

Hemlington Hall Academy

Teaching Assistant Level 2 (1:1) and Play Leader Role

Pay Scale: TA2 Grade C (SCP6) (£9,732)

Play Leader Grade A (SCP4) (£2,985)

Contract: 22.50 hours per week (17.08 hours TA2 and 5.42 hours Play Leader). Term Time Only.

Hours of work: Monday to Friday – 8.30am to 1.00pm

Required from December 2023

Fixed term until July 2024

www.hemlingtonhallacademy.co.uk

01642 591171



We are seeking to appoint a suitability qualified, enthusiastic and highly motivated Teaching Assistant to join our inclusive and aspirational team.

We are looking for someone who:

- Understanding of supporting the learning of children with additional needs
- Experience of working with children with Special Educational Needs preferable
- Excellent communication and team working skills
- Excellent organisational skills
- Primary Curriculum understanding, particularly EY / KS1

If this sounds like you and a role that you would enjoy, please look carefully at the following materials and complete the application form.

The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The post is subject to a successful DBS clearance (certificate of disclosure form from the Disclosure and Barring Service). Pre-employment checks including an online and social media search (KCSIE) will be undertaken before an appointment is confirmed.

The post will be based in Hemlington Hall Academy however, the Trust reserves the right to require you to work at other schools within the Trust. As part of Lingfield Education Trust, there are exciting opportunities to work across the Trust and for career progression.

Application packs are available to download from the school website and should be returned accompanied by a letter of application outlining your strengths and educational experiences. All completed applications must be returned via email to the School Business Manager kmcgill@hemlingtonhallacademy.co.uk

Closing Date: Friday 1 December 2023 by 9am

Shortlisting: Friday 1 December 2023

Interviews: Friday 8 December 2023



JOB DESCRIPTION

POST:	Teaching Assistant L2
GRADE:	TA2 Grade C (SCP6)
RESPONSIBLE TO:	Head Teacher
STAFF MANAGED:	None
JOB PURPOSE:	To work under the instruction / guidance of teaching / senior staff to undertake and prepare for work / care / support programmes, to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area.
ACCOUNTABILITIES / MAIN RESPONSIBILITIES	
Support for Pupils	<ul style="list-style-type: none"> • To work with children with a range of Special Educational Needs. • Be aware of, and provide accessible resources for, SEND pupils. • Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities both in class and outdoors. • Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes. • Implement appropriate learning and / or self-help tasks to meet the child's specific needs. • Establish constructive relationships with pupils and interact with them according to individual needs. • Promote the inclusion and acceptance of all pupils. • Encourage pupil to interact with others and engage in activities led by the teacher. • Set challenging and demanding expectations and promote self-esteem and independence. • Provide feedback to pupils in relation to learning, progress and achievement under guidance of the teacher. • Liaise closely with teacher, SENDCo, parent / carers and other professionals to provide support for target child. • To support the development of social skills and relationships with peers in non-structured settings (playtime). • Be flexible in supporting all pupils across the SEND Team, as required.
Support for Curriculum	<ul style="list-style-type: none"> • Ensure that classroom resources and the environment are as accessible as possible for pupils with SEND • Devise resources to support target child in engaging with, and accessing learning, building friendships and managing feelings • Work with Class Teacher to prepare for and undertake structured and agreed learning activities / teaching programmes, adjusting activities according to pupil responses

	<ul style="list-style-type: none"> • Prepare for and undertake programmes linked to / working towards Development Matters EY Assessment and the National Curriculum, recording achievement and progress and feeding back to the teacher • Support the use of I.T. in learning activities and develop pupils' competence and independence in its use • Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use • Encourage target child to engage with learning and class activities and his / her peers with increasing readiness
Support for the School	<ul style="list-style-type: none"> • Be aware of and comply with policies and procedures relating to safeguarding, behaviour, health & safety, confidentiality and data protection, reporting all concerns to an appropriate person • Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop • Contribute to the overall ethos, work and aims of the Academy • Appreciate and support the role of other professionals • Attend and participate in all relevant training, development and meetings as required to fulfil the role • Assist with the supervision of pupils out of lesson times, including before and after school • Carry out a paid 30minute lunchtime (3 x per week minimum TBA) • Accompany teaching staff and pupils on visits and out of school activities as required and take responsibility for a group under the supervision of the teacher.
Safeguarding and Promoting the Welfare of Children/Young People	<ul style="list-style-type: none"> • Be responsible for promoting and safeguarding the welfare of pupils that you are responsible for and come into contact with, reporting concerns as appropriate.
Experience	<ul style="list-style-type: none"> • Working with or caring for children of Primary age, including early years. • Work with children with specific medical, emotional and / or behavioural difficulties • Working with children with additional needs / moderate learning difficulties
Knowledge & Skills	<ul style="list-style-type: none"> • Knowledge of working with children with SEND • Knowledge of effective strategies to support SEND children • Knowledge of effective behaviour management strategies • Effective use of I.T. to support learning • Use of other technological and / or specialist equipment • Understanding of relevant policies, legislation and SEND code of practice • General understanding of EY and National Curriculum and other basic learning programmes/strategies • Good understanding of child development and learning • Ability to self-evaluate individual learning needs and actively seek learning opportunities • Ability to relate well to children and adults and build secure relationships • Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these

