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|-------------------|--------------------|----------------|-------------|-----------------------|--|
| <b>Job title:</b> | Teaching Assistant | <b>Salary:</b> | Competitive | <b>Contract term:</b> | Permanent<br>Term Time Only (TTO)<br>40 hours per week |
|-------------------|--------------------|----------------|-------------|-----------------------|--|

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|------------------------|--------------------------|-------------------------|-----|
| <b>Responsible to:</b> | Assistant Vice Principal | <b>Responsible for:</b> | N/A |
|------------------------|--------------------------|-------------------------|-----|

| <b><u>Mossbourne Federation</u></b>  |
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| <p>The Mossbourne Federation is the realisation of Sir Clive Bourne’s dream to provide the children of Hackney with an outstanding education. Over the last twelve years the Federation has nurtured Sir Clive’s dream by fostering kind, courteous, hard-working and well-rounded learners by providing an outstanding education based on the core values of ‘Excellence’, ‘No Excuses’ and ‘Unity’. Through upholding these core values, Mossbourne will be the first academy federation whose schools are without exception, exceptional.</p> <p>The Federation’s calm working atmosphere creates well-rounded individuals who excel in the arts, on the sporting field and academically. All learners, regardless of ability, benefit from the innovative and enlightened approaches to teaching and learning within The Mossbourne Federation.</p> <p>The Mossbourne Federation comprises four academies: Mossbourne Community Academy (secondary and which includes The Mossbourne Federation Sixth Form), Mossbourne Victoria Park Academy (secondary), Mossbourne Parkside Academy (primary) and Mossbourne Riverside Academy (primary).</p> |

| <b><u>Mossbourne Parkside Academy</u></b>  |
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| <p>At Mossbourne Parkside Academy (MPA) we continue to build on The Mossbourne Federation ethos of exceptional education for all of our pupils. With learning at the heart of everything we do, MPA continues to raise expectations and achievement in Hackney and its neighbouring boroughs with the belief that all pupils can fulfil their true potential. Our pupils receive great lessons and enjoy a vibrant curriculum. Our outstanding teaching staff provide pupils with a happy and caring learning environment and have high expectations for behaviour and manners throughout the academy.</p> |

| <b><u>Teaching Assistant Role</u></b>  |
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| <p>The successful applicant will be passionate about education. They will be well organised and willing to go the ‘extra mile’ and will be focussed on the attainment of all pupils. To support and ensure the general care and welfare of all the children in the academy and to assist the teachers in the education process supporting children in their learning and the daily routine of the class.</p> <p>This post is complimentary to that of the teacher, working in partnership to help further the aims of the academy. You will be required to carry out a wide variety of tasks under the direction and supervision of the teaching staff. These tasks will include assisting and supporting teachers in their professional duties and supervising children’s work and play activities.</p> |

**Key Accountabilities**

The successful applicant will be responsible for the following, however this may vary from time to time according to the needs of the academy:

- Maintaining the care and wellbeing of all children in the academy;
- Ensuring the health and safety of all pupils in the classroom and throughout the academy in accordance with the academy’s policy;
- Support the teaching staff with children’s learning (and play activities), working with groups / individual children on tasks as directed by the class teacher;
- Assisting with the preparation and arrangement of teaching and practical areas;
- Preparing visual aids / mount work for displays / photocopy materials;
- Encouraging children to meet the standards of behaviour set out in the academy ‘s policy;
- Supervising children using the cloakroom, toilet facilities and the supervision of children with staff at playtime;
- Administering first aid and prescribed medicines to children as necessary and when qualified;
- Maintaining records of injuries and names of children receiving regular medication upon request of the Associate Vice Principal/SENDCo;
- Inform parents / emergency contacts as necessary and as instructed by the Principal;
- Assisting with preparation for academy visits and the supervision of children on such visits;
- Assisting with the maintenance / monitoring / ordering of stock;
- Assisting with the maintenance of the resources library and curriculum areas as appropriate;
- Attend courses / training sessions in order to support individual professional development of the academy;
- You may be asked to assist with concerts, fetes, photographer etc. and
- You may be asked to work towards a current First Aid Certificate.

The successful applicant will contribute to the academy’s objectives in service delivery by:

- Enactment of Health and Safety requirements and initiatives as directed;
- Ensuring compliance with Data Protection legislation;
- At all times operating within the academy’s Equal Opportunities framework;
- Commitment and contribution to improving standards for pupils as appropriate;
- Acknowledging Customer Care and Quality initiatives and
- Contributing to the maintenance of a caring and stimulating environment for pupils.

| <b><u>Person Specification</u></b>            |   |                            |                         |                      |
|---|---|----------------------------|-------------------------|----------------------|
| <b>Essential [E]<br/>or Desirable<br/>[D]</b> | <b>Requirements</b>   | <b>Assessment Criteria</b> |                         |                      |
|   |   | <b>Interview</b>           | <b>Application form</b> | <b>Task (lesson)</b> |
| <b>Experience</b>                             |   |                            |                         |                      |
| <b>D</b>                                      | <ul style="list-style-type: none"> <li>• Experience of working with children with complex and special needs</li> </ul>  | ✓                          | ✓                       |                      |
| <b>D</b>                                      | <ul style="list-style-type: none"> <li>• Experience of support work in an inner-city, multicultural academy</li> </ul>  | ✓                          | ✓                       |                      |
| <b>E</b>                                      | <ul style="list-style-type: none"> <li>• Experience of working on a one to one basis with children with specific needs under the direction of qualified teachers</li> </ul> | ✓                          | ✓                       |                      |

|                                 |  |   |   |   |
|---------------------------------|--|---|---|---|
| <b>E</b>                        | <ul style="list-style-type: none"> <li>Experience of helping to deliver teaching programmes under the direction of qualified teachers to small groups of children</li> </ul> | ✓ | ✓ |   |
| <b>D</b>                        | <ul style="list-style-type: none"> <li>Experience of monitoring children's achievement</li> </ul>  | ✓ | ✓ |   |
| <b>E</b>                        | <ul style="list-style-type: none"> <li>Knowledge, understanding and commitment to equal opportunities</li> </ul>   | ✓ | ✓ |   |
| <b>D</b>                        | <ul style="list-style-type: none"> <li>Knowledge of issues relating to underachievement of children</li> </ul>   | ✓ | ✓ |   |
| <b>D</b>                        | <ul style="list-style-type: none"> <li>Knowledge of strategies to support children with complex and special educational needs</li> </ul>                                     | ✓ | ✓ |   |
| <b>E</b>                        | <ul style="list-style-type: none"> <li>An awareness of strategies for managing pupils with challenging behaviour</li> </ul>  | ✓ |   | ✓ |
| <b>D</b>                        | <ul style="list-style-type: none"> <li>Knowledge of strategies to engage reluctant or underachieving learners</li> </ul>   | ✓ | ✓ |   |
| <b>D</b>                        | <ul style="list-style-type: none"> <li>Knowledge of strategies to support children in acquiring the English Language</li> </ul>  | ✓ | ✓ |   |
| <b>E</b>                        | <ul style="list-style-type: none"> <li>Ability to use classroom materials and equipment</li> </ul>   | ✓ | ✓ | ✓ |
| <b>Qualifications</b>           |  |   |   |   |
| <b>D</b>                        | <ul style="list-style-type: none"> <li>A recognised qualification in child development/Early Years/Numeracy and Literacy/Special Education Needs</li> </ul>                  |   | ✓ |   |
| <b>D</b>                        | <ul style="list-style-type: none"> <li>To hold a recognised qualification in First Aid</li> </ul>  |   | ✓ |   |
| <b>IT knowledge</b>             |  |   |   |   |
| <b>D</b>                        | <ul style="list-style-type: none"> <li>Good knowledge of the Microsoft package (Word, Excel, Outlook, Publisher, Power Point)</li> </ul>                                     |   | ✓ |   |
| <b>E</b>                        | <ul style="list-style-type: none"> <li>Ability to swiftly adapt to and utilise new/various systems/software</li> </ul>   |   | ✓ |   |
| <b>Behavioural Competencies</b> |  |   |   |   |
| <b>E</b>                        | <ul style="list-style-type: none"> <li>To be able to demonstrate good literacy and numeracy ability</li> </ul>   |   | ✓ | ✓ |
| <b>E</b>                        | <ul style="list-style-type: none"> <li>Excellent communication, planning and organisational skills</li> </ul>  |   | ✓ | ✓ |
| <b>E</b>                        | <ul style="list-style-type: none"> <li>Ability to use initiatives under direction of Leader of Learning and/or class teacher</li> </ul>                                      | ✓ | ✓ |   |
| <b>E</b>                        | <ul style="list-style-type: none"> <li>Ability to develop and maintain good working relationships with the whole academy community</li> </ul>                                | ✓ | ✓ |   |
| <b>E</b>                        | <ul style="list-style-type: none"> <li>Ability to work as part of a team</li> </ul>  | ✓ | ✓ |   |
| <b>E</b>                        | <ul style="list-style-type: none"> <li>Ability to be flexible and positive</li> </ul>  | ✓ |   |   |
| <b>E</b>                        | <ul style="list-style-type: none"> <li>Genuine interest in the education of young people and ability to contribute</li> </ul>  | ✓ | ✓ |   |

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|                                | more widely to the life and community of the Federation  |   |   |   |
| E                              | <ul style="list-style-type: none"> <li>Ability to show initiative and respond to situations appropriately including those involving learning or incidences of behaviour</li> </ul>   | ✓ |   |   |
| <b>Applicable to all staff</b> |  |   |   |   |
| E                              | <ul style="list-style-type: none"> <li>Undertake training as required to so in order to fulfil the requirements of the role</li> </ul>   | ✓ | ✓ | ✓ |
| E                              | <ul style="list-style-type: none"> <li>Support Mossbourne's efforts both verbally and non-verbally (i.e. via actions and attitude), including adjusting performance and practice in accordance with Mossbourne's initiatives and findings</li> </ul> | ✓ | ✓ | ✓ |
| E                              | <ul style="list-style-type: none"> <li>Recognise your role as part of the succession of Mossbourne</li> </ul>  | ✓ | ✓ | ✓ |
| E                              | <ul style="list-style-type: none"> <li>Play an active role in terms of Safeguarding all students and adults</li> </ul>   | ✓ | ✓ | ✓ |

***Mossbourne Federation reserves the right to modify the above contents in order to ensure the needs of the Federation and the students are being met. The above list is not a comprehensive list; it simply outlines the expectations for this role. Mossbourne Federation provides equal employment opportunities to all employment applicants and employees without regard to race, colour, religion, gender, sexual orientation, national origin, age, disability or status. This post is subject to an enhanced DBS disclosure. The post holder must be committed to safeguarding the welfare of children.***