



**STOUR VALE  
ACADEMY  
TRUST**

**TEACHING  
ASSISTANT (LEVEL 2)  
2 X POSTS (EYFS &  
KS1)**

**RECRUITMENT PACK**

# **Teaching Assistant (Level 2)**

## **2 x Posts (EYFS & KS1)**

**32.5 hours, Term-time plus Training days**

**Permanent**

**Grade 3 – SCP 3 – 4 £15,710 - £15,995 pa**

We are seeking to appoint a highly motivated and committed Teaching Assistant to join our team Newtown Primary School.

The successful candidate will work extremely closely with the classroom teacher to accelerate the progress of pupils. It would be desirable if you have had experience of teaching small groups and/or one to one to a high standard, particularly in Writing, Maths and Grammar.

Newtown Primary School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All necessary safeguarding checks will be undertaken and must have satisfactory outcomes, otherwise the conditional job offer may be withdrawn. Details of the checks that will be undertaken can be found in Keeping Children Safe in Education 2023.

This role has been assessed as working in regulated activity and is subject to an Enhanced DBS plus Children's Barred List Check.

It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children.

As a Trust we are committed to ensuring that throughout our recruitment process, no applicant will be disadvantaged or discriminated against because of the protected characteristics under the Equality Act 2010.

**For an informal conversation to discuss the role, please contact:**

Simone Chesney-Ly  
Head Teacher  
Newtown Primary School  
Stour Vale Academy Trust  
0121 557 8504

**Closing date:** Friday 6<sup>th</sup> September 2024

**Interviews:** Thursday 12<sup>th</sup> September 2024

# About Newtown Primary School

Newtown Primary School is a one form entry school which has 220 pupils on roll. Following an inadequate Ofsted judgement in November 2017, Newtown joined Stour Vale Academy Trust as a sponsored academy in April 2020. Since then, a new senior leadership team has been appointed and their teamwork and commitment to excellence has already driven significant improvement. The whole staff team are fully engaged in Newtown's improvement journey, and it is a very exciting time to join the school. An example of this is our latest KS2 SATs results that ranked us as meeting national expectations in Writing, Maths and Spelling, Punctuation and Grammar. The school also had an Ofsted inspection in July 2024 which has highlighted the continued improvements that have been taking place. Although we are not able to share this outcome. We would be delighted to share this in September once the report has been published.

Our vision is to provide excellent education and wonderful childhood experiences for all our children. Children and staff feel safe to learn and flourish.

Newtown serves an established community; many parents and grandparents of current pupils also attended the school. The pupils at Newtown demonstrate an eagerness to learn. They are very proud of their school and enjoy welcoming visitors. Since academisation a significant work has been undertaken to improve and update the 1970s building, and has created a pleasant, modern learning and working environment for both pupils and staff. The school office has also undergone a full refurbishment and is a central point for parents, pupils and staff. Enabling every member of the school community to achieve our school values to become successful learners, responsible citizens and resilient individuals is our mission that we are committed to.

# ABOUT STOUR VALE ACADEMY TRUST

Our multi-academy trust was founded in 2017 and developed from collaboration between schools, the significant positive impact of which convinced three schools, two secondary and one primary, that together we would have much greater capacity to continuously improve. Over time, Stour Vale has steadily grown. We began as a cross-phase multi-academy trust and as we have grown, both secondary and primary schools have joined us. There are currently twelve member schools, five primary, one junior, one Infant, one Nursery and four secondaries.

As a successful family of schools, delivering high-quality education for the communities we serve, Stour Vale values its diversity. Each school brings their own distinct character, community, history and identity. We celebrate the uniqueness of member schools, recognising that there is a great deal to learn from education in different contexts. This is also the reason why we remain outward-looking, committed to learning from research and excellent practice across the education system.



# OUR VISION AND VALUES

Stour Vale Academy Trust holds children and young people at the heart of all that we do. We recognise that as a multi-academy trust we exist in order to advance education for the public good. Our mission, therefore, is to improve life opportunities for children and young people by both providing the best possible education and care to pupils in Stour Vale member schools and by having a positive impact across the wider education system. Our values are encapsulated in four words:

## OUR VALUES

**INTEGRITY**

By always acting with integrity we will deploy our resources appropriately to provide the very best education and care for pupils. This approach will enable us to recruit and retain the best staff who share our values.

We recognise our responsibility to support and challenge member schools to have a positive impact on the lives of children and young people, our communities and the wider educational system.

**RESPECT**

We are committed to treating everyone with respect and promoting equality.

Stour Vale member schools are safe and inclusive schools. We value and celebrate the diversity of pupils, colleagues and the communities we serve. We believe that developing pupils' character and their own commitment to treating others with respect must sit alongside the pursuit of academic excellence.

**COLLABORATION**

Stour Vale Academy Trust exists because we believe that effective collaboration has a positive impact on the life opportunities of children and young people.

We believe that working collaboratively together we have much greater capacity to realise continuous improvement in all member schools. Therefore, we seek to actively promote positive, impactful collaboration, most often with school-based staff taking the lead.

**EXCELLENCE**

We are committed to constantly pursuing excellence and improving all aspects of our work as a trust.

Excellence in teaching and learning, curriculum and character development is our primary focus. This will be achieved by realising our ambition to provide top-level professional learning for all colleagues, developing leadership in every role and providing exceptional back-office services such as HR and finance.

