



Edmondsley
Primary Academy



Enhanced Teaching Assistant

Candidate Information

Start Date: April 2025

Everyone aims high at Edmondsley

Welcome from the Headteacher

Edmondsley Primary and Nursery School provides an education for life. Having a strong focus on healthy lifestyles, environmental awareness and outdoor learning, we believe children are prepared well for their own future lives and are in a perfect position to support those living around the whole world.

With dedicated and caring Governors and Staff who possess a variety of talents and interests, we are extremely proud of what we offer children who attend Edmondsley Primary and Nursery School.

For further information please contact the school.

Mrs A. Rees
Headteacher

The Role

As a teaching assistant you will work collaboratively with class teachers to ensure individuals and small groups of children will achieve their best, socially, emotionally and intellectually inside and outside. This post requires you to work predominantly in a mixed Years 3 and 4 class with specific children. This post requires you to support our thriving breakfast club.

The Person

- Inspirational and well-qualified.
- Has high expectations for all pupils.
- Possesses excellent listening and communication skills.
- Displays a high level of organisational skills, both verbal and written.
- Displays a high level of organisational and time management proficiency.
- Cultivates a positive and inclusive learning environment, encouraging intellectual curiosity and critical thinking.
- Exemplifies the values and ethos of the school as a positive role model.
- Collaborates as a team player, demonstrating flexibility and commitment
- Exhibits excellent people management skills.

Job Description

JOB TITLE	Enhanced Teaching Assistant
CONTRACT TYPE	Temporary (Maternity Cover)
ACCOUNTABLE TO	Senior Leadership Team
HOURS	37 hrs per week , Term Time only Monday to Thursday 8am to 4pm. Friday 8am to 3.30pm.
SALARY	Grade 5 SCP 7-12 FTE: £25,584- £27,711. Actual Salary: Less than 5 years' continuous service: £22,140.00, to £23,980.67. More than 5 years' continuous service: £22,632.00 to £24,513.58.
REQUIRED	April 2025

RESPONSIBILITIES OF ALL POST HOLDERS

ETHOS

Employees are expected to support and contribute to the school ethos.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post-holder. It is not a comprehensive statement of procedure and tasks but sets the main expectations of the school in relation to the post holder's professional responsibilities and duties.

The Trust is committed to safeguarding and promoting the welfare of children and expects all employees and volunteers to share this commitment. This post is subject to signing our ICT Employee User Policy and having a satisfactory Enhanced DBS Certificate.

GENERAL EXPECTATIONS

Employees will:

- Contribute effectively to the work of the school and to the achievement of the 'School Improvement Priorities'.
- Play a full part in the life of the school community, to support our distinctive aims and ethos, to encourage employees and pupils to follow this example.
- Follow school policy regarding care, support and supervision of pupils.
- Attend training and development activities and courses, ensuring continuing, personal and professional development.
- Contribute to a welcoming school culture by promoting mutual respect for all.
- Comply with any reasonable request from a leader to undertake work of a similar level that is not specified in this job description.
- Work as a team member.
- Act as a role model to pupils in speech, dress, behaviour and attitude.
- Have common duties in the areas of: Quality Assurance, Communication, Professional Practice, Health & Safety, and General Management (where applicable), Financial Management (where applicable), Appraisal, Equality & Diversity, Confidentiality and Induction.

RESPONSIBILITIES FOR ALL LEARNING SUPPORT EMPLOYEES

Teaching Assistants will:

- Maintain personal expertise, to be a role model and promote high expectations for all members of the school community through your role within the structure.
- To model the values, ethos and vision of the Trust.
- To contribute to the overall ethos, work and aims of the Trust.
- To maintain at all times, the utmost confidentiality with regard to all records, personal data relating to staff, students and other information of a sensitive or confidential nature.
- Attend relevant meetings as required.
- Be aware of and comply with policies and procedures relating to safeguarding, child protection, confidentiality and data protection, reporting all concerns to an appropriate person.
- Show a duty of care to students and staff and take appropriate action to comply with health and safety requirements at all times.
- Be aware of, and support, difference and ensure that all students have access to opportunities to learn and develop.
- Maintain good relationships with colleagues and work together as a team.
- Appreciate and support the role of other professionals.
- To attend any training courses relevant to the post, ensuring continuing, personal and professional development.
- Demonstrate and promote commitment to equal opportunities and to the elimination of behaviour and practices that could be discriminatory.
- Unless otherwise agreed, must be prepared to obtain a Paediatric First Aid certificate and provide first aid, pastoral care and support to sick and injured children, taking appropriate action as necessary. They must ensure parents and school staff are fully informed of incidents and accidents.

All support Teaching Assistants will:

- Support pupils to understand instructions, support independent learning and to promote the inclusion of all pupils.
- Implement and contribute to planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to pupils' responses as appropriate.
- Participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress.
- Support the teacher in behaviour management and keeping pupils on task based on the expectations for individual pupils.
- Under the guidance of a teacher monitor, assess and record pupil progress/activities.
- Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher.
- Support learning by arranging/providing resources for lessons/activities under the direction of the teacher and in line with health and safety requirements.
- Support pupils in their social development and their emotional well-being, reporting problems to the teacher as appropriate.
- Support pupils with SEND needs as appropriate.
- Share information about pupils with other staff, parents / carers, internal and external agencies, as appropriate and in line with school policies and procedures.
- Contribute to pupils plans and reports.
- Support the work of volunteers and other teaching assistants in the classroom.
- Support the use of ICT in the curriculum.
- Work with pupils not working to the normal timetable using Teacher's planning.
- Undertake pupil record keeping and maintenance of records as requested.

