



Victorious
Academies Trust

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Success in education

www.victoriousacademies.org

Teaching Assistant Role

**Inspire Academy
Ashton under Lyne
Tameside**

Information for Applicants

**Job Description and Person
Specification**

May 2019



Introduction from Karen Burns, Chief Executive Officer, Victorious Academies Trust and Executive Principal, Inspire Academy



As the Chief Executive of Victorious Academies Trust and Executive Principal of Inspire Academy I would like to thank you for your interest in our Trust and our Academy in Tameside.

We aim to recruit outstanding people. We would rather make no appointment than appoint someone who is not suited to our ethos. For this reason we clearly articulate our vision, values and expectations when putting together information for applicants and we always give a lot of attention to appointing the right person.

We aim to recruit staff who:

- Are excited by their role and by the prospect of working with young people;
- Love the processes of learning and teaching and are keen to continually develop their own skills;
- Recognise that teaching can be a demanding job and react positively to those demands;
- Will subscribe to the ethos of the Trust, focus on collaboration and on 'going the extra mile' in terms of time and commitment to get the very best from our young people;
- Are quick to praise and slow to criticise; and
- See themselves as potential leaders of the future.

If this is your first contact with our Trust I hope what you read, along with anything else you discover about us, inspires you to apply for one of our posts. We are excited by the continued opportunity to grow the Trust and our academies in Tameside and hope that you would like to come on this journey with us.

Here are some of the comments from our most recent surveys of staff working for the Trust telling us what they like best about working for our Trust:

- *'Working with a team of highly dedicated people who all want to support each other and achieve the best outcomes for the children';*
- *'Being part of something new and exciting with a clear vision working towards being an exceptional, leading educational provider';*
- *'I am being given the support and encouragement I need to develop as well as new opportunities – the supportive leadership team are fantastic'; and*
- *'I feel valued and very much part of a team'.*

Victorious Academies Trust | Mossley Road | Ashton under Lyne | OL6 9RU

E-mail: info@victoriousacademies.org



Welcome from Louise Byrne, Associate Principal



As Associate Principal of the Academy I am looking for dynamic, enthusiastic staff who will embrace the challenges and uniqueness of the role that the posts offer them. I look forward to working together to develop our new Academy and to ensure that we offer the highest quality provision thus securing the best possible outcomes for our pupils. I have exceptionally high standards and would expect my staff to support me in consistently achieving and maintaining those standards at the Academy. Our professional relationship will be built on collaboration, commitment, trust, honesty, support, being a team player and hopefully a lot of enjoyment and satisfaction!

We have a wonderfully supportive ethos at Inspire Academy which ensures that our pupils are well behaved, hardworking, friendly and kind. All characteristics that we believe make for happy and successful children.

Our Mission

It is our mission to provide an educational journey and experience that is second to none, to be a beacon in our communities and to leave our children and families with the lasting impact of a fulfilled potential and a lifelong love of learning.

In providing excellent educational services we aim to become the school of choice in our local area and provide a place where children can thrive educationally and personally day after day.

Our Vision

We believe in aspiration for all. This means nurturing, supporting and developing every aspect of every single child in our care.

We want to create a world where the sky is the limit for all of our pupils; building pathways for all and focusing on personal and academic success and eventually progress to successful employment.

Our Values

- Inspiring – Encouraging all to be as creative and motivating as possible;
- Discovering – Seeking opportunities to expand knowledge and experience;
- Caring – Providing support and guidance for the whole school community;
- Improving – Striving to better ourselves at all times; and
- Achieving – Teaching to attain aspirational targets.

At Inspire Academy we are looking for 3 full time permanent Teaching Assistants Level 3.

This really is an exciting opportunity which should offer enormous satisfaction both from the outcomes our children will achieve and the excellent scope for professional development as the Academy grows year on year. Growing our Academy will continue to require hard work, determination, energy and creativity but I believe that already the pleasure and satisfaction of seeing our young people achieve and develop is making every minute worthwhile.

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We have had a fantastic start to life at the academy staff and pupils work together brilliantly to the delight of parents at our family assemblies and events during the year. We currently have pupils across EYFS, KS1 & Year 3 and are delighted that we have a full complement of staff across all areas of the Academy. From September 2019 we will have Year 4 pupils.

