

Eldon Grove  
ACADEMY



# • • • • • APPLICANT INFORMATION

## EYFS OR KS1 TEACHING ASSISTANT

Keep In Touch  
With Us

01429 273895 

[www.eldongroveacademy.co.uk](http://www.eldongroveacademy.co.uk) 

Eldon Grove, TS26 9LY 

EXTOL  
TRUST 



Dear Applicant,

Thank you for taking the time to look through the following information about our school. We very much look forward to hearing from you as you progress your interest in the post to an application.

Our school prides itself on the development of the whole child and our ability to meet children's personal, social and academic needs to enable all our children to reach their true potential and thrive.

To support you in your application process, we strongly urge interested applicants to arrange a visit to our school.

Kind regards.

Mr Christian Park  
*Headteacher*



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# TRUST VISION & VALUES

Extol Trust is an ambitious and collaborative Trust based in the North East of England. The Trust's conception was driven by a passion and a moral belief that all pupils deserve to attend a 'stand out school', where they flourish personally, academically and socially.

We place children at the centre of all we do, aiming to create a climate where excellence flourishes as a result of outstanding leadership, engaging teaching and high quality learning. We are a Trust which works hard to be an employer of choice ; we know we can't have great schools without great staff and we work very hard to recruit, retain and develop our people to be the best they can be.

We place Extol Trust as both a system and civic leader, working with other organisations to advance education for the wider common good. Through the development of purposeful partnerships and true collaboration, we aim to impact not only on our school communities but the wider education landscape. We believe that strong collaborative Trusts should be at the front and centre of shaping education reform.



Mme. Julie Deville  
CEO



# TRUST VISION & VALUES

Our aims are reflected in our continual commitment to the 'levelling up' agenda within education and the North East communities that we serve. As a collective we are determined that all pupils, regardless of background or where they go to school, have equal access to a high-quality education which equips them with the knowledge, skills and understanding to realise their ambitions and attain their potential.

## OUR CORE VALUES

**Inspiration** Extol is a Trust that inspires all of its schools to be that "stand out school". We constantly seek inspiration from local, national and international initiatives/research. We passionately believe that by investing in our workforce we develop an inspiring, committed and professional team within each school

**Excellence** Extol has a focus on excellence in all that we do. We strive to achieve the very best for our schools and their communities. We know that access to an excellent education opens opportunities for individuals and the community in which they live

**Partnership** Extol knows there is power within a partnership of schools. We believe that a true, inclusive partnership with people driven by the same 'why', allows our family of schools to learn with and from each other.





# SCHOOL CONTEXT

Eldon Grove Academy is a large urban primary school catering for 3 to 11 year olds situated in the centre of Hartlepool. The school serves the surrounding community of Eldon Grove and the Burn Valley area. The school is organised into three main phases EYFS, Key Stage 1 and Key Stage 2. We currently have 17 classes plus a fully flexible Nursery.

**"Eldon Grove Academy; Potential Is Our Passion."**

We are a school that believes every child does have potential and it is our job to unlock that potential. We aim to nurture every child and provide opportunities so that each child can flourish. We have created a community of pupils, parents and teachers, committed to achieving success and ensuring all of our children feel safe, happy, valued and do achieve their full potential.





# ADVERTISEMENT

Eldon Grove Academy are seeking to appoint a committed and highly effective classroom assistant, who will contribute to meeting the needs of all pupils in all aspects of the Primary Curriculum and the wider life of the school. The post, in the first instance, is for **Reception**. The successful applicant will become part of a forward thinking stand out school which became part of the Extol Trust on 1st July 2013

## The successful candidate should have:

- The ability to work with groups and individual pupils under the guidance of a teacher;
- The ability to inspire, engage and motivate children to learn;
- Experience of working with children in Reception or Key Stage 1;
- A good knowledge, and understanding, of Development Matters and the National Curriculum for Key Stage 1;
- A good knowledge, and understanding, of intervention;
- High expectations and experience of working as part of a team;
- Excellent communication skills with a positive attitude, flexibility and adaptability.

# ADVERTISEMENT

## Permanent

Required as soon as possible

**Band 5 £23,500 (whole time)**

**Actual Salary £20,303 - £20,763**

37hpw, term time only + 5 additional days (195 days per annum)

Eldon Grove Academy are seeking to appoint a committed and highly effective classroom assistant, who will contribute to meeting the needs of all pupils in all aspects of the Primary Curriculum and the wider life of the school. The post, in the first instance, is for **Reception**. The successful applicant will become part of a forward thinking stand out school which became part of the Extol Trust on 1st July 2013.