- Invigilate examinations and tests.
- Provide cover to supervise a class and/or small group on an unexpected non-timetabled basis only.
- Assist in escorting and supervising pupils on educational visits and out of school activities.
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes, but not as a supervisory assistant.
- Maintain a clean, safe and tidy learning environment.
- Support children's learning through play and planned learning activities.
- Support pupils in developing and implementing their own personal and social development.
- May be asked to administer medications subject to agreement and in line with school policy.
- Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence.
- Provide basic first aid, if appropriate, ensuring timely referral to the health service in emergency situations.
- Monitor and manage stock and supplies for the classroom.

RESPONSIBILITIES OF THIS POST

Specifically:

- To work under the instruction/guidance of senior/teaching staff to support the delivery of quality learning and teaching and to help raise standards of achievement for all students.
- To work 1:1 or in small groups with one or more students with special educational needs or disabilities in order to promote the progress and wellbeing of those students.
- To encourage the participation of students in the social and academic processes of the school and enable students to become more independent learners.

To undertake work/care/support programmes to enable access to learning for students and to assist the teacher in the management of pupils and the classroom

SPECIAL CONDITIONS FOR ALL LEARNING SUPPORT EMPLOYEES

Specifically:

- Participate in training and other learning activities and performance development as required.
- The post-holder will be expected to contribute to the protection of children and vulnerable adults, as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager.
- The post-holder will be required to promote, monitor and maintain health, safety and security in the work place. To include ensuring that the requirements of Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to.
- To carry out duties with full regard to the Trust's Equal Opportunities and Dignity at Work Policy.
- An Enhanced Disclosure with the Disclosure and Barring Service (DBS) will be undertaken before and appointment can be confirmed.

The above list of duties and responsibilities are not an exhaustive definition of all tasks associated with the post.

Person Specification

		Essential	Desirable
APPLICATION	Application form and a well-structured letter of application indicating interests	*	
	Fully supported in references.	*	
QUALIFICATIONS AND PROFESSIONAL DEVELOPMENT	A Teaching Assistant qualification at NVQ Level 3 or its equivalent or proven experience within the post.	*	
	5 GCSEs A*-C including English and Maths (or equivalent).	*	
	Ability to use ICT as a learning tool.		*
	Commitment to further study including any in-service training during the last three years.	*	
	Paediatric First Aid certificate (or willingness to complete)	*	
EXPERIENCE	Ability to demonstrate high standards student support.	*	
	Knowledge of a wide range of SEND difficulties and their impact on learning.		*
	Knowledge of the use of data to inform planning, measuring progress and to aid target setting and improving performance against identified outcomes.		*
	Experience of multi-agency working and liaison with outside agencies and the Educational Psychology Services.		*
	To have knowledge or experience of 'Restorative Practices' to resolve issues with students.		*
QUALITIES & VALUES	A drive to make learning fun, engaging and exciting.	*	
	The ability to inspire others and share good practice.	*	
	Good communication skills with the ability to relate effectively to all ages and abilities.	*	
	A commitment to promoting inclusion.	*	
	Ability to provide and present evidence for statutory assessment and annual reviews.	*	
	Ability to provide advice to school staff and liaise with parents/carers.	*	
	Uphold our school values.	*	
	Uphold our school promise.	*	
PERSONAL ATTRIBUTES	Ability to work under pressure and retain a sense of humour.	*	
	Ability to work as team member to achieve common goals.	*	
	Initiative, energy and perseverance.	*	
	Enthusiasm and self-confidence.	*	
	Personal presence and impact.	*	

Assessment against the criteria above will be through the application form, letter of application, work related assessments, interview process and references.

Application Guidance

Please return a completed application form in full ensuring you have provided accurate information, including the names, addresses and relevant contact details of two referees together with your letter of application.

The letter of application should be no more than two sides of A4 and should set out the particular strengths that you would bring to the post and how you feel you meet the criteria outlined in the job description and person specification. Applications received after the closing date/time will not be considered.

Please ensure you also complete and return the required DCCR form. Completed applications must be received by the school by **9am, Friday 28 February 2025**. Interviews will take place on **Friday 21 March 2025**. We anticipate the position start date to be **Monday 28th April 2025**.

Edmondsley Primary and Nursery
Congburn Bank
Edmondsley
Durham
DH7 6DU

or by e-mail to the school, edmondsley@durhamlearning.net

AFTER SUBMITTING YOUR APPLICATION

If you have not heard from us within 4 weeks please assume that you have been unsuccessful on this occasion.

Shortlisted Candidate Guidance

REFERENCES

References will be requested prior to interview, except for non-teaching roles where there are exceptional circumstances, and the applicant does not give consent to do so on the application form.

DIGITAL CHECKS

Online searches may be conducted as part of the Trust's due diligence checks. [Section 226. KCSIE 2024](#).

DBS

Advance Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all employees and volunteers to share this commitment.

An application for a DBS certificate will be submitted for all candidates once they have been offered the position. For posts in regulated activity, the DBS check will include a barred list check. During the recruitment process, any offences, or other matters relevant to the position will be considered on a case-by-case basis.

Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure.

PRE-OCCUPATIONAL HEALTH

Pre-occupational health checks are an essential part of the selection and recruitment process to assess if any reasonable adjustments are required.

EQUAL OPPORTUNITIES

We are an equal opportunity employer. We want to develop a more diverse workforce and we positively welcome applicants from all sections of the community. Applicants with disabilities will be granted an interview if the essential job criteria are met.

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.