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**SVAT.ORG.UK**

We describe our shared approach to school improvement as 'secure autonomy'. Headteachers, with school leadership teams and staff, have autonomy to lead school improvement in their own schools, responsively and in collaboration with others within and beyond our trust. We believe that this approach enables us to grow, attract and retain excellent school leaders and to develop the most innovative and impactful school improvement strategies. We recognise that this autonomy must be secured within the structure of the multi-academy trust, and our model of challenge and support for impact, underpinned by our shared values, ensures sustained school

improvement and a sharp focus on outcomes for pupils. This in turn realises our ambition that **Stour Vale** member schools will **create the difference together**.





# Job Description

## Teaching Assistant Level 2

### Grade 3

#### Core Purpose

To undertake work/care/support programmes, to enable access to learning and to assist a teacher in the management of pupils and the classroom. To support teaching staff in the development and education of pupils including the provision of specialist skills as appropriate.

#### Main Duties and Responsibilities

##### Support for Pupils

- Assist pupils, on an occasional basis, with personal hygiene routines including toilet training, changing on incontinent/sick children, dressing and undressing.
- Supervise the activities of individuals or groups of children (normally up to 8) within the classroom.
- Under the instruction/guidance of a teacher, support pupils with sensory and/or physical impairment.
- Under the instruction/guidance of a teacher, support pupils with non-specific learning difficulties
- Under the instruction/guidance of a teacher, support pupils with behavioural, emotional and social development needs e.g. implementation of behaviour management policies/promotion of school policies relating to pupil behaviour.
- Under the instruction/guidance of a teacher/external agency worker support pupils with communication and interactions difficulties.
- Assist pupils in the use of resources including IT
- Maintain pupils interests and motivation
- Support individuals and group work assigned by the teacher in raising core skills.
- Support individual education plans
- Escorting pupils home as required, with another member of staff.
- To be aware of pupil problems, achievements, progress and report to the teacher as agreed.
- Supervise and provide particular support for pupils, including those with special needs ensuring their safety and access to learning activities
- Establish a constructive relationship with pupils and interact with them according to individual needs.
- Provide feedback to pupils in relation to progress and achievement under the guidance of a teacher.

##### Support for the Teacher/School



- Provide support for learning activities by making a contribution to supporting a teacher in the planning and evaluation of learning activities and supporting the delivery of learning activities.
- Making a contribution to organising effective learning environments and maintaining appropriate records.
- Undertake routine marking in line with school policy.
- Design and produce displays with minimal supervision.
- Contribute information to pupil records (e.g. assessment information)
- Work with parents to enhance pupils learning
- Liaise with parents as appropriate.
- Support out of hours school learning activities (within established guidelines)
- Monitor pupils responses to learning activities and record achievement/progress as directed.
- Provide regular feedback to teachers on pupil achievement, progress and problems.
- Promote good pupil behaviour, dealing promptly with conflict and incidents and reporting in line with school policy.
- Establish constructive relationships with parents/carers.
- Administer routine tests and invigilate exams.
- Support the use of ICT in learning activities and develop pupils competence and independence in its use.
- Participate in training and other learning activities and performance development as required.
- Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health and safety, security, confidentiality and data protection, reporting all concerns to the appropriate person.
- Contribute to the overall ethos/work/aims of the school.
- Participate in training, other learning activities and performing development as required.
- Attend and participate in relevant meetings as required.

All staff in school will be expected to accept reasonable flexibility in working arrangements and the allocation of duties in pursuance of raising pupil achievement. Any changes will take account of salary/ status/hours and will be subject to discussion, in accordance with the guidance note on contractual changes.

# Person Specification

## Teaching Assistant Level 2

No	Categories	Essential	Desirable
<b>QUALIFICATIONS &amp; EXPERIENCE</b>			
1.	Relevant NVQ Level 2 in or equivalent.	◆	
2.	Good numeracy and literacy skills	◆	
3.	Completion of DfES Teacher Assistant Induction Programme	◆	
4.	Demonstrable experience of working with or caring with children of a relevant age.	◆	
<b>KNOWLEDGE AND SKILLS</b>			
5.	General understanding of School policies and procedures relating to health and safety, behaviour, attendance, equal opportunities and child protection.	◆	
6.	General understanding of national/foundation stage curriculum and other basic learning programmes/strategies.	◆	
7.	Basic understanding of child development and learning.	◆	
8.	Ability to use relevant technology e.g. computer/ keyboard/photocopier/video.	◆	
9.	Demonstrate good numerical and verbal reasoning skills and literacy skills e.g. by qualification or testing with the ability to produce documentation to a good standard.	◆	
10	Ability to use relevant technology and able to demonstrate knowledge and use a wide range of ICT systems and solutions	◆	
<b>PERSONAL QUALITIES</b>			
11.	Commitment to safeguarding and promoting the welfare of children and young people	◆	

12.	Genuine respect for others and desire for equality of opportunity and diversity	◆	
13.	Ability to work constructively as part of a team with an understanding of classroom roles and responsibilities and own position within these	◆	
14.	Have a willingness to demonstrate commitment to the values and ethos of Stour Vale Academy Trust	◆	
15.	Be committed to innovation, learning from research and the best current practice	◆	



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# CONTACT US

For informal talks please contact:  
Simone Chesney-Ly  
Head Teacher  
Newtown Primary School  
Stour Vale Academy Trust  
Telephone: 0121 557 8504

Please visit our website: <http://www.svat.org.uk/>