

Unity Academy



Application Pack

**Early Years Teaching Assistant Grade 3**

**(30 hours per week)**

**Term Time Only plus TED days**

**Start Date: ASAP**





# Unity Academy

Hurcott Road  
Kidderminster  
Worcestershire  
DY10 2QJ

Email: [office-uny@riverscofe.co.uk](mailto:office-uny@riverscofe.co.uk)  
Website: [www.unityacademyap.co.uk](http://www.unityacademyap.co.uk)

Dear Applicant,

Unity Academy is looking to appoint an experienced EYFS Teaching Assistant. Contracted hours will be 30 hours per week, Term-time only plus 5 TED days.

The Rivers Academy Trust are keen to support applicants that offer a skill set and are happy to support this through relevant training. The purpose of this post is to support pupils and staff in our Reception classroom to ensure that all pupils reach their full potential. Working alongside a class teacher in our new provision primary academy in Kidderminster, the successful candidate will ideally have experience with working with children with SEMH needs.

The benefits of working for our trust are wide and varied, but include:

- Defined benefit pension scheme
- The opportunity to work with others in a similar role
- A position in a trust committed to improving outcomes and aspirations for all its pupils and staff
- A commitment to continuous professional development opportunities
- A friendly and inclusive trust community
- A full well-being package
- 25 days paid holiday per year, rising to 30 days after 5 years service

The **closing date for applications is 12 noon on Friday 29<sup>th</sup> November 2024**. Applications should be made on a Rivers Academy Trust application form, which are available on the Rivers website.

**Interviews are planned for week commencing 2<sup>nd</sup> December 2024**. We would be delighted to hear from you if you share our vision and want to make a real difference to our pupils, school and Trust. Please send completed application forms to: **[swalker@riverscofe.co.uk](mailto:swalker@riverscofe.co.uk)**.

I look forward to hearing from you.

Yours sincerely

Kuldip Berdesha  
**Head Teacher**

The trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake an Enhanced Disclosure via the Disclosure & Barring Service. This post is subject to a successful probationary period.

## Job Description

**Job title:** Teaching Assistant (Grade 3 pts 7-17)

**Salary Range:** TA3 (7-17) Actual salary £18,066.77 - £21,561.10 per annum, dependent upon experience.

**Contract:** Permanent

**Line of Responsibility:** Responsible to Class Teacher / Senior Leadership Team / Headteacher

**Direct staff reports:** N/A

**Our People Values:**

- **Love, Learn, Live** - Our aim is that our staff will **love learning for life**. Our family of schools **love, learn and live** together.
- **Our STARS values** - Empowering staff to make a difference to children's outcomes: Sharing; Trust; Achievement; Respect and Safety
- We expect our staff to: deliver high quality performance for our children; have a positive and proactive approach; be passionate about learning and CPD; listen to and work collaboratively with others; and engage in school and Trust life.

**Key Purpose:**

The purpose of this post is to support pupils and staff to ensure that all pupils reach their full potential.

**Main Activities:**

**Supporting the pupil**

- Assisting pupils in the acquisition of basic literacy and numeracy skills.
- To assist pupils in making progress across all subject areas.
- Working with pupils on an individual or group basis as required by the class teacher.
- Assist in offsite visits
- Aid pupils with special needs to access all subjects of the national curriculum and encourage their independence as learners.
- Ensure pupils understand instructions.
- Motivate and encourage pupils to behave well in and around school.
- Acquaint themselves with the support materials in and around the school for individual pupil or group use.
- Assist the teacher in developing a supportive and trusting relationship with other adults and children.
- Promote and reinforce pupil self-esteem through praise and encouragement.
- Be sensitive to the general welfare and care of all pupils within the school, drawing areas of concern to the attention of the class teacher.
- Meet the physical and/ or hygiene needs of pupils as required.
- Act as support worker for children with Emotional and Behavioural Difficulties.
- Support children at lunchtime.
- Be willing to complete training and intervene physically to keep children and staff safe at all times.
- Update individual behaviour logs and safeguarding logs as appropriate.
- Be willing to work across key stages.

