



# Recruitment Pack

Half Acres Primary Academy  
Teaching Assistant with Curriculum Lunch Club





We are currently a Trust of nine primary academies and are supporting other local primary schools as they look towards joining the Trust. We envisage our family growing over the next academic year. The focus of our Trust is to work with primary schools across the Wakefield District. Our VISION is to develop a community of schools working together to achieve excellent outcomes for all.

Since our establishment in 2016, the Trust has come a long way. Eight of our nine schools have been inspected by OFSTED following conversion and the outcomes of each inspection have been positive, each report has highlighted strong and positive support from the Trust.

Our aim is to support schools through collaboration. We will ensure that our academies are able to provide an excellent education for children, families and community they serve. We believe in freeing teacher and leaders from bureaucracy to concentrate on providing they very best teaching, learning support and development that every child deserves.

We aim to deliver continuously improving educational opportunities and exciting educational experiences to all our pupils to share with their communities.

I wish you well with your application and look forward to hearing from you.

Sue Vickerman

CEO

The journey we have been on over the last 12 months serves to illustrate how we are making INSPIRE a very forward thinking and innovative Trust. Please read our **Annual IMPACT Report** available on the home page of our website: [www.ipmat.co.uk](http://www.ipmat.co.uk).

We wish to grow our Trust and believe we have a compelling offer for others to join. Please look at our Trust Prospectus which is also available on the home page of our website: [www.ipmat.co.uk](http://www.ipmat.co.uk).



Our Trust is made up of nine primary academies, all within the Wakefield District.



# At Inspire Partnership Multi-Academy Trust, our values are central to all we do:

## Respect

Where respect is the foundation of each school community, built upon professionalism, appreciation for diversity and embracing individuality.

## Recognition

Where all individuals are recognised for their dedication and commitment leading to shared success for all.

## Responsibility

Where responsibility, trust and openness underpin all we do. Forming a shared responsibility for professional collaboration and individual accountability, we make a difference to the children in the communities in which we serve.

## Resilience

Where all individuals are resilient: striving for excellence, embracing challenge and collaborating with confidence and courage.



# Job Description

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## Post Title:

Teaching Assistant with Curriculum Themed Lunch Club

## Grade:

Grade 4

## Reporting to:

Headteacher

## Employee Benefits:

At IPMAT we value our people and the work they do to achieve the best outcomes of our children and in recognition of this we offer the following benefits to all our employees: Cycle to Work Scheme\*, Salary Sacrifice Tech Scheme\*, Medical Health Plan\*, retail loyalty scheme earning up to 15% cash back and discounted gift cards saving up to 10% on of the upfront cost of a wide range of big brands. (\* restrictions apply to ensure NMW earnings are maintained)

## Purpose of Job:

- Under the direction and supervision of a teacher or line manager (e.g. Higher-Level Teaching Assistant), to support pupil's learning, to attend to pupils' personal needs and to provide general support in managing pupils and the classroom.
- To uphold and promote the Academy's child protection and safeguarding policies and procedures and ensure they are adhered to by all staff.
- To promote the safety and wellbeing of students.

# Requirement for the post

	Essential	Desirable
<b>Qualifications /Training</b>	Level 2 Numeracy/ Literacy or willingness to work towards.	Support Work in Schools (S.W.I.S.) Level 2. Supporting pupils with S.E.N. Level 2 or 3 qualification.
<b>Knowledge</b>	Good numeracy/Literacy skills.	Appropriate knowledge of First Aid. Use of Technology e.g. ICT. Child Protection issues Health, Safety & Security issues. Data Protection issues.
<b>Experience</b>		Working or caring for children.
<b>Physical Skills</b>	Effective use of resources.	
<b>Competencies and other skills required</b>	The ability to relate well with children and adults. The ability to work as a member of a team.	

# Specific Duties & Responsibilities

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The duties and responsibilities highlighted in this Job Specification are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.

- To assist with the personal needs of pupils including social, health, physical, hygiene, first aid and welfare matters.
- To assist with the supervision of pupils ensuring their safety and access to learning.
- To prepare the classroom as directed for lessons and to clear afterwards.
- To assist with the display of work.
- To report to the teacher or line manager any pupil problems or behavioural difficulties in accordance with school policy.
- To report to the teacher or line manager on pupil progress and achievements in accordance with school policy.
- To assist the teacher or line manager by contributing as directed to a pupils' individual behaviour/education plan.
- To provide or gather routine information to or from parents/carers under the direction of the teacher or line manager.
- To provide general support with learning activities (e.g. literacy, numeracy, KS3, early years) to enable pupils to understand instructions and to ensure they remain on task.
- To assist with the maintenance of equipment and resources.
- To assist pupils in using resources, e.g. ICT.
- To assist with the supervision of pupils outside of lesson times, including before and after school and at lunchtimes. These duties shall be undertaken within the postholder's contractual hours.
- To participate in school visits, assisting with activities as required.
- To undertake routine clerical duties including bulk photocopying and collecting dinner money.

## **Curriculum themed lunchtime club:**

- To be responsible for planning and resourcing a curriculum themed club for children
- To liaise with the relevant subject leader
- To supervise and ensure the health and safety of children at all times and promote a calm and orderly environment
- To identify any potential health and safety risks and liaise with senior leaders should a specialised risk assessment be required
- To monitor equipment and resources for safety/wear/suitability. To order more where necessary
- To supervise the tidying away of resources and equipment once the club(s) has finished.
- Ensure continuous Risk Assessments are performed
- Understand and comply with relevant data protection legislation and regulations, especially the Data Protection Act 2018 and the UK General Data Protection Regulation (UK GDPR)

## Responsibility for Resources

None

## Employees (Supervision):

None

## Financial:

None

## Physical:

Effective use of resources as determined by the Headteacher or Office Manager.

## Customers and Clients:

The post involves some direct impact on the wellbeing of pupils through undertaking tasks or duties related to the post.

## Working Conditions:

- The post holder may be subject to some exposure to disagreeable or unpleasant people related behaviour.
- The post involves contact with people which through their circumstances or behaviour occasionally places emotional demands on post holder.
- The nature of the post may involve periodic requirements for considerable effort, e.g. lifting or carrying of children.

### Employment checks required of this post:

- Evidence of entitlement to work in the UK
  - Evidence of essential qualifications
    - Two satisfactory references
    - An Enhanced DBS Certificate
- Confirmation of medical fitness for employment
  - Online search