Please visit our website www.inspireacademyashton.org and our twitter pages to find out more about us:



Victorious Academies Trust was established in January 2018. We are based in Tameside and working towards developing a hub of excellence to support local schools.

We have a vision for education that builds pathways for all, focusing on personal strengths, academic progress, character development and progress to employment. Lifelong learning, professional development and community involvement are core to our purpose. We aim to remove barriers to achievement and to inspire individuals by setting their learning in the context of their future aspirations. We currently have six primary academies in our Trust.

We are looking to grow to a Trust of between 3,500 and 5,000 pupils in our North West hub so that we can support more schools locally.



Job Description

JOB PROFILE NAME:	Teaching Assistant Level 3
LINE MANAGED BY:	Middle Leader
PROFESSIONALLY REPORTS TO:	Middle Leader

Victorious Academies Trust Overview

Our Trust was established in January 2018 and comprises six primary academies, five in Tameside and one in Derbyshire. Our ambition is to grow the Trust to a hub of 10 primary academies initially encouraging good schools to join the Trust.

In the longer term our academies may include schools across the age, achievement and challenge continuum but they will have common threads. Trust schools will be dynamic, they will set achievement at the heart of what they do, they will understand their significance to the community and a moral purpose will inform their work. Additionally, they will take a collective responsibility for our success, leverage the capacity and capability within all our schools - particularly those that demonstrate outstanding practice.

Victorious Academies Trust aims to extend opportunity for young people and their communities by raising standards, providing environmental and cultural conditions for pupils, students, teachers and educational leaders to set their aspirations high and realise their goals.

Our Trust has a vision for education that builds pathways for all, focusing on personal strengths, academic progress, character development and progress to employment.

Victorious Academies Trust Approach

Victorious Academies Trust is a DfE approved multi academy trust focused on inspiring, motivating and supporting individuals to achieve success.

Our focus is on:

- excellence: supporting all academies to become outstanding;
- progression: supporting the academic progress, personal progress and progression to employment of young people;
- building capacity: investing in the professional development of all of our staff to empowering them to succeed;
- leading edge practice: encouraging our academies to engage in action research to drive best practice; and
- communities: rooting our academies in their community and promoting collaboration within the Trust and with local schools.

Victorious Academies Trust Function

The Trust provides a full range of services to support academies including:

- school improvement and performance;
- finance and governance;
- professional development and HR;
- estates improvement;
- ICT and learning technologies; and
- community.

Our strategic plan is to: support a network of outstanding academies; develop a leading edge partnership; raise the academy profiles; and place them at the forefront of education nationally.

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Purpose of the Job

The role of the Teaching Assistant is to work alongside Teachers and other support staff to look after the social and educational development of pupils, allowing them to meet their absolute potential in all aspects of education. Teaching Assistants work collaboratively with teaching staff to plan, facilitate and enhance learning, ensuring progress and allowing every child to develop and thrive.

Overall assisting the teaching staff and supporting the development of the 'whole child'. Teaching Assistants are required to ensure equality and opportunity for all pupils providing them with the ability to learn and develop with the aim of achieving outstanding status in terms of progress, learning and education.

The role allows the teaching staff to deliver a high quality curriculum and tailored support for all pupils.

Teaching Assistants may be required to support individuals, small groups or at times whole class activities.

Key Objectives of the Job

The key objectives of this type of role are to plan and supervise activities and assist the teaching staff with the delivery of a lesson and support the children with their studies and progression.

- Organise and manage the learning environment.
- Coordinate pupils into and out of the class in line with lesson plans.
- Provide explanation to the pupils of key tasks as appropriate.
- Assist the Teacher with planning.
- Cover for Teachers when appropriate in line with Academy policy.
- Provide accurate feedback to Teachers.
- Be responsible for administration including record keeping, photocopying, display items.
- Manage behaviour of the pupils where necessary.
- Establish productive working relationships with pupils.
- Promote pupil achievement through independence and interaction.
- Support the delivery of curriculum.
- Inform the department head/teacher of any breaches of the academy discipline.

Job Level Overview

The Job Holder is subject to general work instructions and direct supervision of progress and results. He / she works within standardised work practices and procedures. The Job Holder is likely to be able to demonstrate procedural/systematic proficiency that may involve competence in the use of specialised equipment. The Job Holder's performance will have minimal direct impact on both plc and Business Group performance.

