energy and intent into our schools: through influential experiences, children can believe that no mountain is too high and that nothing is impossible.

REAch2 serves a wide range of communities across the country and we celebrate the economic, social, cultural and religious diversity that this brings: embracing **inclusion** ensures that we are a Trust that serves all, believing that everyone can succeed.

We take our **responsibility** seriously. We act judiciously with control and care. We don’t make excuses, but mindfully answer for our actions and continually seek to make improvements.

REAch2 is a Trust that has a strong moral purpose, our **integrity** is paramount. Our mission is to change children's lives by providing the very best quality education we can. Through this, children can fulfil their potential, become happy, successful adults and contribute effectively and meaningfully to society. We welcome the fact that all our decisions and actions are open to scrutiny. You can learn more about REAch2 at our website: [www.reach2.org](http://www.reach2.org)

# The role

**Teaching Assistant at Garden City Academy**

Are you someone who believes in learning without limits? Do you want the opportunity to be part of a unique team? Are you passionate that all children deserve the very best learning opportunities and want to build a brighter future for our pupils? If so, we would love to hear from you!

We are looking for a highly skilled, dedicated and enthusiastic Teaching Assistant to join our team working on a permanent contract starting as soon as possible and we are open to both full or part-time working. You need to be committed to providing children with exceptional learning opportunities in a fun and caring environment, committed to teamwork, have a can-do attitude with a good sense of humour and be prepared to go that extra mile.

Providing class support, you should be experienced in working with children and adapting and extending learning within a safe, stimulating and inclusive learning environment. Working with the class teacher, you will be responsible for providing excellent learning opportunities for all which may require structured small group or 1:1 activities to ensure the curriculum is accessed by all. You should have experience of delivering whole class learning and an ability to bring learning to life so that children have practical hands on learning experiences that foster a real love of learning.

**In turn, we can offer you:**

* The opportunity to continue to be part of and to build on our exceptional learning and teaching and personal development offer for our children;
* The opportunity to help continue to build and develop our team and to accentuate the ethos and culture of our school;
* The opportunity to make a difference to children’s lives;
* The chance for your skills to flourish and develop with practical support and encouragement;
* High quality training and development through one of the country’s leading Multi-Academy Trusts;
* The opportunity to work with children from diverse ethnicities and cultures;
* A future career flightpath within REAch2 Academy Trust;
* Friendly, supportive, enthusiastic and hardworking colleagues, staff and Governors

If you feel you have all the necessary attributes, are highly motivated, committed to making a positive difference to children’s lives and want to be part of creating a legacy for the future - apply now! We look forward to receiving your application.

**Background Information about the School**

At Garden City Academy our primary aim is to ensure that every member of the school community feels included, valued and respected, and that each person is treated fairly and well. We are a caring community, whose values are built on mutual trust and respect for all. We have high expectations of all our pupils and support each child to fulfil their full potential and be the best they can be. Our school motto is 'Believe and Achieve', something which is embedded in our everyday ethos.

At our school we firmly believe in the importance of forming relationships between parents, carers and the school. To achieve the best results it is vital that there is close co-operation and communications between home and school.

We are a caring employer who invests in the future of our employees, as only through their excellence can we deliver excellence for the children and families whom we serve. To see more information about the school, please visit our website [Garden City Academy](https://www.gardencityacademy.co.uk/)

As a member of the REAch2 Trust, a national family of primary academies, Garden City Academy is committed to raising standards and achieving excellent for all pupils whatever their background or circumstance. The Trust provides a strong culture of collaboration and support, together with high expectations for staff and pupils alike. Garden City Academy is committed to safeguarding and promoting the welfare of children and young people / vulnerable adults and expects all staff and volunteers to share this commitment. This position is subject to an enhanced DBS check and satisfactory written references.

# The application

You are invited to submit an application form to **Samantha Ruck, Headteacher** using [**recruitment@reac2.org**](mailto:recruitment@reac2.org)

Or by post to:

Garden City Academy, Radburn Way, Letchworth Garden City, Hertfordshire, SG6 2JZ

REAch2 Academy Trust have an Equal Opportunities Policy for selection and recruitment. Applicants are requested to complete the Trust’s online [Equality & Diversity Monitoring Form](https://forms.office.com/Pages/ResponsePage.aspx?id=EGorfMwEtEi30d9QFOXXNJ4DEcgd411KhzIQrNunT_hUMlJXTkhNVlE0SlhKV0FWTEk2Wkw1TTUwRS4u) separately.

In accordance with our Safeguarding Policy the successful candidate will be required to have an enhanced DBS check.

To arrange an informal discussion or school visit please contact the school office using 01462 621800.

## The application process and timetable

|  |  |
| --- | --- |
| **Application deadline:** | Thursday 18th April 2024 at midday |
| **School visits:** | Please contact the school office to arrange |
| **Interviews:** | To be confirmed |
| **Contract details:** | Permanent, Full time OR part time, 38 weeks per year (Term time only) |
| **Salary:** | NJC England & Wales, SCP5 £23,500 (pro rata to hours & weeks worked) |
| **Start date:** | As soon as possible |

The candidates selected for interview will be informed after shortlisting and full details of the interview programme will be provided.

