



# Application Pack

**Teaching Assistant - 30 Hour**

**Fixed Term**

**Green Gates Primary School**

# Letter to Applicants:

Dear applicant,

We are delighted you have shown an interest in the role of Teaching Assistant at Green Gates Primary School, An exciting role key to the future success of this important school within Galileo Multi Academy Trust.

Within this application pack you will find:

- a) Information on how to access the online application form and additional forms (these can be completed electronically and emailed)
- b) Job Description
- c) Further information about our Trust

Applicants should return their application form to [info@galileotrust.co.uk](mailto:info@galileotrust.co.uk) by the closing date, Noon on 12<sup>th</sup> May 2023

Should you wish to enquire about the role, please do not hesitate to contact me on 01642 777963 or via email [info@galileotrust.co.uk](mailto:info@galileotrust.co.uk) to arrange a phone call.

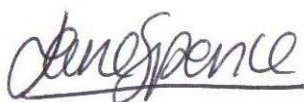
As mentioned in the advertisement, a DBS disclosure is required for this post. It is important to note that:

*Galileo Multi Academy Trust is committed to safeguarding and promoting the welfare of children.*

Closing date: 12<sup>th</sup> May 2023 at Noon

Interviews: W.C 15<sup>th</sup> May 2023

I would like to take this opportunity to thank you for your interest in this vacancy and wish you well with your application.



**Jane Spence CEO**



# Why work for us?

Galileo is an exciting multi academy Trust based in Redcar and Cleveland, serving just over 3,000 children aged 2 – 11 with around 500 staff. We are currently a family of ten ‘Good’ and ‘Outstanding’ schools whose vision is:

**‘To make Galileo Multi Academy Trust a leading provider of education, recognised for its core values, ensuring each and every pupil thrives, develops a love for learning and is prepared to take their next steps in life.’**

Our values are:

We are **AMBITIOUS** and want every child and colleague to reach their full potential with confidence and to enjoy their learning and work.

We are **INCLUSIVE** so everyone has an opportunity to shine whatever their talents or interests, and no one is left behind.

We act at all times with **INTEGRITY** ensuring that the children in our trust are at the centre of everything we do, and every decision we make.

Our core values make us a great organisation of which to be part, every member of our school community is equally important to us, we want every colleague to reach their full potential and enjoy interesting and fulfilling jobs.



## Employee Benefits & Wellbeing:

Staff wellbeing is paramount, especially during recent stressful times which have required seismic changes to the way we both live and work. Staff feedback over the last academic year has been overwhelmingly positive with colleagues feeling supported both practically and emotionally, allowing them to carry on doing the best by every child.

Working for Galileo has many benefits, and as we become more established these will get even better. We want only the best people to take us into the next successful chapter and help realise our vision.

- Galileo adheres to the School Teachers Pay and Conditions Document, and for support staff the NJC conditions.
- Access to comprehensive CPD opportunities from external providers as well as in house from our home-grown team of experts, whether it is nationally recognised accreditation or bespoke provision, we take professional development very seriously.
- Access to all internal cross Trust career opportunities, all posts appear on the Galileo Career site, we love to employ and promote our own people.
- Access to cross Trust secondment and special project opportunities to broaden your experience and help the Trust develop its expertise and share best practice.
- A full human resource service providing advice and support to all colleagues regardless of role or working pattern with welfare at the heart of everything it does.
- Full access to a 24/7 Employee Assistance Programme which is a confidential support programme to help manage stress and offers specialist counselling and information on both financial and work-life issues.



# Job Advert

Teaching Assistant – Fixed Term until 31<sup>st</sup> July 2024

Level 2 (pro rata)

Number of hours: 30 hours per week - Term Time Only.

Hours: 8.30am – 11.30am, Monday to Friday

We are looking for a committed, talented, enthusiastic and motivated Teaching Assistant to join our team. The successful candidate will play a key role in the day to day running of our happy and successful school.

**Required:** 1<sup>st</sup> September 2023

**Location:** The postholder will be based at Green Gates Primary School in Redcar and will report to the Headteacher.

As a school, we endeavour to make a real difference to the lives of the children within our care. The culture in school is one of high expectations and aspiration for all.

The successful candidate will be required to work under the guidance of teaching members of staff to effectively support the needs of the children, enabling the pupils to access all curriculum areas and make good progress.

**At Green Gates Primary School, we are proud to be able to offer you:**

- A commitment to providing high quality education and experiences
- Well behaved and enthusiastic children
- Supportive parents and governors
- Children and staff who enjoy learning together
- A friendly, compassionate and collaborative staff team

Green Gates Primary School is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment. This post is subject to an enhanced Disclosure and Barring Service (DBS) disclosure along with other relevant employment checks.