Lingfield Education Trust	<ul style="list-style-type: none"> • To comply with wider Trust policies and procedures as well as Health and Safety policies, organisation statements and procedures, report any incidents/accidents/hazards and take a pro-active approach to health and safety matters in order to protect both yourself and others. <p><i>These duties are neither exclusive nor exhaustive, and the post holder will be required to undertake other duties and responsibilities, which the Trust Board may determine.</i></p> <p>PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL SCHOOL POLICIES, INCLUDING THE NO SMOKING POLICY.</p> <p>The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.</p> <p>The post will be based in Hemlington Hall Academy however; the Trust reserves the right to require you to work at other schools in the Trust depending on the needs of the business. As part of Lingfield Education Trust, there are exciting opportunities to work across the Trust and for career progression.</p>
Date of Issue:	November 2023

THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS, INCLUDING A SATISFACTORY ENHANCED DBS CHECK BEFORE AN OFFER OF APPOINTMENT IS CONFIRMED. FOLLOWING APPOINTMENT, THE EMPLOYEE WILL BE SUBJECT TO RE-CHECKING AS REQUIRED FROM TIME TO TIME BY THE SCHOOL.



PERSON SPECIFICATION - Teaching Assistant L2

Essential upon appointment	Desirable on appointment (if not attained, development may be provided for successful candidate)
Qualifications <ul style="list-style-type: none">• NVQ Level 2 Teaching Assistant or equivalent (AF,C)• GCSE Grade C or above in English and Maths (or equivalent) (AF,C)	<ul style="list-style-type: none">• First aid qualification (AF,C)• Additional, relevant CPD / Training (AF,C)• SEND Qualifications (AF,C)• Safeguarding Training (AF,C)
Experience & Knowledge <ul style="list-style-type: none">• Experience of working in a Nursery, primary school and / or specialist setting. (AF,I)• Experience and competence working within, the EY / KS1 Curriculum. (AF,I)• Experience of supporting teaching & learning with additional needs. (AF,I)	<ul style="list-style-type: none">• Experience of implementing and monitoring specific Intervention Programmes. (AF,I)• Experience of Phonics scheme / teaching. (AF,I)• Experience of working with children with additional needs / moderate learning difficulties. (AF,I)
Skills <ul style="list-style-type: none">• Creativity in developing resources to support learners access the curriculum as required. (AF,I)• High standards of Communication, English and Maths. (AF,I)• Ability to create interactive and exciting displays within school. (AF,I)• Excellent behaviour management skills (AF,I)• Effective ability to liaise with all members of the school community. (AF,I)• Ability to work confidently as part of a team. (AF,I)	<ul style="list-style-type: none">• Ability to use iPads / I.T. to support teaching and learning. (AF,I)• Ability to contribute to planning and assessment for individuals / groups. (AF,I)• Team Teach Qualification. (AF,I)

Essential upon appointment	Desirable on appointment (if not attained, development may be provided for successful candidate)
Personal Qualities <ul style="list-style-type: none"> • Excellent attendance, punctuality and health record. (R) • Enthusiasm and confidence (I,R) • Build and sustain effective relationships with children, staff and Parents (AF,I,R) • Patience and understanding (AF,I,R) • Sensitivity and confidence to manage continence needs (AF,I,R) • Willingness to be flexible (AF,I,R) 	

Key – Stage identified	
AF	Application Form
C	Certificates
O	Observation
I	Interview
R	References
D	DBS Disclosure

Issues arising from references will be taken up at interview, all appointments are subject to satisfactory references

Hemlington Hall Academy

Play Leader



Pay Scale: Grade A Scale Point 4 (£2,985 per annum).