The successful candidate should have:

- The ability to work with groups and individual pupils under the guidance of a teacher;
- The ability to inspire, engage and motivate children to learn;
- Experience of working with children in Early Years or KS1;
- A good knowledge, and understanding, of Development Matters and the National Curriculum for KS1;
- A good knowledge, and understanding, of intervention;
- High expectations and experience of working as part of a team;
- Excellent communication skills with a positive attitude, flexibility and adaptability.

In return, we can offer:

- A strong supportive and inclusive school ethos;
- A talented and hardworking staff team;
- A committed approach to school improvement and development of all staff.

Eldon Grove Academy, as part of Extol Academy Trust, is committed to safeguarding and promoting the welfare of children and young people and will ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people.

- This post is subject to safer recruitment measures and is exempt from the Rehabilitation of Offenders Act 1974 (as amended) and requires an Enhanced check to be made through the Disclosure and Barring Service (DBS).
- As a disability confident employer, we are committed to employing disabled people and people with health conditions making reasonable adjustments to support disabled applicants when required.
- Applicants must have the ability to fulfil all spoken aspects of the role with confidence through the medium of English.





# PERSON SPECIFICATION

	Essential Criteria	Desirable Criteria
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>✓ NVQ Level 2 (or equivalent) classroom assistant qualification (A)</li> <li>✓ GCSE or equivalent in English and Maths at Grade C or above (A)</li> </ul>	<ul style="list-style-type: none"> <li>✓ Other professional qualifications (i.e. HLTA)</li> <li>✓ First Aid qualification</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>✓ Demonstrable experience of working as a classroom or teaching assistant within Year 5 or Year 6 of a primary school environment (A, I, R)</li> <li>✓ A good knowledge and understanding of the Upper Key Stage 2 Curriculum (A, I, R)</li> <li>✓ Successful experience of supporting pupils on an individual and group basis (A, I, R)</li> <li>✓ Experience of working effectively with parents/carers (A, I, R)</li> </ul>	<ul style="list-style-type: none"> <li>✓ Experience of working with children of different ages and abilities (A, I, R)</li> <li>✓ Experience of supporting and working with pupils with a special educational need (Learning, Behavioural, Social and Emotional) (A, I, R)</li> </ul>
<b>Knowledge / Skills</b>	<ul style="list-style-type: none"> <li>✓ Excellent organisation skills (A, I)</li> <li>✓ Knowledge and understanding of effective features that support teaching and learning (A, I, R)</li> <li>✓ Knowledge and understanding of the National Curriculum (A, I, R)</li> <li>✓ Knowledge of Safeguarding and Child Protection procedures (A, I, R)</li> <li>✓ Competence in ICT (A, I)</li> <li>✓ Ability to work as part of a team (A, I)</li> <li>✓ Ability to use own initiative (A, I)</li> <li>✓ Excellent communication skills both verbal and in writing (A, I)</li> <li>✓ Well developed work ethic (A, I, R)</li> <li>✓ Ability to communicate effectively with a range of people including children (A, I)</li> <li>✓ Be an effective role model for pupils by demonstrating positive values, attitudes and behaviour expected from pupils (A, I, R)</li> </ul>	<ul style="list-style-type: none"> <li>✓ Excellent IT skills (A, I)</li> <li>✓ Knowledge of intervention strategies (A, I, R)</li> <li>✓ Knowledge and understanding of the SEND Code of Practice (A, I)</li> <li>✓ Commitment and evidence of own professional development (A, I, R)</li> <li>✓ An excellent knowledge of correct spelling, grammar and punctuation (A, I)</li> <li>✓ Knowledge of data protection issues (GDPR) (A, I, R)</li> </ul>
<b>Additional</b>	<ul style="list-style-type: none"> <li>✓ Recommendation from both referees (R)</li> <li>✓ Clear Enhanced DBS Check (A, R)</li> </ul>	<ul style="list-style-type: none"> <li>✓ Strong recommendation (R)</li> </ul>
<b>A - Application Form</b>	<b>I - Interview</b>	<b>R - Reference</b>



# ADVERTISEMENT

## Requesting an application form

Application form and further details (including comprehensive Job Description) are available via:

**<https://www.eldongroveacademy.co.uk/vacancies/>**

Personal information provided on application forms will be retained and used in accordance with the General Data Protection Regulations (GDPR) 2018 and other legislative provisions. Please review our Privacy Policy at <https://www.eldongroveacademy.co.uk/vacancies/>

Please email completed application forms to:

**[admin@eldongroveacademy.co.uk](mailto:admin@eldongroveacademy.co.uk)** or post to Eldon Grove Academy by the closing date specified. Correct postage costs are the responsibility of the applicant.

**Closing date for applications:** Friday 17th May at 12pm

**Shortlisting:** Friday 17th May at 1pm

**Interviews will be held:** Wednesday 22nd May