

# Fowey River Academy

Windmill - Fowey - Cornwall - PL231HE

Headteacher: Ben Eddy - B Ed (Hons)



## Part Time Teaching Assistant or HLTA

**APPLICATION PACK**



## Welcome

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Dear Applicant,

Thank you for your interest in this post. We hope that this letter and the attached information helps you to understand that we are working hard to make our academy stand out from the crowd; we intend to become a school of choice in the local area.

To achieve this, Fowey River Academy is evolving fast and we are coming to the end of a £4.6million refurbishment of the school, funded by the DfE, to make our facilities even more outstanding.

We are part of the Leading Edge Academies Partnership Multi Academy Trust. You will be working for an employer who is absolutely committed to developing talent in staff, innovating curriculum delivery and ensuring that students soar and thrive. You are encouraged to view the MATs website, [www.leadingedgeacademies.org](http://www.leadingedgeacademies.org).

We firmly believe in the idea that everyone is capable of excellence - the first attempt at something is just that, a first attempt. We believe that failure only occurs when you stop trying or there are insurmountable barriers.

We are all empowered to make a difference in terms of the academy's ability to address its core purpose. We encourage creative thinking to challenge and inspire both students and staff alike.

If this excites you and you want to work hard with us, then we would love to hear from you.

Yours faithfully



Ben Eddy  
Headteacher

## Notes to Applicant

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Dear Applicant,

### Application

If you wish to apply, please either email your application to Claire Grist, PA to the Headteacher at [cgrist@fracademy.org](mailto:cgrist@fracademy.org) (copies of all the details are available online on our website under the 'Vacancies' section), or post your completed application form to the address below, together with a covering letter, clearly demonstrating your suitability for the role. Where possible, please also provide email addresses for your referees.

### Closing Date

Please ensure your application arrives before the closing date/time and that the post for which you are applying has been stated clearly on the application form. Applications received after the closing date will not be accepted.

### Interview

Interviews for the post will take place shortly after the closing date or as stipulated on the advertisement above. Please assume that if you have not heard from us within 2 weeks of the closing date that, unfortunately on this occasion, your application has not been successful.

Fowey River Academy is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment.

The successful applicant will be required to undertake an Enhanced DBS Disclosure.

Fowey River Academy  
Windmill  
Fowey  
PL23 1HE

Phone: 01726 833484

Web: [www.fracademy.org](http://www.fracademy.org)

## Job Description

<b>Post Title:</b>	Teaching Assistant or HLTA
<b>Purpose:</b>	To take a pro-active role in the support of the educational, social and physical needs of pupils; to support the curriculum and the School through the provision of a high level of assistance in the practical organisation of class activities, undertaking group work and ensuring the welfare and development of pupils.
<b>Reporting to:</b>	SENDCO
<b>Liaising with:</b>	All academy staff
<b>Working time:</b>	2 days per week Term-time only plus 5 INSET days
<b>Salary/Grade:</b>	£23,467.00 pro-rata / E Grade
<b>Disclosure level:</b>	Enhanced

### MAIN DUTIES

- To assist individuals and groups of children in developing knowledge, skills and attitudes as defined by the curriculum. To take into account the learning support involved to aid the children to learn as effectively as possible.
- To establish supportive relationships with the pupil/s concerned and to encourage acceptance and inclusion of all pupils.
- To encourage social integration and individual development of pupils. To develop methods of promoting and reinforcing pupils' self-esteem.
- To assist in preparing, using and maintaining relevant teaching resources, including wall displays and cleaning up classrooms after activities. To ensure that basic classroom materials are available for use.
- To accompany children on educational visits and outings.
- To assess, monitor and record children's progress, health, behaviour and general wellbeing. To feedback any information (including concerns) regarding the well-being and educational needs of children to the teacher or SENDCO as appropriate.
- To be aware of confidential issues linked to home/pupil/teacher/school work and to ensure the confidentiality of such sensitive information.
- To supervise an individual or small group of children within a class under the overall control of the teacher.
- To carry out administrative tasks associated with all of the above duties as directed by the teacher.
- To remain aware and work within all relevant school working practices, policies and procedures.
- The post holder is responsible for his/her own self-development on a continuous basis.
- To maintain confidentiality of information acquired in the course of undertaking duties for the department.

## Person Specification

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
Relevant Experience	<ul style="list-style-type: none"> <li>• Previous experience of working with children.</li> </ul>	Previous experience of working with children within a classroom environment or similar.	Application form. Interview.
Education & Training	<ul style="list-style-type: none"> <li>• Good levels of literacy and numeracy.</li> <li>• Attainment of 4 GCSE qualifications (or equivalent), or able to demonstrate equivalent knowledge, skills and aptitude.</li> </ul>		Application form. Interview.
Special Knowledge & Skills	<ul style="list-style-type: none"> <li>• Organisational skills.</li> <li>• Good communication skills.</li> </ul>	Knowledge of issues relevant to education and child development	Interview.
Any Additional Factors	<ul style="list-style-type: none"> <li>• Able to prioritise between different demands and use initiative.</li> <li>• Ability to work to deadlines.</li> <li>• Self-motivated, and able to work in a team.</li> <li>• An interest in children and education.</li> <li>• Patient and friendly approach.</li> </ul>	Able to work without supervision.	Interview.