# Safeguarding, Safer Recruitment and Data Protection

At REAch2 we recognise that those who work in an academy are in a unique position in their care of children. The responsibility for all staff to safeguard pupils and promote their welfare, as stated in Section 175 of the Education Act (2002) is one that is central to our ethos, our policies and our actions. All children are deserving of the highest levels of care and safeguarding, regardless of their individual characteristics or circumstances, and we are committed to applying our policies to ensure effective levels of safeguarding and care are afforded to all our pupils.

We will seek to recruit the best applicant for the job based on the abilities, qualifications, experience as measured against the job description and person specification. The recruitment and selection of staff will be conducted in a professional, timely and responsive manner and in compliance with current employment legislation, and relevant safeguarding legislation and statutory guidance.

All information is stored securely and any information supplied by unsuccessful candidates will be destroyed through a confidential waste system six months after the decision has been communicated, in accordance with our information and records retention policy.

The Trust ensures all applicant data is stored and processed appropriately. For further details on how your information will be managed during the recruitment process please refer to our [Privacy Notice for Job Applications](https://reach2.org/wp-content/uploads/2020/01/Privacy-Notice-Job-Applications.pdf).

# Job Description

**Post:**  Teaching Assistant

**Core Purpose**

To provide support to a teacher to work under the instruction and guidance of teaching staff to support all groups of pupils. To support pupils with special educational needs to enable access to learning, and to promote progress.

**Support for Pupils**

* Develop a positive and supportive relationship with pupils.
* Alongside the class teacher, support of the differing needs of pupils
* Supervise and provide particular support for pupils, including 1:1 support for those with special needs, ensuring their safety and access to learning activities.
* Set challenging and demanding expectations and promote self-esteem and independence.
* Provide feedback to pupils in relation to progress and achievement under guidance of the teacher.

**Support for the Teacher**

* Prepare classroom as directed for lessons, clear afterwards and assist with and help maintain displays of pupils’ work.
* Undertake routine administrative tasks e.g. pupil record keeping, as requested.
* Support the teacher in maintaining pupil behaviour and reporting difficulties as appropriate.
* Appropriate liaison with parents on general pupil matters.

**Support for the Curriculum**

* Undertake structured and agreed learning activities/teaching programmes, adjusting

activities according to pupil responses.

* Undertake programmes of intervention, recording achievement and progress and

feeding back to the teacher.

* Prepare and maintain general equipment/resources as directed by the teacher.
* Assist in the display and presentation of learning cues and pupils work inside and outside of the classroom environment as required.

**Support for the School**

* Promote and safeguard the welfare of children and young persons you are responsible for.
* Be aware of and comply with policies and procedures relating to child protection, health and safety, behaviour, confidentiality, and data protection reporting all concerns to the appropriate person.
* Ensure all pupils have equal access to opportunities to learn and develop.
* Undertake training and CPD as required.
* Support the role of other professionals.
* Attend and participate in relevant meetings as required.
* Supervise pupils out of lesson times, including before and after school (as required), playtimes and at lunch time.
* 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.

* Be a role model for pupils and colleagues in terms of behaviour and attitude.
* Be punctual and professional at all times.
* Maintain confidentiality.

**Wrap Around Care**

* Provide full care for the children attending the club including the safe collection from their classrooms and the safe delivery to parents and/or named carers.
* Supply and provide refreshments to children.
* Ensure safe, creative, appropriate play opportunities in a safe and caring environment.
* To motivate and encourage the children to participate in activities.
* Providing a facility for children to do their homework.
* Ensure a clean, tidy environment conducive to fostering good health and safety practice.
* Carry out day-to-day administration and record keeping.
* Administer first aid as necessary and ensuring the well-being of sick children.
* Encourage parental involvement and support of the club.
* Initiate close liaison with parents, carers, and other childcare and play related agencies.
* Attend meetings as appropriate.
* Work with the health and safety policy guidelines of the school at all times.

# Person Specification

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| Right to work in the UK | **\*** |  |
| **Philosophy** | | |
| A belief in the ability of all children to achieve and be successful | **\*** |  |
| A belief in teamwork and ability to get involved in the day-to-day running of the school | **\*** |  |
| **Experience** | | |
| Working with children of primary school age | **\*** |  |
| Experience of supporting children with SEN | **\*** |  |
| Working with individuals and groups of children | **\*** |  |
| **Qualifications & Training** | | |
| Very good Numeracy and Literacy skills - at least GCSE C grade or equivalent | **\*** |  |
| Minimum NVQ2 or equivalent qualification | **\*** |  |
| First Aid Qualification |  | **\*** |
| **Knowledge & Skills** | | |
| Knowledge of the National Curriculum |  | **\*** |
| Experience of delivering Read Write Inc |  | **\*** |
| Experience of promoting and gaining positive pupil behaviour conducive to learning, focused on raising standards | **\*** |  |
| Very good organisational skills | **\*** |  |
| Very good time management skills | **\*** |  |
| Ability to prioritise | **\*** |  |
| Adaptability and flexibility | **\*** |  |
| Willing to participate in CPD | **\*** |  |
| ICT Literate | **\*** |  |
| **Personal Characteristics** | | |
| Boundless enthusiasm, determination and drive to inspire others to achieve high standards | \* |  |
| A personable nature to build effective relationships with parents/members of the community | \* |  |
| Ability and willingness to promote the school’s aims and the positive culture and ethos | \* |  |