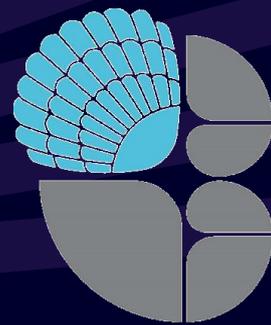


Teaching Assistant

Wroughton Academies
September 2021



**WROUGHTON
ACADEMIES**
*Creative
Education
Trust*

You can find out more at:
www.creativeeducationtrust.org.uk

Dear Colleague



Thank you for your interest in the role of Teaching Assistant at Wroughton Academies.

In December 2016, Wroughton Academies (Wroughton Infant and Wroughton Junior Academies) proudly became a member of the Creative Education Trust, which consists of eleven secondary and six primary academies in the Midlands and Norfolk plus a central team.

As a CET school, we have access to outstanding support from the very best experts in school improvement and professional development. Our children also benefit from cross trust enrichment activities and an innovative approach to cross-curricular development through the 'Knowledge Connected' programme.

Our mission at Wroughton Academies is clear – 'Through the highest expectations, we ensure that children have the knowledge, understanding and skills to be confident and successful'. We achieve our mission through the excellent staffing team, alongside an outstanding programme of professional training and development and supported by a purpose-built staff training room.

We are a large and friendly staff team who understand the importance of a high-quality education to support all pupils to achieve their full potential. Our curriculum is therefore integral to everything we do. Using a systematic approach to teaching phonics, reading for pleasure and a fully immersed Read to Write curriculum, we place a high priority on ensuring all children leave us with the necessary skills and passion for reading.

We have a strong maths curriculum, also integrated with a very clear maths calculations policy. For other subjects, we proudly adopt the International Primary Curriculum, which not only provides coverage of Science and all foundation subjects, but also has a specific focus on diversity, global and cultural awareness. We equally focus on music, Spanish, RE, PSHE and PE.

We are currently looking for a dedicated, forward-thinking, caring and driven Teaching Assistant, with a growth mind set, reflective approach and passion for ensuring that all children achieve excellence.

I look forward to receiving your application.

Yours sincerely,

C. Avieson

Dr Craig Avieson
Executive Headteacher

“We are looking for a dedicated, forward-thinking, caring and driven Teaching Assistant”

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ABOUT CREATIVE EDUCATION TRUST



Creative Education Trust inspires and enables young people to build successful lives on foundations of learning, resilience and employability. We believe that a rewarding educational experience and the highest possible qualifications are the best way to ensure social mobility for young people.

Creative Education Trust is a growing multi-academy trust educating over 13,000 children in England. It was established in 2010 to work in England's post-industrial cities and coastal towns: areas of economic disadvantage and with a history of academic underachievement. We transform these schools by integrating a knowledge-rich curriculum with skills and creativity.

Creative Education Trust defines creativity as the ability to find connections between the things we know and turn these connections into new ideas and action. The academic arts and the sciences, practical subjects and life skills all need this creativity, and creativity is valued highly by employers. Our staff and expert advisers use imaginative methods for linking knowledge across subject boundaries, fostering personal development and resilience and developing practical skills that prepare students for their transition to adult life and employment.



Our aims for our students are to:

- ★ Raise their attainment in exams and tests through outstanding teaching
- ★ Make them intellectually curious with a sense of confidence
- ★ Increase their participation in HE, FE and apprenticeships
- ★ Ensure they have employable skills and attitudes
- ★ Create rounded individuals through a wide choice of co-curricular activities

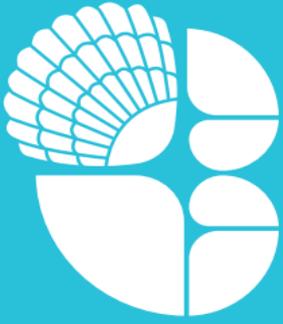


We are achieving our aims through:

- ★ Educational rigour
- ★ Organisational effectiveness
- ★ Financial efficiency
- ★ Partnership & recognition of local identity
- ★ Respect for autonomous leadership
- ★ Quality not quantity
- ★ Promoting practical creativity



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WROUGHTON ACADEMIES

Creative Education Trust

ABOUT WROUGHTON ACADEMIES



Our closely-connected schools opened in the early 1950s and we have subsequently served our local community for many years. In December 2016, we became Wroughton Infant Academy and Wroughton Junior Academy –part of Creative Education Trust.

Our dedicated staff team educate children between the ages of 4 and 11 years., We have a beautiful large site, with plenty of space for children to explore, learn and develop.

The school is well resourced and we strive to provide an inclusive and expansive education for all of the children in our care. We ensure all children 'achieve excellence' through developing their knowledge, skills and confidence.

Wroughton Academies offer:

- A seamless transition into our reception classes from nursery or other providers.
- Before and after-school club provision (7.30am to 5.15pm) – for all children.
- Highly qualified and dedicated teaching and support staff to meet every child's needs.
- A strong focus on making sure children have the skills and passion for reading.
- A broad and balanced curriculum which focuses on all subjects including: science, art, computing, music, design technology and physical education.
- New digital screens in every classroom to support interactive teaching.
- A purpose built central library with thousands of books for children of all ages.
- A large outdoor and rural area on the school site with a range of playground equipment.
- Dedicated staff to support children's welfare.
- A strong Parents and Friends Association (PFA) who support the school with a range of successful events throughout the year.