Victorious Academies Trust has a commitment to safeguard and promote the welfare of children and/or young people. We have robust processes and procedures to reduce risk and continuously promote a positive culture of safeguarding amongst our workforce.

The post involves working with children and/or young people and is subject to Victorious Academies Trust's safer recruitment process.

Operational Accountabilities

The main operational accountabilities include:

- assisting the teaching staff with the delivery of a lesson ensuring that children make the maximum progress
- maintaining records and sharing progress information where necessary with parents.
- encouraging children's numerical, social and language skills.
- covering for staff as per the academy policy
- provide constructive feedback to pupils in relation to progress under the guidance of the teacher.
- provide clerical and administration support to ensure the class is ready and effective including photocopying, typing, filing etc.
- assisting with children's personal needs.
- assisting with the development of education and behaviour plans.
- assisting with visits and field trips.



- observing and assessing children and reporting to teachers.
- ensuring that children are safe at all times.
- working closely with parents and carers where required.
- administration including data inputting.
- some stock maintenance.
- support with exam invigilating when appropriate.
- assisting the teacher with Pupil reports.
- support the parents of the pupils where appropriate in ensuring effective pupil feedback.
- provide feedback to pupils and devise effective reward strategies.

Financial Accountabilities

- Has awareness of cost/benefit as applicable to tasks performed.

People Accountabilities

- Not typically responsible for supervising others- if they do, spends more than 80% of time as a team member rather than supervisor.
- Not responsible for the development of other staff.
- Responsible for the safety and welfare of pupils.

Knowledge and Applied Skills

- Experience of working in an education establishment.
- Experience of working with children.
- Good communication skills.
- Organisation and prioritising skills.
- Good IT skills.

Behavioural Competencies

People Success Factors:

- Planning and organising
- Achieving and doing
- Building relationships
- Delivery through people
- Business awareness
- Customer focus
- Contributing to continuous improvement
- Dealing with change

Additional Role Information

- Teaching Assistant – Level 3 Teaching Assistant qualification required.
- Appropriate First Aid Training will be required (provided).
- Required to have previous experience of working in a school or academy and will have experience of managing learning for a group of individuals with limited supervision.
- Requires excellent communication skills.
- Confidentiality and Data protection awareness.
- Experience of working in an education establishment.
- Experience of working under pressure.

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The post you are applying for involves working with children and/or young people and you will be subject to Victorious Academies Trust's safer recruitment process.

Person Specification

Attributes	Essential	Desirable	Method of Assessment
Educational Attainment	<ul style="list-style-type: none"> NVQ 3 / TA status or equivalent qualification or experience in relevant area. 	<ul style="list-style-type: none"> Evidence of further training/ Development First Aid qualification 	<ul style="list-style-type: none"> Application form Certificates Interview
Work Experience	<ul style="list-style-type: none"> Substantial experience in a support environment relevant to the post. Experience of working with KS1 & KS2 pupils. Experience of leading small groups. 	<ul style="list-style-type: none"> Experience of whole class teaching. Experience of working with KS1 and KS2 pupils. 	<ul style="list-style-type: none"> Application form Interview References
Knowledge/ Skills/ Aptitudes	<ul style="list-style-type: none"> Effective use of ICT to support learning. Use of other technology equipment – PC, video, photocopier etc. Understanding of relevant policies/codes of practice and awareness of relevant legislation. Understanding of national/foundation stage curriculum and other basic learning programmes / strategies. Understanding of child development and learning. Ability to self-evaluate learning needs and actively seek learning opportunities. Excellent numeracy/literacy skills. 	<ul style="list-style-type: none"> Training in the relevant learning curriculum development 	<ul style="list-style-type: none"> Interview References
Disposition	<ul style="list-style-type: none"> Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these. Ability to relate well to children and adults. Committed to the principles of equality and diversity. Flexible approach to work. 		<ul style="list-style-type: none"> Interview References
Circumstances	<ul style="list-style-type: none"> Enhanced clearance from the Disclosure and Barring Service. 		<ul style="list-style-type: none"> DBS check Disqualification by Association declaration Application form