



**Recruitment Pack**

**Learning Support Assistant**

Dear Applicant

Thank you for your interest in the position of **Learning and Classroom Support Assistant** for The Thetford Academy.

From the information provided I hope you will become as excited as we are about the opportunities provided by this new venture in Thetford. Students and staff from the two predecessor schools transferred to the Academy when it opened in September 2010.

**The Thetford Academy will:**

- Provide aspirational educational opportunities for all the young people of secondary school age in Thetford and work seamlessly with the town's primary schools and other children's service professionals to deliver outstanding services to benefit all families in the town
- Be literally at the centre of the community with an exciting new town centre building complementing buildings on the sites of the two predecessor schools
- Enjoy the support of a wide range of businesses, voluntary sector and community groups as well as its sponsors
- Be at the centre of an ambitious agenda which will address decades of educational underachievement and related deprivation in the town.

We believe that The Thetford Academy will become a beacon school for the area. The lead sponsor of the Academy is Easton College The co-sponsors are Wymondham College and West Suffolk College with Norfolk County Council. All the sponsors are committed to working with the Academy Principal to bring about real transformation in the life chances of young people in Thetford.

We are seeking to appoint a **Learning and Classroom Support Assistant** who will support and contribute to the ethos and vision of the Academy.

We look forward to receiving your application.

Yours sincerely

Cathy Spillane

**Principal**

## Advertisement:

### Learning Support Assistants

**Salary: Scale C Pt 10 - £9590 per annum, term time, plus 1 week (39 weeks),**

**30 hours per week**

We require as soon as possible, a Learning and Classroom Support Assistant to provide in-class and individual support for students with learning and behavioural difficulties.

Experience is an advantage but not essential.

If you are passionate about preparing young people for their futures, would like to be part of an exciting stage in developing the learning opportunities for students and their families in Thetford, you can request an application form and pack by calling 01842 754875 or email [recruitment@thetfordacademy.com](mailto:recruitment@thetfordacademy.com)

The closing date is 29<sup>th</sup> February 2012

Interviews will be held w/c 12<sup>th</sup> March 2012

## Job Description:

**TITLE:** Teaching Assistant

**GRADE:** Scale C Pt 10 – GR9009

### 1. PURPOSE AND SCOPE

Under the direction/instruction of teaching/senior staff: work with individuals/groups to supervise physical/general care of pupils, including those with SEN; support access to learning for pupils and provide general support to the teacher in the management of pupils and the classroom

### 2. ORGANISATIONAL RELATIONSHIPS

2.1 Responsible to the Headteacher or Senior Teacher or Higher Level Teaching Assistant but works to and with a qualified teacher on a day to day basis.

2.2 Liaise with teachers and other support staff and appreciate/support the role of other professionals. As directed, liaise with parents and volunteers.

### **3. PRINCIPAL ACCOUNTABILITIES OR ACTIVITIES**

#### **Support for Pupils**

3.1 To attend to the personal and social needs of pupils and any other special requirements depending on the nature of a pupil's special needs and, wherever possible, making these part of the learning experience.

3.2 Under agreed school procedures, to give first aid/medicine where necessary; accompany sick children home, or to a health centre or hospital; or assist with programmes of special care such as physiotherapy, hydrotherapy or speech therapy, under the direction of the appropriate specialist.

3.3 Supervise and support pupils ensuring their safety and access to learning.

3.4 Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs, promote the inclusion and acceptance of all pupils and encourage pupils to interact with others and engage in activities led by the teacher.

#### **Support for the Teacher**

3.5 Prepare classroom as directed for lessons and clear afterwards and assist with the display of pupils' work.

3.6 Be aware of pupil problems, progress and achievements, report to the teacher as agreed and undertake pupil record-keeping as requested.

3.7 Support the teacher in managing pupil behaviour, reporting difficulties as appropriate.

3.8 Provide clerical and administrative support by photocopying, typing, filing and collecting money.

#### **Support for the Curriculum**

3.9 Support pupils to understand instructions and in undertaking literacy and numeracy tasks as directed by the teacher.

3.10 Prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use, including the use of basic ICT as directed.

#### **Support for the School**

3.11 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.

3.12 Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.

3.13 Attend relevant meetings as required and participate in training and other learning activities and performance development as required.

3.14 Assist with the supervision of pupils out of lesson times, including before and after school. Accompany teaching staff and pupils in visits and out of school activities as required.

3.15 Undertake other similar duties and activities that fall within the grade and scope of the post, as directed by the Headteacher.

### MISCELLANEOUS

To undertake any further tasks which can reasonably be expected by the Principal.

The Data Protection Act 1998 renders an individual liable for prosecution in the event of unauthorized disclosure of information

It is a requirement of the post holder to make positive efforts to maintain his/her personal safety and that of others by taking reasonable care, carrying out requirements of the law and following recognized codes of practice. The post holder is also required to be aware of and comply with policies on health and safety.

This is an Equal Opportunities post and is in accordance with the schools Equal Opportunities Policy.

### 4. PERSONNEL SPECIFICATION

	ESSENTIAL	DESIRABLE
<b>Qualifications</b>		
Sound general education to A level or equivalent	√	
Minimum GCSE English and Maths (grade C or above) or equivalent	√	
Completion of DfE Teacher Assistant Induction Programme		
<b>Professional Experience and Knowledge</b>		
Experience and understanding of working with students of Secondary age (11-18 years)	√	
Experience of working with students with additional needs	√	
Understanding classroom roles and responsibilities and own position within these		√
Understand of barriers to learning		√
ICT literate	√	
Good Literacy Skills	√	
Ability to relate well to students and adults	√	
Work constructively as part of a team	√	
Willing to participate in development and training opportunities	√	
Actively support the Academy's Behaviour Policy	√	

Self-motivated	√	
Use of basic technology – photocopier, DVD/Video, Computer		√
Ability to work as part of a team	√	
Discreet	√	
A good sense of humour		√
First Aid Trained		√

A CRB Enhanced Disclosure will be required.

Please return your completed application via email to:

[recruitment@thetfordacademy.com](mailto:recruitment@thetfordacademy.com)

Or by post to:

Mrs H Whybrow  
 The Thetford Academy  
 Croxton Road  
 Thetford  
 Norfolk  
 IP24 1LH