SUPPORT FOR OUR STAFF

Creative Education Trust is committed to providing our academy leaders with the highest quality support and challenge to ensure that their schools excel and give our students the education they deserve.

Our Principals and Headteachers have a good deal of autonomy as school leaders within a framework developed collaboratively with our Director of Education and our Director of Standards and Primary Education.

Each of the Creative Education Trust's schools benefits from a comprehensive programme of support and challenge, including working with former HMIs.

Creative Education Trust places a strong emphasis on CPD for teachers and for senior and middle leaders. We run a regular programme of training events to improve teaching performance and also provide focused management development and one-to-one coaching opportunities. We have an active cross-trust group on the Teaching Leaders programme and use Future Leaders and Teach First extensively.

We believe it is very important that each of our academies plans in such a way that financial and human resources are deployed to support their educational strategies fully. This is supported by our experienced Head Office team, who are available to advise on financial planning, audit, HR, legal and property matters either directly or by referral to our professional advisors.

Each of our Headteacher is a member of the Headteachers' Forum that meets regularly to help Creative Education Trust develop its ethos and strategy, and to share their professional expertise. As the network of Creative Education Trust schools grows, this forum has increasing value as a means of professional development and problem solving.

There are also a number of cross-group, phase leader and year-specific forums.



You can find out more at:

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Teaching Assistant

JOB DESCRIPTION AND PERSON SPECIFICATION

LOCATION

- Wroughton Academies, Gorleston, Norfolk

SALARY

- Scale D. £19,312 - £19,698 FTE
Pro-rated to £16,536 - £16,867

WORKING HOURS

- Full time/Part time
- Term time plus 1 week. (39 weeks)

THE ROLE

- 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.
- To provide 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.
- Liaise with teachers, other support, health and education specialists, parents, visitors and volunteers and appreciate/support their roles.

PRINCIPAL DUTIES AND RESPONSIBILITIES

Support for Pupils

- To ensure that children are suitably supported to meet their age-related expectations
- Where appropriate, to provide pastoral, first-aid, restorative conversations or other support to children.
- Supervise and provide particular support for pupils with SEND, Pupil Premium and the more able.
- Where appropriate, provide and support the pupil with appropriate resources and verbal intervention during the lesson.
- Provide feedback to teachers, parents and the SENCO on individual children and their progress.
- Provide feedback to pupils in relation to progress and achievement under the guidance of the teacher and following the school policies.

Support for Teachers

- Assist with the planning of learning activities and creating/developing resources.
- 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, including following the school's feedback policy.
- 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.

Support for the Curriculum

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses, including undertaking phonics or Maths/English interventions, 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, teaching and learning, 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.

You can find out more at:

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- Attend staff weekly staff briefings, CPD events and phase meetings.
- Undertake other similar activities that may fall within the grade and scope of the post as directed by the Executive Headteacher.
- This job description is not necessarily a comprehensive definition of the post, and the post holder will be required to undertake other duties appropriate to the grade and character of the work as directed.
- The job description will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the post holder.
- The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Headteacher

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	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> • Good numeracy/literacy skills (Level 2 or equivalent); • Completion of DfES Teacher Assistant Induction Programme or equivalent experience. • NVQ 2 or higher in teaching assistance or experience; • Training in Maths or English interventions in the last 2 years (5) • First Aid training/training in specific medical procedures. 	<ul style="list-style-type: none"> • Phonics training • Training/knowledge in the International Primary Curriculum
EXPERIENCE	<ul style="list-style-type: none"> • Experience of working in a supportive role across more than one Key Stage 	<ul style="list-style-type: none"> • Experience of working in an educational setting in KS1 or KS2
KNOWLEDGE AND UNDERSTANDING	<ul style="list-style-type: none"> • Understanding of the 2014 National Curriculum for EYFS, KS1 and/or KS2 • Effective use of ICT and resources to support learning; • Knowledge of relevant policies/codes of practice and awareness of legislation; • General understanding of 2014 National Curriculum and other basic learning programmes; • Proven capabilities in supporting the learning of SEND pupils • Ability to monitor pupils' responses to learning and provide detailed and regular feedback to on pupils' achievement/progress. • Ability to relate well to children and adults; • Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these. 	<ul style="list-style-type: none"> • Demonstrate an absolute commitment to CPD in the last 12 months.
SKILLS AND PERSONAL ATTRIBUTES	<ul style="list-style-type: none"> • Confident and efficient in managing classes and behaviour. • Focused on ensuring all children make progress. • Ability to relate to young people and adults in an empathetic manner. • Demonstrable experience of building effective relationships. • Demonstrates resilience, motivation and commitment to driving up standards of work and achieving excellence • Ability to respond swiftly and effectively to the unexpected • Excellent communication skills, both orally and in writing e.g. letters and reports. 	
EQUAL OPPORTUNITIES	<ul style="list-style-type: none"> • A demonstrable commitment to supporting and promoting safeguarding, student welfare, equality and diversity 	
SAFEGUARDING	<ul style="list-style-type: none"> • A thorough understanding of up-to-date safeguarding requirements and best practice 	
OTHER REQUIREMENTS	<ul style="list-style-type: none"> • High expectations for every pupil and a proven track record of making a difference to the learning and experiences of pupils inside and outside the classroom. 	

Creative Education Trust is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake relevant safeguarding checks in line with Government safer recruitment guidelines.