



APPLICATION PACK

TEACHING ASSISTANT

“Striving to be the best that we can be”

WELCOME TO JERRY CLAY ACADEMY



Jerry Clay Academy is a vibrant one-form entry school, DfE English Hub & National Support School in Wrenthorpe on the outskirts of Wakefield.

There are 211 pupils (ages 4-11) in the school who come mainly from Wrenthorpe. We take pride in our child-centered ethos and strive to provide inspirational, high-quality learning for everyone.



At Jerry Clay Academy, we believe we have the most magical team of children & staff! Our children are keen to learn, well behaved and they really enjoy coming to school. Our parents and carers support the school brilliantly. Community is a very important part of the work which we do! We are a happy, successful and forward-thinking school community set in the heart of Wrenthorpe. Using the local area and locations in Wakefield, nationally & internationally, it is important to us in bringing the curriculum to life and making learning meaningful to children. We are proud of our curriculum both inside and outside of timetabled time.

We have a talented and committed team of staff and Trustees who work together to provide a purposeful and exciting education. Our common aim is to support children's attainment, achievement and emotional wellbeing so that every child finds their own success. Everyone at JCA strives to be the best we can be. As a team, we support one another to realise this ambition.

“Striving to be the best we can be”





We offer a commitment to your professional development as part of the team. Clear systems and structures ensure that there is transparency and good communication throughout the school. Our school motto is "Striving to be the best we can be" and it is expected that all of us demonstrate this, whatever our role in school. Strong networks between schools mean that there is a strong sense of identity and loyalty to the children and community we serve. As part of a new and developing MAT, the successful candidate will be part of this exciting and rapidly developing journey.

On our school website www.jerryclayacademy.wakefield.sch.uk you will find other key information about the school; the curriculum, outcomes and learning policies which will give a broader picture of who we are and if we are the right place for you to grow as a Class Teacher.

We warmly invite you to visit the school before applying to see for yourself what a special place it is.



WELCOME FROM THE CEO OF ACCOMPLISH MAT



Dear Prospective Teaching Assistant,

I would like to thank you for your interest in this post. Vacancies are extremely rare at JCA and this is certainly a fantastic opportunity.

JCA is a fantastic place to be! As a National Support School, English Hub and now the first academy to become part of our new multi academy trust, Accomplish, the plans for Jerry Clay Academy and the future are very exciting!

Having being the Executive Headteacher for 10 years and now our CEO, developing an innovative MAT for our region and beyond, it is my absolute quest to ensure that all adults receive the very best CPD to enable you to be the very best for our children. We have a relentless focus on wanting the best for not only the children, families and staff of Jerry Clay but for the region. We thrive on collaboration as we believe that education is best when we are all learning from each other.

Tony Palin will take over the Headship of JCA in September 2024, having been a long-term employee of Jerry Clay, as Class Teacher & Senior Leader for many years. His passion is to ensure that our children develop as an excellent Jerry Clay learner, get the very best curriculum offer and to ensure staff receive the very best training and professional development to support this quest. Team work and care is at the heart of everything JCA does.

We have a very hard-working, dynamic and caring team of teaching, support, administration & estates, an enthusiastic and supportive local governing board, an excellent team in our English Hub and a strong partnership with parents and carers. This works to provide our children with a fantastic, holistic and academic education of which we are all proud. We are pleased to have a DfE English Hub as part of our trust and as such are passionate about driving English standards in our own academy and that of those in our region.

We welcome applications from teachers who are passionate about collaboration and wanting the very best for every individual child. Ultimately, we are looking for a caring team member who sets high expectations for themselves and their pupils. We, in return, will ensure that you are supported on your professional journey with an excellent CPD programme.

We look forward to reading your application.

Yours sincerely,

Tracy Swinburne,
CEO Accomplish MAT

WELCOME FROM THE HEAD OF SCHOOL



Dear Applicant,

Thank you very much for your interest in becoming a Teaching Assistant at Jerry Clay Academy. I hope you will find this information pack a useful introduction to our school.

