



## TEACHING ASSISTANT

**SALARY:** (E4) £22,891-£24,685 (PRO-RATA £19,975 - £21,541)

**LOCATION:** THE THOMAS ALLEYNE ACADEMY, STEVENAGE

**HOURS:** 37 HOURS PER WEEK – TERM TIME ONLY + 5 INSET DAYS

**START:** SEPTEMBER 2024

As a school, we offer the following benefits:

- A unique and exciting future as part of the Hart Schools Trust
- Happy, friendly and motivated students
- A dedicated, professional and caring team
- A professional and supportive work environment
- A range of development opportunities and tailored support programmes across the Hart Schools Trust
- Enrolment on the Local Government Pension Scheme
- A positive atmosphere where there is a real 'can do' attitude

If you are keen to make a difference, enjoy working as part of a supportive, dedicated and happy team please come and meet us – visits are warmly welcomed and recommended.

### **JOB PURPOSE**

We are currently recruiting for an enthusiastic, committed and reliable Teaching Assistant to work within our friendly and supportive Learning Support team. Reporting to the SENDCo, you will be working with individual students and groups of students in class to enrich their learning, helping them to raise their levels of achievement and increase their independence.

The successful candidate will have experience of working with children aged 11-16 years and be able to demonstrate they can implement the Academy's commitment to the safety and welfare of children.

### **ROLE AND RESPONSIBILITIES**

#### **Support for Students**

- Supervise and provide support for students with special educational needs, ensuring their safety and access to learning activities.
- Assist in the development and implementation of Individual Plans, Behaviour Plans and Pastoral Support Plans.
- Establish constructive relationships with students and interact with them according to individual needs.
- Promote the inclusion and acceptance of all students.
- Encourage students to interact with others and engage in activities led by the teacher.

**COURAGE : DETERMINATION : EMPATHY**

- Set challenging and demanding expectations and promote self-esteem and independence.
- Provide feedback to students in relation to progress and achievement under guidance of the teacher.

### **Support for Teachers**

- Help and maintain a purposeful, orderly and supportive environment in accordance with lesson plans.
- Use strategies, in liaison with the teacher, to support students to achieve learning goals.
- Assist with the planning of learning activities with the classroom teacher.
- Monitor students' responses to learning activities and accurately record achievement/progress as directed.
- Provide detailed and regular feedback to teachers on students' achievement, progress, problems etc.
- Promote good student behaviour, dealing promptly with conflict and incidents in line with established policy, and encourage students to take responsibility for their own behaviour.
- Establish constructive relationships with parents/carers.
- Be responsible for keeping and updating records as agreed with the SENDCo, contributing to reviews of systems/records as requested.
- Liaise sensitively and effectively with parents/carers as agreed with the SENDCo within your role/responsibility and participate in feedback sessions/meetings with parents, or as directed.

### **Support for the Curriculum**

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to students' responses.
- Support the use of ICT in learning activities and develop students' competence and independence in its use.
- Prepare and use equipment/resources required to meet the lesson plans/relevant learning activity and assist students in their use.
- Implement agreed learning activities/teaching programmes, adjusting activities according to students' responses/needs.
- Help students to access learning activities through specialist support.

### **Support for the Academy**

- 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 students have equal access to opportunities to learn and develop.
- Contribute to the overall aims of the academy.
- 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 students out of lesson times, as agreed.
- Accompany teaching staff and students on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.

**COURAGE : DETERMINATION : EMPATHY**

- To undertake other duties as directed by SENDCo/Assistant SENDCo in line with the expectations of the post-grade.
- Take on any additional responsibilities which might from time to time be determined by the Headteacher.

## **PERSON SPECIFICATION**

- Level 2 maths and English
- To work with honesty and integrity
- To be confident and approachable
- To possess excellent inter-personal skills in order to forge positive working relationships with staff, parents and students
- To be able to work collaboratively with other teachers and support staff across the academy
- To manage your time effectively

## **WHO WE ARE**

The Hart Schools Trust (the Trust) is a multi-academy trust that currently includes the Thomas Alleyne Academy and Roebuck Academy in Stevenage.

- The Thomas Alleyne Academy: a growing secondary school, with sixth form, in Stevenage. The school was graded 'Good' with 'Outstanding' leadership and management at its last Ofsted inspection in 2019.
- Roebuck Academy: a growing primary and nursery school in Stevenage. The school was graded 'Good' at its last Ofsted inspection in 2021.

The Trust is part of the Hart Learning Group, a charitable organisation with a mission to create social and economic value through learning.

The Hart Learning Group currently includes:

- North Hertfordshire College, a large general further education college in Stevenage and Hitchin.
- The Hart Schools Trust, a burgeoning schools trust that currently sponsors Thomas Alleyne's Academy and Roebuck Academy in Stevenage.
- Hart Learning & Development, a progressive new learning and development business which supports businesses of all sizes to engage with and invest in emerging talent.

We're building an amazing team, all of whom share our passion, pace and commitment to helping our students to get where they want to be in life.

**COURAGE : DETERMINATION : EMPATHY**

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## **TO APPLY**

To apply please send a completed Thomas Alleyne Academy application form to Mrs Stella Clark [clarks@tas.herts.sch.uk](mailto:clarks@tas.herts.sch.uk) by **9am Monday 13<sup>th</sup> May**. Please note that CVs can not be accepted. Interviews will take place the week commencing Monday 20<sup>th</sup> May 2024.

## **SAFER RECRUITMENT STATEMENT**

Hart Schools Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Successful applicants will be required to undertake a Disclosure and Barring Service (DBS) check and provide proof of their right to work in the UK. In addition, Google searches will be conducted on shortlisted applicants.

The Thomas Alleyne Academy is an equal opportunities employer with a culture of inclusivity, and we welcome applications from all suitably qualified persons. We are committed to treating all people equally and respectfully, regardless of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation.