

BARDFIELD ACADEMY - TEACHING / MIDDAY ASSISTANT

Contract:	Permanent
Hours:	31 hours 40 minutes (Monday to Friday)
Working weeks:	38 working weeks - term time only
Salary:	Scale 3, Points 5 to 6 dependant on qualifications and experience £17,311.60 – 17,592.86 (actual salary)
Application Closes:	Monday 22 nd April 2024

At **Bardfield Academy**, we prioritize creating a nurturing educational environment where safety, security, and happiness are paramount. Our guiding ethos, 'Striving to Achieve, Together we'll Succeed!', underscores our commitment to collective growth and success. We are part of the South Essex Academy Trust (SEAT), a dynamic network of schools that champion collaboration and mutual support. SEAT is a multi-academy trust comprising a family of primary schools that actively work together to achieve the best possible outcomes for children and staff.

We are seeking an enthusiastic Teaching / Midday Assistant to join our dedicated and supportive team. As a Teaching / Midday Assistant, you will play a pivotal role in fostering a nurturing and inclusive learning environment where every child can thrive. Working 31 hours 40 minutes per week; Monday to Thursday 08.15 am to 15.15 pm and Friday 08.15 am to 14.00 pm, term time only.

We would be delighted to hear from you if you have:

- Good literacy and numeracy skills, with GCSE English and Maths grades A-C (4 and above).
- An NVQ Level 2 in learning support or early years, or equivalent qualification or experience.
- Proven experience working with children in a school or early year setting.
- Excellent written and verbal communication skills, enabling you to effectively interact with both children and adults.
- The ability to overcome communication barriers and build rapport with individuals from diverse backgrounds.
- An understanding of the importance of social and emotional well-being and a commitment to nurturing a supportive and inclusive learning environment.
- Adaptability to work within a small, specialised team supporting children with diverse needs.
- Effective organisational and interpersonal skills, enabling you to manage tasks efficiently and collaborate effectively with colleagues.
- The ability to work independently and take initiative, taking pride in your work and consistently seeking opportunities to contribute to the team's success.
- The ability to remain calm under pressure and maintain composure in challenging situations.
- A willingness to embrace continuous learning and professional development, actively seeking opportunities to enhance your skills and knowledge.

What We Offer You:

- The opportunity to join a growing Multi-Academy Trust of primary schools that collaborate closely for the benefit of all.
- Access to the "Leadership Academy," which provides high-quality professional development opportunities to all staff, empowering you to grow and excel in your role.
- The chance to work alongside a dynamic and collaborative team of classroom support, teachers, leaders, and a central team dedicated to the success of all pupils and staff alike.
- An additional holiday in October, resulting in a two-week break, enabled by an early close on every Friday, which is utilised for continuous professional development (CPD).
- The privilege of working with engaged and enthusiastic pupils who are proud to belong to our school and enjoy learning in a stimulating environment.
- A comprehensive Employee Assistance Programme available to all employees, providing you with the support you need whenever you need it.

Take the Next Step:

Visits to our school are warmly welcomed and encouraged. Please contact the office team directly at 01268 553488, to schedule an appointment. We hope to meet you.

We encourage you to submit your application at your earliest convenience as we reserve the right to close this job opportunity early.

Bardfield Academy is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. We follow safer recruitment practice and appointments are subject to satisfactory DBS certification and references.

As part of the South Essex Academy Trust we are an equal opportunities employer.

How to apply:

Click the following link to access our application form: [Career Opportunities – South Essex Academy Trust \(seacademytrust.co.uk\)](https://seacademytrust.co.uk). Once completed please send to Sarah O'Donnell, Recruitment Consultant/Administrator at recruitment@seacademytrust.co.uk along with your Recruitment Monitoring Information form.

Please take care to complete the application in full as incomplete applications will not be considered.

JOB DESCRIPTION & PERSON SPECIFICATION BELOW

JOB DESCRIPTION

Job Title	Teaching Assistant & Midday Assistant
Grade	Scale 3
Reports to	Headteacher, Deputy Headteacher, Assistant Headteacher, SENCO, Senior Midday Supervisor
Liaison with	Teaching staff, support staff, Headteacher, pupils.
Job Purpose (Teaching Assistant)	To work in partnership with class teachers to support learning in line with the national curriculum, codes of practice and school policies and procedures.
Principal Accountabilities	<ul style="list-style-type: none"> Working with individuals or small groups of pupils under the direction of teaching staff. Implement planned learning activities / teaching programmes as agreed with the teacher adjusting activities according to pupils' responses as appropriate.
Duties	<ul style="list-style-type: none"> Establish positive relationships with pupils supported. Support pupils with activities which support literacy and numeracy skills. Support the use of ICT in the classroom and develop pupils' competence and independence in its use. Promote positive pupil behaviour in line with school policies and help keep pupils on task. Interact with, and support pupils, according to individual needs and skills. Promote the inclusion and acceptance of pupils with special needs within the classroom ensuring access to lessons and their content through appropriate clarification, explanation and resources. Participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress and behaviour. Monitor and record pupil activities as appropriate writing records and reports as required. Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher. To support learning by arranging / providing resources for lessons / activities under the direction of the teacher. To attend to pupils' personal needs including help with social, welfare and health matters, including minor first aid. To assist with the preparation, maintenance and control of stocks of materials and resources. Assist with implementing EHCP targets and one plans Liaise with other staff and provide information about pupils as appropriate. To assist with the display and presentation of pupils' work. To supervise pupils for limited and specified periods including break-times when the postholder should facilitate games and activities. To assist with escorting pupils on educational visits.
Job Title	Midday Assistant
Job Purpose (Midday Assistant)	Acting as part of a team, to take care and control of all the pupils on the school premises during the midday break between the morning and afternoon teaching sessions.

<p>Principal Accountabilities</p>	<ul style="list-style-type: none"> • To maintain the safety, welfare and good conduct of the pupils during the midday break.
<p>Duties</p>	<ul style="list-style-type: none"> • To assist pupils in selecting their meal and sitting in an appropriate place in the dining hall. • To assist pupils with eating their meal if applicable. • To clear tables when meals are finished and clear up any associated spillages. • To enforce the necessary sanctions for maintaining good order. • To administer basic first aid as required. • To keep daily records of first aid administered, behaviour and sanctions employed, together with any other relevant records that may be needed. • To provide pastoral care, guidance and routine advice to pupils as appropriate. • Where necessary and appropriate to lead games and activities with the pupils. • To alert Senior Midday Assistant and / or the Headteacher of any concerns regarding an individual pupil or group of pupils.
<p>General</p>	<ul style="list-style-type: none"> • To understand and apply school policies in relation to health, safety and welfare. • Attend relevant training and take responsibility for own development. • Attend relevant school meetings as required. • To respect confidentiality at all times. • To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with Line Manager. • To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace. • Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy. • The Trust Board is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. <p>The duties above are neither exclusive nor exhaustive and the postholder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.</p>

PERSON SPECIFICATION

1. Qualifications and Experience	Essential	Desirable
Successful experience working with children in a school/early years environment (A &I)		✓
Educated to NVQ Level 2 in learning support / early years, NNEB or equivalent qualification / experience (A &I)		✓
GCSE Grade C and above (or 4 and above) in English and Maths. (A)	✓	
Basic knowledge of First Aid (A)		✓
Good reading and writing skills (A &I)	✓	
Good numeracy skills (A &I)	✓	
Knowledge of basic ICT to support learning (A &I)	✓	
2. Communication	Essential	Desirable
Ability to write basic reports (A &I)	✓	
Ability to use clear language to communicate information unambiguously (I)	✓	
Ability to listen effectively (I)	✓	
Overcome communication barriers with children and adults (I)	✓	
Consult with children and their families and carers and other adults (I)	✓	
3. Working with children	Essential	Desirable
Understand and implement the school's behaviour management policy (A&I)	✓	
Ability to understand and support children with developmental difficulty or disability (I)	✓	
Good understanding of the school curriculum (A&I)	✓	
Knowledge of literacy/numeracy strategies (A&I)	✓	
Good understanding of the general aspect of child development (A&I)	✓	
Ability to assess progress and performance (A&I)	✓	
Understand and support the importance of physical and emotional wellbeing (A&I)	✓	
4. Working with Others	Essential	Desirable
Understand the role of others working in and with the school (A&I)	✓	
Understand and value the role of parents and carers in supporting children (A&I)	✓	

Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults (A &I)	✓	
Ability to work effectively with a range of adults (A &I)	✓	
Ability to follow instructions accurately (A &I)	✓	
Know when, how and with whom to share information (A &I)	✓	
5. Responsibilities	Essential	Desirable
Good organisational skills (A&I)	✓	
Ability to remain calm under pressure (A&I)	✓	
Ability to support the work of volunteers and other teaching assistants in the classroom (A&I)	✓	
Ability to manage own time effectively (A&I)	✓	
Demonstrate creativity and an ability to resolve routine problems independently (A&I)	✓	
6. General	Essential	Desirable
Awareness of and commitment to equality (I)	✓	
Basic understanding of Health & Safety (I)	✓	
Understand and implement child protection procedures (I)	✓	
Understand procedures and legislation relating to confidentiality (I)	✓	
Be prepared to develop and learn in the role (I)	✓	