Jerry Clay Academy is a school committed to providing the very best education for our children. We are excitedly continuing our journey, as an outstanding school, to inspire and equip our children with a love of learning across a knowledge-rich curriculum. Our team lives by our motto 'to be the best we can be' and it is through strong collaborative working that we strive for excellent standards and expectations of achievement throughout the whole school. Our aim is to provide our children with a wide and rich curriculum which will enable all of our children to be successful in life.

We want the successful applicant to be an excellent practitioner who is passionate about getting the very best out of our pupils. JCA has a strong partnership with parents and the whole community and would like a new Teaching Assistant with a commitment to this too. Accomplish MAT have great passion for developing your personal career journey.

We welcome and encourage academy visits. Please contact the academy office to arrange a suitable date and time. I look forward to meeting you and sharing with you our academy, which we are all incredibly proud of.

Yours sincerely,

Tony Palin

Head of School (From September 2024)

TEACHER ASSISTANT



Would you like to be a part of a passionate, hard-working and forward-thinking team who puts the children at the heart of everything they do?

Job Description	Teacher Assistant
Salary	£23,893, full time equivalent. Term-time only.
Job Type	Flexible (Full Time/Part Time)
Contract Information	Flexible - Term-time only
Contract Term	Permanent
To whom responsible	Head of School
Start Date	September 2024
Apply by	Friday 5th July
Purpose of the Job	To work under the guidance of the Class Teacher to plan and implement an appropriately balanced curriculum whilst providing a caring, safe and welcoming environment for children which will allow each child to develop at their own rate in accordance with the current Curriculum Development Framework Document.

TEACHER ASSISTANT



The role

This is an opportunity for an exceptional professional to join our hard-working, passionate and forward-thinking team.

This role involves assessing children's learning and development and planning for their next steps.

The Person

We are looking for an excellent Teaching Assistant, that enthuses and inspires children. We need someone that recognises and values the role children play in their own learning and development, who works effectively as part of a team and has excellent communication skills.

The successful candidate will match our values and be committed to providing the best possible learning experiences for children so they are able to fulfil their greatest potential.

Why Join us?

There are many reasons to choose our school as a place to continue your career.

- **We are a fast-forward, child-centred team with the support of strong, caring staff and governor network.**
- **We also have the wider support of Accomplish MAT.**
- **We are fully committed to supporting your career and professional growth through a range of development opportunities.**
- **We value our positive, happy and enthusiastic children and recognise the importance that a valued and well-motivated workforce is key in our children's success and the continued success of our school.**

HOW TO APPLY



Visits to the Academy:

Please call our academy office to make an appointment to look around our school.

Application closing date:

Friday 5th July

Interviews will be held:

TBC

1. Please read this information pack carefully. Please use the job description and the job specification to complete your application, which lists the key competencies that we are looking for.
2. Complete the enclosed application form; CVs will not be accepted.
3. Please make sure you address the criteria outlined in the job specification when writing your personal supporting statement.
4. We recommend that you visit our school. To arrange a visit, please call the academy office on 01924 303665
5. Should you have any queries on the application process, please contact Katie Townend - HR & Comms Officer on 01924 303665
6. Completed applications should be sent by email to:
headteacher@jerryclayacademy.wakefield.sch.uk
or by post to: Mr Tony Palin, Head of School, Jerry Clay Academy, Jerry Clay Lane, Wrenthorpe, Wakefield, WF2 0NP
7. References will be sought for shortlisted candidates prior to the interview date. The successful candidate will be required to complete an enhanced DBS check.

KEY DUTIES AND RESPONSIBILITIES



The area of responsibility will be decided following agreement between the interview panel and the candidate on appointment, depending on the candidate's strengths. The job description will be refined to reflect the designated area more closely following appointment, but will not differ significantly from the information below.