### **Supporting the teacher**

- Have access to the planned teaching and learning activities for the class.
- Record pupil progress to inform future planning for coverage of the national curriculum.
- Assist the teacher in evaluation of work undertaken and help plan future progress for identified pupils.
- Help with reasonable requests for preparation of materials to support teaching and learning.
- Assist with reasonable requests for minor administrative tasks e.g. photocopying and laminating.
- Under the direction of the class teacher, ensure a safe environment is maintained within the classroom/ school for all pupils.
- Assist the class teacher in maintaining up to date records for SEN, learning, behaviour and safeguarding.

### **Supporting the school**

- Attend training when appropriate and after consultation with your Line Manager.
- Be aware of and support all the schools policies.
- Be aware of the school safety procedures e.g. fire drill/ health and safety policy.
- Treat as confidential all information on individual pupils and refer parents to the class teacher should any questions about individuals asked.
- Foster positive links between home and school.
- After negotiation with the line manager, carry out the administration of elementary first aid at break times to pupils throughout the school (qualified staff only).
- Perform any reasonable duties as requested by the senior leadership team.

The School reserves the right to alter the content of this Job Description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility.

The duties described in this Job Description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the School's Equal Opportunities Policy and Code of Conduct.

## Person Specification

Criteria	Essential	Desirable
Qualifications and experience	<p>Experience in working within an EYFS school setting.</p> <p>Experience of working with SEMH children / SEND children.</p>	<p>Evidence of further CPD</p> <p>Experience of working with children with SEMH needs</p> <p>First Aid trained</p> <p>Physical Intervention trained</p>
Skills and knowledge	<p>Ability to work independently</p> <p>Ability to use own initiative</p> <p>Excellent understanding of safeguarding issues</p> <p>Excellent practitioner</p>	<p>Good understanding of the National Curriculum and EYFS</p> <p>Safeguarding training undertaken</p> <p>Offsite visit trained</p>
Personal Qualities	<p>Enthusiasm and a positive outlook.</p> <p>Excellent attendance and punctuality.</p> <p>Responsible, honest and reliable.</p> <p>Good personal organisation.</p> <p>Calm under pressure.</p> <p>A willingness to work alongside young children with challenging behaviour.</p>	

## About Our Schools

The Rivers Academy Trust pride ourselves in our warm, caring and safe environment. As a school community we are passionate about meeting the needs of all children, making the most of their individual talents and nurturing a love of lifelong learning. Our vision is encapsulated in the words Love Learn Live.

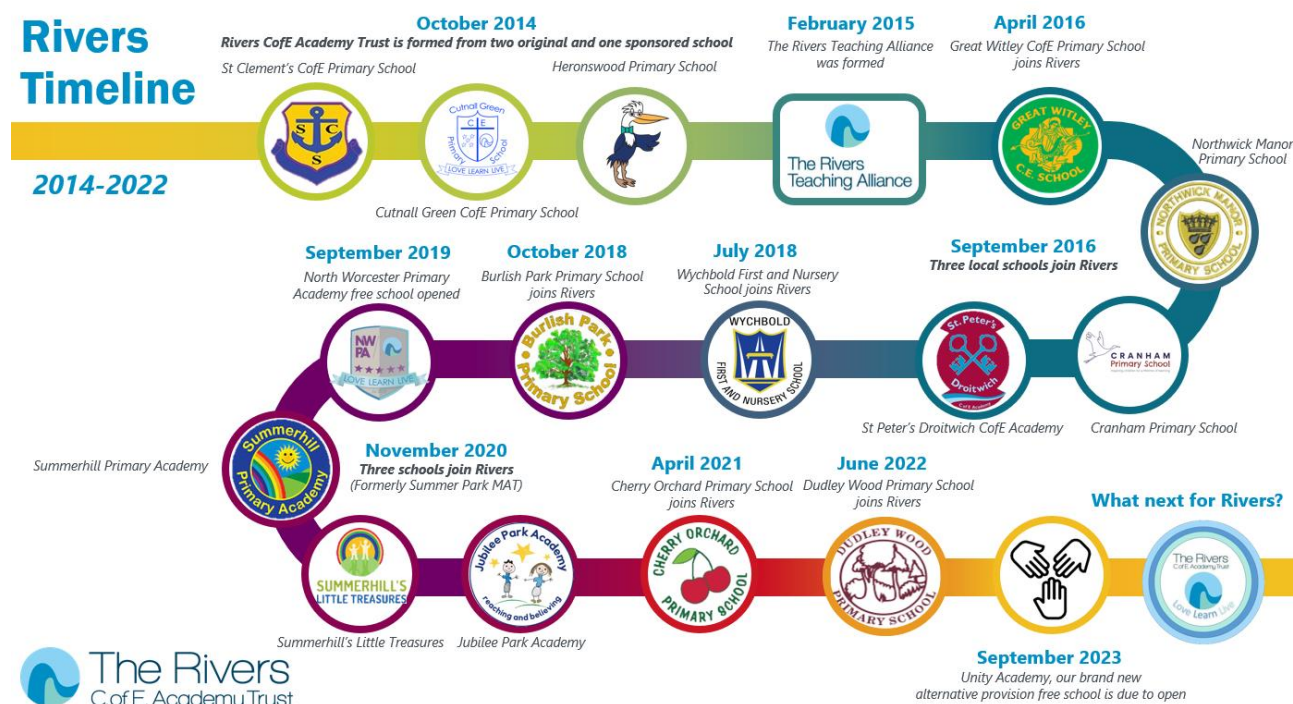
We challenge everyone to be the best that they can be – Pupils, Staff, Parents and Trustees. High self-esteem is encouraged, high expectations, standards and values are promoted.

