



**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**

# Letter from Sasha Taylor, Headteacher

Dear Candidate

Thank you for your interest in joining the staff team at Springfield Primary Academy.

At Springfield we aim to create memorable learning experiences for our pupils that allow the children to develop our values of Respect, Determination, Resilience, Integrity and High expectations. We are committed to providing the highest standards of education for the children and community we serve.

We have fantastic children and staff and are very well supported by the local community, governing body and REAch2 Multi-Academy Trust. Staff at Springfield model our values in order to provide a safe and nurturing environment for our pupils to learn in.

Our school has undergone a huge transformation in the last five years and is currently undergoing major refurbishment work. The resilient and committed staff team have ensured the building project has had minimal impact on the children’s learning experiences and we all look forward to the completion of our new learning environment.

If you would like to be part of a dynamic, creative staff team and have the skills and experiences laid out in the person specification and job description then we would welcome your application.

Kindest regards,

**Ms Sasha Taylor**

**Head Teacher**

# Our Cornerstones and Touchstones

REAch2 is the Cornerstone of the Trust: providing a strong, responsible foundation from which every academy develops and grows. A cornerstone provides a subtle yet paramount role in the construction of a building and ensures that REAch2 is a trustworthy, accountable and inspirational organisation, delivering the best possible learning experience.

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

**Post:** **Teaching Assistant**

**School/Location:** Springfield Primary Academy, Springfield Rd, Birmingham, B13 9NY

**Start Date:** 10th June 2024

**Salary:** £25,119-£31,364. FTE pro rata salary Birmingham NJC SCP 9 – SCP 22

**Contract Type:** Permanent

We are looking for an aspiring Teaching Assistant to join our team to provide teaching support.at Springfield Primary Academy as a part of Reach2 offers a supportive environment and your career development will be encouraged.

We have a great team with effective systems in place.

**The ideal candidate will:**

* Have high expectations and believe every child can achieve
* Make learning irresistible, effective and inclusive
* Be excited about ongoing professional development, being a lifelong learner
* Actively contribute to the wider life of the school
* Have excellent interpersonal skills and be able to work well as part of a team
* Be able to build relationships with all stakeholders

**For successful candidates we can offer:**

* Amazing children who want to be the best versions of themselves
* A dedicated, motivated staff
* A leadership team who works with the staff and listens to feedback
* An active school community with supportive families
* Feedback to ensure growth
* A vibrant and welcoming learning environment
* Excellent training at all levels through the school and REAch2 Academy Trust
* Judged as a ‘good’ rated ofsted school

**Background Information about the School**

Springfield Primary Academy is a three-form entry school in the heart of Moseley, closely situated to the thriving city-centre of Birmingham. The school is part of the REAch2 Multi-Academy Trust family, having joined the Trust on 1 December 2018

Springfield Primary Academy is a three-form entry school in the heart of Moseley, closely situated to the thriving city-centre of Birmingham. The school is part of the REAch2 Multi-Academy Trust family, having joined the Trust on 1 December 2018. At Springfield, every child is recognised as a unique individual, and we celebrate and welcome differences within our school community. The ability to learn is underpinned by the teaching of basic skills, knowledge, concepts, and values.

**If you really want to make a difference, then we need YOU!**

**This isn’t just any teaching job. This is the opportunity to be part of something amazing, to improve the life chances of children,**

**So, if you are**:

* An excellent practitioner keen to work in a supportive and principle based school?
* Driven by a strong moral purpose to enable disadvantaged children to achieve against the odds?
* Passionate about creativity and fun?
* Warm in character, easy to work with and committed to teamwork, recognising that more can be achieved together than is possible as individuals?
* Unafraid of hard work?
* Calm and able to handle pressure and setbacks?
* Able to be pushed at an accelerated rate of development, and reflective and proactive enough to make it happen?

**Then you’d love to work at Springfield Primary Academy.**

If you believe that you have the attributes necessary to help establish and shape our school please contact the Head Teacher, Ms Sasha Taylor, (via the main office on 0121 464 3618), for an informal visit where a warm welcome awaits you.

# The application

You are invited to submit an application form to **Ms Sasha Taylor, Headteacher** **recruitment@reach2.org**

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 please contact **Ms Sasha Taylor, Headteacher** via school office by calling 0121 464 3618

## The application process and timetable

|  |  |
| --- | --- |
| **Application deadline:** | **3rd May 2024** |
| **School visits:** | By appointment only |
| **Interviews:** | **10th May 2024** |
| **Contract details:** | Full-time, Permanent 32.5 hours per week, working 39 weeks per year. Term-Time plus inset days |
| **Salary:** | £25,119-£31,364. FTE pro rata salary Birmingham NJC SCP 9 – SCP 22 |
| **Start date:** | As soon as is possible or (June 2024) |

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 (Level 3)

**Salary:** £25,119-£31,364. FTE pro rata salary

Birmingham NJC SCP 9 – SCP 22

**Responsible to:** Early Year Lead

**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 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 | \* |  |