Teaching Assistant

Dependant on experience, FTE Grade 3, Point 5 (£28,320.00) to Point 6 (28,728.00), actual salary £23,810.58 to £24,153.62 (Outer London)
Working pattern: 37.5 hours per week, Monday 8:00am-4:30pm, Tuesday 8:00am-4:00pm, Wednesday 8:00am-4:30pm, Thursday 8:00am-4:00pm, and Friday 8:00am-3:00pm, term time only
Permanent, required as soon as possible

We are seeking to appoint a Teaching Assistant to work within our high performing Academy working 38 weeks per year. This is an ideal position for an experienced Teaching Assistant with substantial experience working with students in the classroom and a passion for improving the outcomes of students.

Harris City Academy Crystal Palace is a mixed Academy for 1,300 students aged 11-18, with a large sixth form of nearly 400 students.

The Academy has three consecutive Outstanding judgments by Ofsted, with the most recent inspection in 2014 finding the Academy to be Outstanding in every aspect. We are a consistently high performing school. Our motto, 'All Can Achieve' encapsulates our vision that all members of the Academy community are supported and encouraged to achieve their absolute potential. We believe that a well-supported and valued staff body is the key to our success.

We are the 'Teaching School Hub' for Croydon and Sutton and we are able to offer all teachers an extensive programme of first class professional development. Harris City Academy Crystal Palace is part of the Harris Federation and this enables us to offer you a comprehensive induction programme and training and development opportunities to support your career development including Masters and other qualifications.

Harris City Academy Crystal Palace is committed to safeguarding and promoting the welfare of children. Successful applicants will be required to undertake an Enhanced Disclosure by the DBS (Disclosure & Barring Services).

To arrange a confidential discussion with the Principal or a visit to the Academy please contact Tracey Harrison, PA to the Principal HarrisonT@harriscrystalpalace.org.uk

For details on closing date, please consult the advert on our website. Interviews will be held on receipt of successful applications, therefore you are encouraged to apply early.

References will be taken up for all candidates shortlisted for interview. Only shortlisted candidates will be contacted. The successful candidate will be subject to an enhanced DBS check.

Post Title	Teaching Assistant
Purpose	• To support individuals and groups of students to enable access to learning, contributing to the development and maintenance of a purposeful, nurturing learning environment.
Reporting To	SENCO
Liaising With	All relevant Faculty staff.
Disclosure Level	Enhanced DBS
Main/Core Duties	
Main Areas of Responsibility	• To supervise and provide particular support for identified students, in 1:1, group or whole class situations, ensuring their safety and access to learning. • To assist in the development of appropriate resources, schemes of work and teaching strategies, working with the teacher to ensure the provision supports each identified student's learning needs. • To assist in evaluating identified students' progress through agreed assessment activities. • To provide detailed and regular feedback to teachers on students' achievement, progress and needs. • To lead small group sessions and interventions as appropriate. • To attend to the students' personal needs where required. • To support with behaviour management, using appropriate strategies in line with academy policy. • To contribute to creating a purposeful and supportive learning environment. • Undertake structured and agreed learning activities/teaching programmes as appropriate, adjusting activities to ensure achievement of learning goals.
Additional Responsibilities	• To assist with the supervision of students out of lesson times, including playtimes and undertaking lunchtime duty. • To establish good relationships with students, acting as a role model and being aware of and responding appropriately to individual needs. • To promote the inclusion and acceptance of all students. • To be aware of and support difference and ensure all students have equal access to opportunities to learn and develop. • To support students with their learning and development in respect of local and national learning strategies e.g. literacy, numeracy, Key Stage and/or subject specific, as directed by the teacher. • To encourage students to interact with others and engage in activities led by the teacher. • To set challenging and demanding expectations, promoting self-esteem and independence. • To prepare the classroom as directed for lessons and clear afterwards and assist with the display of students' work. • To prepare and maintain equipment/resources as directed by the teacher and assist students in their use. • To undertake student record keeping as requested. • To establish and maintain positive relationships with parents/carers, gathering and reporting information as directed. • To provide clerical/admin support as required e.g. photocopying, typing, filing. • To ensure the effective/efficient deployment of resources as appropriate. • To attend relevant meetings as required. • To accompany teaching staff and students on visits, trips and off site activities as required. • To contribute to the academy's Improvement Plan and its implementation. • To contribute to the whole academy's planning activities
Academy Ethos	• To undertake such other duties as may be required, commensurate with the level of responsibility of the post. • To engage actively in the performance review process, addressing appraisal targets set in conjunction with the line manager each autumn term. • To participate in training and other professional development learning activities as required. • To promote equal opportunities and celebrate diversity in all aspects of the academy. • To play a full part in the life of the academy community, to support its distinctive aim and ethos and to encourage staff and students to follow this example. • To support and attend academy events such as Open Evening. • To promote actively the academy's corporate policies. • To adhere to the academy's Dress Code. • To comply with the academy's Health and Safety policy and undertake risk assessments as appropriate. • To be familiar with and promote safeguarding requirements, demonstrating adherence to the DfE Guidance 'Keeping Children Safe in Education and the academy's Safeguarding/Child Protection policies. • To be aware of and comply with all academy and Federation policies and procedures, in particular those relating to conduct, child protection (as above), health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