- Plan and organise children's learning through appropriate learning experiences.
- Observe, record and assess through interaction, the needs of individual children.
- Monitor and evaluate children's progress.
- Implement and raise awareness of equalities within the establishment.
- To promote personal social emotional development (PSED) through good health, safety and caring practices.
- To provide appropriate learning experiences for children with special educational needs.
- To implement child protection procedures and to support children and families through crisis.
- To participate in school outings, adhering to Health and Safety guidelines.
- To support and develop parental participation and relations with the community.
- To be involved in the purchasing, utilising and maintaining appropriate resources associated with delivering the pre-school curriculum.
- Work co-operatively and effectively within a professional team whilst respecting each person's abilities and aptitudes.
- To work collaboratively with other professionals from a variety of disciplines.
- Contribute to staff meetings relating to all relevant and current topics.
- To be a positive role model.

Accountability

- Accountable for meeting the needs of all children.
- Developing purposeful liaison with parents/carers.
- Liaising and providing information for relevant agencies.
- To adhere to and implement local and national policies.

KEY DUTIES AND RESPONSIBILITIES



Demands

- The ability to respond effectively to children in a stimulating learning environment using a variety of strategies and techniques.
- Participation in both formal and informal staff training activities in order to maintain and update knowledge.
- Lifting and manoeuvring of heavy equipment, which should be undertaken within Health and Safety procedures.
- The job may expose staff to various viruses from Chickenpox to HIV/Hepatitis, which will require compliance with Health and Safety procedures.
- The job may demand certain administrative duties, i.e., collecting money, filling in forms, etc.
- Confidentiality to be respected at all times.
- The job may demand provision of personal and intimate care to be conducted in line with school policy and procedure.

Communications

- The postholder will be required to contribute, as part of a professional team, to reports made available to relevant agencies.

Working Environment

- Postholders will normally be located within a Nursery or Reception setting, working with others to deliver a pre-school curriculum within a caring and stimulating environment under agreed ratios.
- This will include working with small groups of children within the wider school or on outings, working within the framework of Health and Safety guidance to staff.
- In some positions, postholders will fulfil their remit in other settings such as primary schools, special schools, child's home and special group settings.

PERSON SPECIFICATION



ESSENTIAL CRITERIA	
Expertise/Competence/Skills	
1	Knowledge of the individual development needs of young children, particularly between birth and 5
2	Understanding and respect of the central role of parents/carers in the lives of young children.
3	Effective interpersonal and communication skills, especially when dealing with sensitive information
4	Understanding of current pre-school education and childcare provision and procedures.
5	Knowledge of ICT.
6	Appropriate knowledge in First Aid
7	Ability to work independently using own initiative and have good judgement and common sense when dealing with situations
8	Be flexible and willing to work with all age groups within the infant school as required.
9	Interact sensitively with children in groups and individually to promote confidence and self esteem
10	Build, support and work as part of a team.
11	Work effectively in partnership with parents, governors and the wider community

PERSON SPECIFICATION



Qualifications (IT/Academic/Vocational)	
13	NVQ level 2 Or NVQ Level 3 in Children’s Care, Learning & Development Or The Council for Awards Children’s Care and Education (CACHE) Diploma Or The Business and Technical Education Council (BTEC) Diploma in Childcare. Or Diploma for the Children and Young People’s Workforce (Level 3) Or Early Years Professional Status
Specific Qualities	
14	Ability to develop and maintain positive relationships
15	Enjoy playing and interacting with children
16	Commitment to teamwork and supporting others
17	Have a high expectation of attainment and behaviour
18	A good record with regard to punctuality and attendance at work.
DESIRABLE CRITERIA	
Expertise/Competence/Skills	
19	Knowledge of Child protection
20	Knowledge of Data Protection
21	Evidence of working or caring for children
22	Have experience in Early Years and/or knowledge of the curriculum

COME & BE PART OF OUR
JCA DREAM TEAM!

