



# Application Pack

**Teaching Assistant**  
**Ings Farm Primary School**

# Letter to Applicants:

Dear applicant,

We are delighted you have shown an interest in the role of Teaching Assistant at Ings Farm 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.

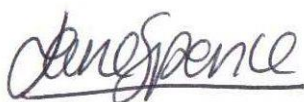
As mentioned in the advertisement, a DBS disclosure is required for this post. It is important to note that:

*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

### Level 1

**Number of hours: 30 Hours**

**Salary: B**

Are you passionate about improving outcomes for children?

An exciting opportunity has arisen for a Teaching assistant at Ings Farm Primary School and we are looking to appoint an enthusiastic a person to join our friendly and dedicated team commencing on 1st September 2023.

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

**Location:** The postholder will be based at Ings Farm Primary School and will report to the Headteacher.

### **We are looking for a Teaching Assistant who:**

- will be an inspirational and outstanding part of our school family, who leads by example and who motivates and inspires all to improve the outcomes of the school.
- has a proven track record and is passionate about learning, is organised and effective with a determination to make a difference.
- is innovative and forward thinking, using research to underpin practice.
- has a can-do attitude.
- has an understanding of the needs of others, committed to wellbeing and will support pupils and staff on a day-to-day basis.
- Is committed to delivering the school vision and upholding the school values.

### **We can offer you:**

- the opportunity to work alongside staff who will provide the skills and support to develop you with your next steps in your career.
- a dedicated governing body and staff who are supportive and passionate about their community.
- a school where you have the opportunity to make a real difference.
- well behaved and motivated children who want to do their best.
- work with a supportive and positive team.
- a commitment to your professional development and well- being.

**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

To work under the direct instruction of teaching/senior staff usually in the classroom with the teacher, to support access to learning for pupils and provide general support to the teacher in the management of pupils and the classroom.

## MAIN DUTIES AND RESPONSIBILITIES

### Support for Pupils

- Attend to the pupils' personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters
- Supervise and support pupils ensuring their safety and access to learning
- Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately 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
- Encourage pupils to act independently as appropriate

### Support for the Teacher

- Prepare classroom as directed for lessons and clear afterwards and assist with the display of pupils work
- Be aware of pupil problems/progress/achievements and report to the teacher as agreed
- Undertake pupil record keeping as requested
- Support the teacher in managing pupil behaviour, reporting difficulties as appropriate
- Gather/report information from/to parents/carers as directed
- Provide clerical/admin support e.g. photocopying, typing, filing, collecting money etc

### Support for the Curriculum

- Support pupils to understand instructions
- Support pupils in respect of local and national learning strategies e.g. literacy, numeracy, KS3, early years, as directed by the teacher
- Support pupils in using basic ICT as directed
- Prepare and maintain equipment/resources as directed by the teacher 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 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 lunchtimes

- Accompany teaching staff and pupils on visits, trips and out of school activities as required
- 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.

The post holder must carry out their duties with full regard to all Trust policies including the Child Protection, Equalities and other relevant polices in terms of employment and service delivery to ensure that colleagues are treated and services delivered in a fair and consistent manner.

Safeguarding and promoting the welfare of children is everyone's responsibility. You will be required to safeguard and promote the welfare of children for who you have a responsibility or come into contact with, this include adhering to all specified procedures.

The post holder is required to comply with health and safety policy and systems, report any incidents / accidents / hazards and take pro-active approach to health and safety matters in order to protect both yourself and others.

The ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post.

# Person Specification

| Attributes  | Essential  | Desirable              | Evidence                         |
|---|--|------------------------|----------------------------------|
| <b>Education, Qualifications &amp; Experience</b> | Good numeracy / literacy skills  | Knowledge of first aid | Application form<br>Certificates |
| <b>Knowledge, Skills &amp; Understanding</b>      | <p>Working with or caring for children of relevant age</p> <p>Ability to relate well to children and adults</p> <p>Ability to use basic technology, computer, photocopier</p> <p>Ability to work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these</p> |                        | Application form<br>References   |
| <b>Personal Attributes</b>                        | Participate in development and training opportunities  |                        | Application form                 |



# 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.

