

# CRANBERRY ACADEMY

## JOB DESCRIPTION



### Position: Foundation Stage Teaching and Learning Support Assistant

<b>Dates:</b>	Closing Date 2nd July 2018
<b>Grade:</b>	Level 3
<b>Salary:</b>	£16,863 - £17,391 (Pro-Rata)
<b>Location:</b>	Cranberry Academy
<b>Contract Type:</b>	Permanent
<b>Contract Term:</b>	30 Hours - Term Time Only
<b>Hours/Work patterns if Part Time</b>	

#### Job Purpose:

The St Bart's Multi-Academy Trust, in partnership with Governors, staff and children are seeking to appoint a Teaching and Learning Support Assistant for our Early Years Foundation Stage setting. We are looking for someone who has excellent inter-personal skills and who is able to work as part of our team.

#### Key Duties / Responsibilities:

An interest/experience across the primary age range would be also be an advantage. The post would be best suited to someone who can offer:

- Skills to support and deliver learning programmes for delegated whole class activities and individual/groups of children.
- Input into the planning and evaluation of learning activities for individuals and groups of pupils.
- An imaginative and creative approach to working with children
- Good communication skills to liaise with parents/carers and teaching staff to ensure the well-being of the children.

#### We offer:

- a supportive, energetic and dedicated team who are determined to make rapid progress and high achievement a reality for all our children.

#### Closing date:

Closing date for applications is **Monday 2nd July 2018**

#### Interviews:

Interviews will take place on **Wednesday 11th July 2018**

Cranberry Academy is an equal opportunities employer. We welcome applications from all members of the community, regardless of gender, age, marital status, disability, ethnicity, religion, belief or sexual orientation.

Cranberry Academy is committed to the safeguarding and welfare of children and young people and expects all its employees to share this commitment. This post is exempt under the 'Rehabilitation of Young Offenders Act 1974' and the successful applicant will be subject to an enhanced check by the Disclosure and Barring Service (DBS).

Visits to the school are encouraged.

Application packs are available from:

Cranberry Academy web-site: [www.cranberryacademy.co.uk](http://www.cranberryacademy.co.uk)

St. Bart's Academy Trust web-site: [www.sbmat.org](http://www.sbmat.org)

Stoke-on-Trent job vacancy web-site

## Contact Details:

Applications to be returned to:

[admin@cranberryacademy.co.uk](mailto:admin@cranberryacademy.co.uk) – F.A.O. Mrs P Prendergast or by post to:

Mrs P Prendergast,  
Cranberry Academy,  
Cranberry Lane,  
Alsager, Cheshire  
ST7 2LE

## PERSON SPECIFICATION

CRITERIA	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
<b>Qualifications and Experience</b>	<p>A qualification in childcare or educational support NVQ2 or equivalent</p> <p>Experience of working closely with a class teacher.</p> <p>Working in Foundation Stage and KS1</p>	<p>Experience of working in a similar post</p> <p>First Aid qualification</p> <p>Manual handling training</p>	<p>Application Form</p> <p>Letter of Application</p> <p>Interview</p>
<b>Knowledge and Skills</b>	<p>Respect for confidentiality of information</p> <p>Ability to work as part of a team</p> <p>Ability to work on own initiative</p> <p>Ability to work 1 to 1 with groups of children</p>		<p>We are looking for someone who can work alongside individual groups of pupils to encourage and develop them to the very best of their ability taking advice and support from other professionals.</p>
<b>Commitment To</b>	<p>Reducing barriers to learning</p> <p>Inclusion and inclusive practice</p> <p>Teaching the individual</p> <p>Firm and fair discipline</p>	<p>Excellence in teaching and learning</p> <p>Personal professional development</p>	<p>We want someone with a strong belief in high quality rounded education as a vital part of a child's future</p>
<b>Personal Qualities</b>	<p>Ability to communicate effectively with parents, staff and other members of the school community</p> <p>Ability to build on and develop home school relationships</p> <p>Cooperative and flexible approach to work</p> <p>Enjoys working with people</p> <p>Trustworthy, reliable and punctual</p>	<p>Sense of humour</p> <p>Employs an imaginative and creative approach to working with children</p>	<p>We are looking for a hard-working person to join our team of professionals in delivering a high quality education to our children and facilitating access to the curriculum for those who have difficulties</p>