We are opening Unity Academy, a primary alternative provision free school, in September 2023. A need for additional alternative provision primary school places in Worcestershire had been identified by the Department for Education and forms an integral part of Worcestershire County Council's five-year strategic School Organisation Plan.

Initially, the school will provide education for 26 pupils aged 4-11 years moving towards 60 pupils.

The Rivers C of E Academy Trust was set up in October 2014 as a Multi-Academy Trust with sponsor status and is a family of 'Good' and 'Outstanding' schools, all varying in size, economic and social backgrounds and religion, spread across Worcestershire, Sandwell and Dudley.

This timeline down below demonstrates what the trust has been doing:



We are specialists in primary provision with fifteen primary, first, pre-school and nursery settings and a thriving teaching alliance.

Children are at the heart of everything we do. Therefore, education provision across all our schools and pre-schools is closely matched to the specific needs of our learners, particularly the most vulnerable and their families. Our aim is to enable all children to lead healthy and happy lives and to prepare them for life and the next stage of their education. We place great emphasis on high expectations and quality first teaching to ensure that no child gets left behind.

## Our Vision and Values

The Rivers CofE Academy Trust's vision is encapsulated in the words **'Love, Learn, Live'**.

Our aim is that learners will love learning for life.

While each individual school's character is celebrated within our family of schools, we are united through our shared core principles and values.

Our 'STARS' values help staff and pupils strive for high standards; focus on making the right decisions; and help us fulfil our vision.



Our values.

## Why Join Us?

We are a trust of choice in Worcestershire with a very strong educational track record. We are led by our new CEO, Matt Meckin, who is a trained lead Ofsted inspector. As a result of our reputation, we carry out reviews, such as SEND, PP and EYFS, for other schools and trusts across the West Midlands and beyond.

All staff and pupils within the Rivers CofE Academy Trust benefit from staff sharing expertise and good practice. As a trust, we are committed to developing all of our staff, who are able to access high-quality training and CPD through the Rivers Teaching School Alliance (TSA), including training for the NPQ suite of qualifications, SLEs and a wide variety of CPD programmes. We also train our own School Direct students and are an appropriate body for NQTs.

Economies of scale and collective purchasing benefits our schools, which is particularly important in the current financial climate. By sharing costs and negotiating collectively, we can ensure that the needs of each school are met efficiently.

Rivers' pupils benefit from having access to additional facilities and enrichment activities, such as specialist IT equipment and our new school's green screen. We regularly hold joint events so that pupils meet their peers from other schools, develop new friendships and gain a sense of community spirit.