Contract: 5.42 hours per week. Term Time Only.

Hours of Work: Monday – Friday 11.55am to 1.00pm

Required from December 2023

Fixed term Contract until July 2024

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01642 591171

Do you have a genuine desire to create something extraordinary for the children in our care? If so, Hemlington Hall Academy may just be looking for you.

Working as a member of the Play Team, you will ensure that all our children have meaningful lunchtime play every day. You will work as a member of the Play Team to create a safe and stimulating outdoor environment providing social, active and creative play experiences for all.

The Play Team are also responsible for ensuring that all our children have a pleasant eating experience at lunch time, whilst maximising the time they can spend outside playing. You will support all our children as they visit the dining hall and are responsible for clearing and cleaning the hall to a state ready for use (e.g. for PE, school assemblies) in the afternoon.

Your practice, ethos and approach to school life will shape the lives of our children, as such, it is key that:

- ✿ You love working with children; being able to forge positive relationships quickly and become a trusted adult during their time in school;
- ✿ You lead by example and will embody our school motto: 'Learning Together';
- ✿ You work well as team; we will all need to support each other across all aspects of the school so you will be happy to work together to make Hemlington Hall Academy an outstanding school.

If this sounds like you and a role that you would relish, please look carefully at the following materials and complete the application form.

The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The post is subject to a successful DBS clearance (certificate of disclosure form from the Disclosure and Barring Service). Pre-employment checks including an online and social media search (KCSIE) will be undertaken before an appointment is confirmed.

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Closing Date: Friday 1 December 2023 by 9am

Shortlisting: Friday 1 December 2023

(If you do not hear on this date, please assume that you were unsuccessful in being shortlisted this time)

Interviews: Friday 8 December 2023 – time TBC

JOB DESCRIPTION

POST:	Play Leader
GRADE:	Grade A Scale Point 4 (£5,551 per annum)
RESPONSIBLE TO:	Head Teacher
STAFF MANAGED:	None
JOB PURPOSE:	<p>To ensure that all our children have meaningful lunchtime play every day.</p> <p>Be responsible for providing social, active and creative play experience for all children and for supporting children in the dining room while they have their lunch.</p>
ACCOUNTABILITIES / MAIN RESPONSIBILITIES	
Main Responsibilities	<ul style="list-style-type: none"> ✿ Work as part of the Play Team to cover all lunchtime tasks daily. This will include sessions outside and also sessions in the dining hall. ✿ Work with the Play Coordinator to ensure all children have access to exciting play opportunities every lunch time. ✿ Facilitate play opportunities and act as an ambassador for play. ✿ Work with the Caretaker, Play Coordinator, and Play Team members to ensure that all our children have a safe site for play. ✿ Coordinate and communicate between play zones and dining hall to ensure all children visit the dining hall and eat their lunch. ✿ Assess play areas for risks daily and communicating/implementing any changes required. ✿ Assist with putting out and packing away of play equipment/kit. ✿ Record and report incidents of note that occur during lunchtime – e.g. site issues, behaviour, first aid. ✿ Assess and deliver first aid to pupils (if trained). Assist with first aid reporting. ✿ Coordinate and communicate with the Play Coordinator, Play colleagues and the Catering Team to ensure that all children visit the dining hall in a scheduled manner, to minimise queuing and maximise play time outside. ✿ Assist children at lunch, e.g. with queuing, getting seated, opening packets, spillages, disputes, clearing plates / cutlery and encourage good eating and social skills. ✿ Clear and clean the hall during service (e.g. spillages, assisting with waste food, trays and cutlery). ✿ Clean, pack down and store all dining hall furniture at the end of lunch. Sweep the floor ready for use in the afternoon. ✿ Offer care, support and advice for children during lunchtime. ✿ Contribute ideas and suggestions to improve the team practices and performance. ✿ Promote and safeguard the safety and welfare of children in accordance with school child protection and behaviour management policies.

