

# Ide Primary School

## Teaching Assistant



Exeter Learning  
Academy Trust  
Creating our future together



Dear Applicant,

Thank you for your interest in the Teaching Assistant vacancy at Ide Primary School. This will be a 1-year fixed term post.

Full details of the job description, personal specification and application form can be found on the Exeter Learning Academies Trust website [www.exeterlearningacademytrust.co.uk](http://www.exeterlearningacademytrust.co.uk).

Please send your completed application form to [jobs@elatschools.com](mailto:jobs@elatschools.com)

Closing date is 4th July 2022 at 12 noon.

Interviews will be held on 11th July 2022.

If you would like any further information, an informal conversation or to arrange a school visit, please contact the school on 01932 259964.

Best wishes,

Alice Purcell  
Headteacher

***The Local Governing Body and Trustees of ELAT are committed to safeguarding and promoting the welfare of children and young people and Headteachers ensure that the highest priority is given to following guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an enhanced DBS.***





# Ide Primary School—Values and aims

## Ethos

In an atmosphere that is both supportive and challenging, children develop a strong love of learning, an ability to think independently, critically and creatively and to solve problems confidently.

Children also develop positive relationships and friendships, practice healthy living, learn to treat others with respect, to work effectively in teams and to act responsibly towards their local community and wider society.

Arising out of this safe and stimulating atmosphere, our core values have developed:



We care about  
teamwork



We are kind  
and respectful



We reach our  
individual best



We are curious  
about our world

Our vision of the school is of a nurturing community where children are inspired and encouraged to become confident, capable, caring and compassionate citizens of the future.

## Aims

Our overall aims are to:

- meet all requirements of the National Curriculum, within a stimulating environment that encourages originality and creativity;
- ensure high standards in teaching and learning, by example shown through leadership in all aspects of school life;
- ensure high standards of health and wellbeing;
- promote independence, responsibility and trust amongst pupils to encourage them to become confident and caring citizens of the future;
- practice inclusivity by celebrating diversity and ensuring that all feel valued and empowered;
- continue to provide a place of learning that offers purpose and challenge - giving a broad and balanced range of experiences that will enable each child to develop emotionally, intellectually, morally, socially and creatively;
- develop opportunities for all to enjoy the creative and performing arts;
- embrace new technologies and use them to enhance children's learning and prepare them for life-long learning;
- foster responsible care of the world in which we live;
- recognise the achievements of pupils, giving importance to self reflection and the setting of future objectives;
- recognise the achievements of staff, by ensuring that opportunities exist for both professional development and sharing of knowledge;
- continue to provide opportunities for pupils, staff and parents to become involved with the immediate and wider community so that all are respected and valued.



Respect \* Individual Best \* Curiosity \* Teamwork

## About Exeter Learning Academy Trust (ELAT)



ELAT is a family of primary schools situated on the west side of the River Exe. We have high ambitions for our schools and are driven in our mission to ensure that no child is left behind and all are given the opportunity to succeed. Whilst we choose to work closely and align best practice, we also protect the uniqueness of each school and ensure they maintain their identity in order to best serve their community. We value the relationships we can build both within and beyond our school gates and are passionate about our role in supporting the development of a fair and just society.

The Headteachers, CEO and CFO form the Academy Trust Leadership team. We have a central team of staff who run finance, premises and HR operations for school leaders.

The Trust is run by a board of Trustees, but each school also has a local governing body comprised of parent, staff and community representatives. Their role is to ensure the school provides a good quality of education to their pupils and provide challenge and support to the leadership.

As your employer, Exeter Learning Academy Trust will strive to ensure you are supported in your development and are able to work in a happy and stimulating workplace free from discrimination. You can find out more about the Trust by visiting our website [www.exeterlearningacademytrust.co.uk](http://www.exeterlearningacademytrust.co.uk).

### Trust vision and values

***Working together, we will provide an excellent education that enables all children to succeed and broaden their horizons.***

### Our values

We have the **highest expectations** for every child and believe it is our job to ensure they have the opportunity to achieve their dreams and be the best they can be.

Building **strong relationships** are at the heart of what we do, and our children will know they are loved and have a role to play as future citizens in creating a fair and kind world.

Our staff team will be **successful and valued** in the workplace. They will strive to continuously get better and do their utmost to ensure all children reach their potential.

Our schools will be **inclusive**, ensuring all children can access a stimulating and broad curriculum that gives them the skills, knowledge and experiences they need to achieve well and become resilient learners.

Our schools will be **beacons in their communities** and reach out beyond the school gates to create positive relationships that will support our children's futures.



## About Exeter



Exeter is a vibrant city, full of historic buildings, cultural attractions and contemporary restaurants. The city has a real sense of individuality, its varied cultural scene is embraced by proud locals, and the diverse mix of eateries means it is renowned as one of the foodie capitals of the South West. Head to the West Quarter or the cobbled Gandy Street to discover a great mix of independent shops and boutiques, cafes and bars.

When it comes to culture, Exeter is renowned in the south west for its independent arts scene. It is also firmly on the map as a destination for top sporting events and music. A good mix of independent venues such as the Exeter Phoenix, and large venues such as nearby Powderham Castle play host to a packed calendar of events and festivals throughout the year.

Exeter's unique location also makes it ideal for pursuing many leisure activities including moor walking, mountain



biking, caving, rock climbing, white water kayaking and sea related sports/activities. Devon's many beautiful beaches and coastlines are just a short drive away.



With an airport and strong rail and road transport links, it is also a city that can open doors to many other places within the UK and further afield.