**Closing date: 12<sup>th</sup> May 2023**

**Interviews w/c 15<sup>th</sup> May 2023**

Please refer to the back cover of the application pack for details of how to apply for this position.

*Galileo Multi Academy Trust is committed to equality of opportunity, safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The post is subject to an enhanced DBS check along with other relevant employment checks.*

# Job Description

## LEVEL 2

To work under the instruction/guidance of teaching/senior staff to undertake work/care/support programmes, to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area.

### SUPPORT FOR PUPILS

- Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities
- Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes
- Establish constructive relationships with pupils and interact with them according to individual needs
- Promote the inclusion and acceptance of all pupils
- Encourage pupils to interact with others and engage in activities led by the teacher
- 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

- 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
- Assist with the planning of learning activities
- Monitor pupils' responses to learning activities and accurately record 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 own behaviour
- Establish constructive relationships with parents/carers
- Administer routine tests and invigilate exams and undertake routine marking of pupils' work
- Provide clerical/admin support e.g. photocopying, typing, filing, money, administer coursework

**SUPPORT FOR THE CURRICULUM**

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupils' responses
- Undertake programmes linked to local and national learning strategies
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use

**SUPPORT FOR THE SCHOOL**

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, 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
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- 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 at lunchtime
- 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
- Show a duty of care and take appropriate action to comply with health and safety requirements at all time
- Demonstrate and promote commitment to equal opportunities and to the elimination of behaviour and practices that could be discriminatory.

**EXPERIENCE**

- Working with or caring for children of relevant age

**QUALIFICATIONS**

- Good numeracy/literacy skills
- NVQ 2 for Teaching Assistants or equivalent qualifications or experience
- Training in the relevant learning strategies eg literacy
- First aid training

**KNOWLEDGE / SKILLS**

- Effective use of ICT to support learning
- Use of other equipment technology – video, photocopier
- Understanding of relevant policies/codes of practice and awareness of relevant legislation
- General understanding of national/foundation stage curriculum and other basic learning programmes/strategies
- Basic understanding of child development and learning

	<ul style="list-style-type: none"><li>• Ability to self-evaluate learning needs and actively seek learning opportunities</li><li>• Ability to relate well to children and adults</li><li>• Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these</li></ul>
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# Person Specification

Attributes	Essential	Desirable	Evidence
<b>Education, Qualifications &amp; Experience</b>	<p>Hold relevant qualifications at a level equivalent to at least NVQ Level 2 / or have suitable experience in the role.</p> <p>Good numeracy/literacy skills.</p> <p>Willingness to participate in other development and training opportunities.</p> <p>Understanding of relevant policies/codes of practice and awareness of relevant legislation.</p>	<p>Experience of working with children with complex needs.</p> <p>Experience of working with children with speech, language and communication needs.</p>	<p>Application form</p> <p>Interview</p> <p>References</p>
<b>Knowledge, Skills &amp; Understanding</b>	<p>To be able to maintain effective record keeping</p> <p>Effective oral and written communication skills.</p> <p>Excellent interpersonal skills both in working relationship with young pupils and in forming effective professional relationships with a wide range of contacts.</p> <p>Good organisational and time management skills.</p> <p>Ability to deal with sensitive information in a confidential manner.</p> <p>Understanding of SEND needs.</p>	<p>Ability to liaise with other agencies and parents.</p> <p>Understanding of First Aid procedures.</p>	<p>Application form</p> <p>Interview</p> <p>References</p>
<b>Personal Attributes</b>	<p>Professional appearance and manner.</p> <p>Excellent interpersonal skills and organisational skills.</p> <p>Self-motivated and passionate about improving the outcomes for children.</p> <p>Adaptability.</p> <p>Ability and willingness to work constructively as part of a team.</p> <p>Ability to work calmly and with patience.</p> <p>To build positive relationships with both student and parents.</p>		<p>Application form</p> <p>Interview</p> <p>References</p>

	Empathy with young people facing barriers to their learning.  Emotionally literate.		
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# How to Apply

Application form and further information is available from: [www.galileotrust.co.uk](http://www.galileotrust.co.uk) under Careers and Vacancies.

Applicants should complete and return the Trust Application form for all Vacancies and return to [info@galileotrust.co.uk](mailto:info@galileotrust.co.uk)

**Job Description:** This lists the main responsibilities for the post and explains what we are looking for. It informs you about the personal and professional qualities you need for this post. These criteria will be used to make the appointment.

If you require any additional information about this post, please contact Jane Spence on 01642 777963 or via email [info@galileotrust.co.uk](mailto:info@galileotrust.co.uk) to arrange a 'phone call.

Thank you for your interest in Galileo Multi Academy Trust. We look forward to receiving your application.