Other Specific Duties	
	• To continue personal development as agreed at appraisal. • To engage actively in the performance review process. • To address the appraisal targets set by the line manager each Autumn Term. • To play a full part in the life of the Academy's community, to support its distinctive aim and ethos and to encourage staff and students to follow this example. • To support the Academy in meeting its legal requirements for worship. • To promote actively the Academy's corporate policies. • To comply with the Academy's Health and Safety policy and undertake risk assessments as appropriate. • To show a record of excellent attendance and punctuality. • To adhere to the Academy's Dress Code.

Signature:_____ Date: _____

PERSONAL SPECIFICATION

	Essential	Desirable
Qualifications, Knowledge and Training	• Educated to degree level or equivalent • Some knowledge of strategies in working with young people with challenging behaviours • Knowledge of some of the social issues facing students from disadvantaged backgrounds	• Evidence of continuing professional development and education • English, Maths or Science degree
Experience	• Awareness of Health and Safety issues in the workplace. • Experience of working directly with young people in an education or training environment, supporting the learning of students. • Experience of establishing and maintaining positive working relationships with a range of stakeholders, at all levels. Experience of managing and being responsible for own workload	• Knowledge and understanding of the National Curriculum • Knowledge of learning and teaching • Previous experience working in a similar role in a school • Experience of working with students from a range of ethnic backgrounds
Personal Skills, Abilities & Qualities	• Good literacy and numeracy skills, • Good interpersonal and communication skills, with an excellent standard of written and spoken English. • Good administrative and organisational skills. • Ability to interest, encourage, motivate and engage children • Ability to work as part of a team; working effectively with people across a wide range of levels and responsibilities. • Computer literate – must have good ICT skills including a working knowledge of MS packages e.g. Word, PowerPoint, Outlook, Excel etc, as well as using and updating records and databases. • Ability to work using own initiative, exercising good judgement where unsupervised. • Flexibility of approach to work. • Ability to maintain confidentiality; having tact and diplomacy where necessary.	

We will consider any reasonable adjustments under the terms of the Equality Act (2010) to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post. The job-holder will ensure that academy policies are reflected in all aspect of his/her work, in particular those relating to:

1) Equal Opportunities
2) Health and Safety
3) General Data Protection Regulations (2018)
4) Safeguarding children

SAFER RECRUITMENT IN EDUCATION

The Harris Federation and all our academies are committed to ensuring the highest levels of safeguarding and promoting the welfare of children and young people, and we expect all our staff and volunteers to share this commitment. All offers of employment are subject to an enhanced Disclosure and Barring Service (DBS) check, references, an online search, and where applicable, a prohibition from teaching check will be completed. Before applying, please review our Policy Statement on the Recruitment of Ex-Offenders.

Information for Applicants

All applicants for all vacant posts will be provided with:

- A job description outlining the duties of the post, including safeguarding responsibilities.
- A person specification may also be provided and will include a specific reference to suitability to work with children.
- A Harris Federation Application form, and all applicants for employment will be required to complete this application form, containing questions about their academic and full employment history and their suitability for the role (in addition all applicants are required to account for any gaps or discrepancies in employment history).

CVs will not be accepted

Shortlisting and Reference Requests

References will be requested at the selection stage directly from the referee. They will be asked:

- the referee's relationship with the candidate;
- details of the applicant's current post and salary;
- performance history and conduct;
- any disciplinary action involving the safety and welfare of children, including any in which the sanction has expired;
- details of any substantiated allegations or concerns relating to the safety and welfare of children;
- whether the referee has any reservations as to the candidate's suitability to work with children. If so, the Academy will ask for specific details of the concerns and the reasons why the referee believes the candidate may be unsuitable to work with children.

Interviews

At least one member of each interview panel will have completed Safer Recruitment Training. The selection process for every post will include exploration of the candidate's understanding of child safeguarding issues.

Pre-Employment Checks

All staff will require an enhanced DBS. Prohibition and Overseas checks will also be completed if necessary.