## Job Description

<b>Employer:</b>	<b>Exeter Learning Academy Trust</b>
<b>Location:</b>	<b>Ide Primary School</b>
<b>Salary Grade:</b>	<b>B</b>
<b>Hours:</b>	<b>Full Time</b>
<b>Title:</b>	<b>Teaching Assistant</b>
<b>Responsible to:</b>	<b>Headteacher</b>

### Main Purpose of the job

To work under the direct instruction of teaching/senior staff, usually in the classroom with the teacher, to support access to learning for pupils and provide general support to the teacher in the management of pupils and the classroom. Work might occasionally, but not regularly, take place outside the main teaching area.

Be responsible for promoting and safeguarding the welfare of children and young people. Staff must adhere to and ensure compliance with the relevant ELAT Child Protection Policy and Procedures at all times. If in the course of carrying out the duties of the role, staff identify any instance that a child is suffering or likely to suffer significant harm either at school or at home, they must report any concerns to the Designated Safeguarding Lead or to the Headteacher or to the CEO so that a referral can be made accordingly to the relevant third party services.

This role requires the ability to fulfil all spoken aspects of the role with confidence and fluency in English.

### Main responsibilities

To work under direct supervision/instruction to support access to learning by:

- Attending to the welfare and personal care of pupils including those with special educational needs
- Working with small groups or one to one
- Undertaking general clerical/organisational support for the teacher

### Duties

#### Support the teacher by:

Preparing the classroom as directed for lessons and clearing afterwards

Assisting with the display of pupils' work

Being aware of pupil problems/progress/achievements and reporting these to the teacher as agreed

Undertaking pupil record keeping as requested

Being aware of/working within planned learning activities

Occasional contribution to planning e.g. for individual pupils, general literacy/numeracy

Working with the teacher in managing pupil behaviour and reporting difficulties as appropriate

Gathering/reporting information from/to parents/carers as directed

Invigilating/administering routine tests/exams

Providing clerical/administrative support e.g. photocopying, typing, filing, collecting money etc.



## Job Description

### Support pupils by:

- Supervising and providing support for pupils, including those with special needs, ensuring their safety and access to learning
- Attending to the pupil's personal needs, and implementing related personal programmes, including social, health, physical, hygiene, intimate care, first aid and welfare matters
- Establishing good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs
- Promoting the inclusion and acceptance of all pupils
- Encouraging pupils to interact with others and to engage in activities led by the teacher
- Encouraging pupils to act independently as appropriate

### Support the curriculum by:

- Supporting pupils to understand instructions
- Supporting pupils in respect of local and national learning strategies e.g. literacy, numeracy, KS3, early years etc. as directed by the teacher
- Supporting pupils using ICT as directed
- Preparing and maintaining equipment/resources as directed by the teacher and assisting pupils in their use

### Support the school by:

- Being aware of and complying with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, and reporting all concerns to an appropriate person
- Being aware of and supporting difference and ensuring all pupils have equal access to opportunities to learn and develop
- Contributing to the overall ethos/work/aims of the school
- Appreciating and supporting the role of other professionals
- Attending relevant meetings as required
- Participating in training and other learning activities and performance development as required
- Assisting with the supervision of pupils out of lesson times, including before and after school and at lunchtimes as required
- Accompanying teaching staff and pupils on visits, trips and out of school activities as required

This job description does not form part of the contract of employment. It describes the way in which the post holder is expected and required to perform and complete the particular duties as set out above and will be reviewed on an annual basis (or as need arises) and following consultation with you, may be changed to reflect changes in the job requirements.

## Person Specification

<b>Essential</b>	<b>Assessed through</b>
Good English and Maths Skills	Application/interview
Basic understanding of child development and learning	Application/interview
Care about the wellbeing of all children; understanding and commitment to safeguarding and equality	Application/interview
Willingness to go the extra mile to secure high levels of pupil performance and engagement	Interview
Good interpersonal skills	Interview/references
Good ICT skills	Application/references
Ability to be flexible and use own initiative	Interview
Ability to relate well to children and adults	Application/references
A genuine love of supporting children with learning and ability to build rapport with children	Interview
Commitment to further professional development and learning	Application/references
A sense of humour	References/interview
Excellent relationships with colleagues and ability to work within a team	References
Maintaining a professional and confidential approach to information about pupils, families and staff	Interview
<b>Desirable</b>	<b>Assessed through</b>
Evidence of a willingness to contribute to extra-curricular and enrichment programme	Application/references/interview
GCSE Grade C equivalents or above in English and maths	Application
NVQ 2 for Teaching Assistants or equivalent qualifications/experience	Application
Understanding of relevant policies/codes of practice and awareness of relevant legislation	References/interview
A working knowledge of the National Curriculum	Application /references
Prior experience of working in a school setting	Application/References/Interview



## The Application Process

### Application forms:

Application forms and the recruitment pack are available from the Trust website. Please send completed applications to [jobs@elatschools.com](mailto:jobs@elatschools.com)

### Visits:

Visits to our school is welcomed. Please contact us on 01392 259964 to arrange a visit and meet the Headteacher, Alice Purcell.

### Closing Date:

Please send completed applications directly to [jobs@elatschools.com](mailto:jobs@elatschools.com) by **12 noon on Monday 4th July 2022**.

### Shortlisted candidates invited for interview:

Shortlisted candidates will be invited for interview on **Wednesday 6th July 2022**. References will be taken up and proof of identity , birth certificate and qualifications will be required.



## Contact

Ide Primary School


High Street

Ide

Exeter

EX2 9RN

 01392 259964

 [admin@ide.devon.sch.uk](mailto:admin@ide.devon.sch.uk)

 [www.ide.devon.sch.co.uk](http://www.ide.devon.sch.co.uk)