	<ul style="list-style-type: none"> Support and uphold Hemlington Hall's values system and school rules and reward pupils with verbal praise for positive attitudes and behaviours. Attend periodic team meetings and/or training for professional development. Assist with training new team members.
Communication	<ul style="list-style-type: none"> Establish constructive and respectful relationships with children and staff.
Sharing Information	<ul style="list-style-type: none"> Pay due regard to professional boundaries, maintaining appropriate levels of confidentiality. Participate in staff meetings. Share information about pupils with teachers and other professionals as required.
Safeguarding and Promoting the Welfare of Children/Young People	<ul style="list-style-type: none"> Assist pupils with personal hygiene and welfare, including physical and medical needs, whilst encouraging independence. Be responsible for promoting and safeguarding the welfare of pupils that you are responsible for and come into contact with, reporting concerns as appropriate.
Administration/Other	<ul style="list-style-type: none"> Participate in training and appraisal.
Data Protection	<ul style="list-style-type: none"> To comply with Lingfield Education Trust's policies and supporting documentation in relation to GDPR - this includes Data Protection, Information Security and Confidentiality
Health & Safety	<ul style="list-style-type: none"> Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure. Work with colleagues and others to maintain health, safety and welfare within the working environment.
Equalities	<ul style="list-style-type: none"> Promote inclusion and acceptance of all pupils. Ensure services are delivered in accordance with the aims of the Equality Policy Statement. Develop own and team members understanding of equality issues.
Lingfield Education Trust	<ul style="list-style-type: none"> To comply with wider Trust policies and procedures as well as Health and Safety policies, organisation statements and procedures, report any incidents/accidents/hazards and take a pro-active approach to health and safety matters in order to protect both yourself and others. <p><i>These duties are neither exclusive nor exhaustive, and the post holder will be required to undertake other duties and responsibilities, which the Trust Board may determine.</i></p> <p>PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL SCHOOL POLICIES, INCLUDING THE NO SMOKING POLICY.</p> <p>The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.</p>

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PERSON SPECIFICATION - Play Leader

Essential upon appointment	Desirable on appointment (if not attained, development may be provided for successful candidate)
Knowledge <ul style="list-style-type: none">• Previous experience of play work or working with children (AF, I, R)• Understanding of individual children and young peoples' needs (AF, I)• An understanding that children/Young people have differing needs and knowledge of inclusive practice (AF, I, R)	<ul style="list-style-type: none">• Knowledge of Behaviour Management techniques (AF, R, I)• Knowledge of Playworks Principles (AF, I)• Knowledge of Child Protection and Health & Safety legislations and procedures (AF, R, I)
Experience <ul style="list-style-type: none">• Experience of working with children (AF, I, R)	<ul style="list-style-type: none">• Experience of delivering evidence based interventions that accelerate learning (AF, R, I)• Experience in a relevant specialism e.g. Art/Music/Sport (AF, R, I)
Occupational Skills <ul style="list-style-type: none">• Demonstrable ICT skills and ability to use them as part of the learning process, or, the ability to develop ICT skills in a reasonable timeframe (AF, R)• Good written and verbal communication skills: able to communicate effectively and build good relationships with all teachers, children, young people, families and carers (AF, I, R, T)	
Qualifications <ul style="list-style-type: none">• Grade C English and maths at GCSE or equivalent (AF,C)	<ul style="list-style-type: none">• Paediatric First Aid Training (AF, C)
Personal Qualities <ul style="list-style-type: none">• Demonstrable interpersonal skills (I, R)• Ability to work successfully in a team (AF, I, R)• Able to exercise discretion and judgement (AF, I, R)	<ul style="list-style-type: none">• Creativity (AF, T, I)

Essential upon appointment	Desirable on appointment (if not attained, development may be provided for successful candidate)
<ul style="list-style-type: none"> Confidentiality (AF, I, R) Flexibility (AF, I, R) 	
Other Requirements <ul style="list-style-type: none"> To be committed to the school's policies and ethos (AF, I, T) To be committed to Continuing Professional Development (AF, I, R) Motivation to work with children and young people (AF, R, I) Ability to form and maintain appropriate relationships and personal boundaries with children and young people (AF, R, I) Emotional resilience in working with challenging behaviours and attitudes (AF, R, I) Ability to use authority and maintaining discipline (AF, R, I) Enhanced DBS (D) The ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post (I) 	

Key – Stage identified	
AF	Application Form
C	Certificates
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T	Task
R	References
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Issues arising from references will be taken up at interview, all appointments are subject to satisfactory reference