



**HARLESTON SANCROFT**  
ACADEMY

Headteacher: Mr Rob Connelly BSc. (Hons)  
Primary Phase: 01379 853211  
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Diocese of Norwich  
St Benet's  
Multi Academy Trust

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**Teaching Assistant required for an immediate start.**

**32.5 hours per week, 8:30-3:30pm, term time + 1 week**

**This is a permanent contract.**

**Scale C (SCP 3-4) £22,737-23,114 per annum pro rata (actual salary £17,105-17,389 pa)**

This is an exciting opportunity for the right person to join the primary phase at The Harleston Sancroft Academy. We welcome applications from suitably qualified and experienced teaching assistants as well as those who are in the early stages of their career. This post would be ideal for a graduate interested in teaching and requiring experience in a school before applying for teaching training.

We are looking for someone who is passionate about making a real difference to pupils' chances and supporting them in achieving their potential. The ability to be creative and use imaginative flair to engage pupils, is essential, along with having resilience, drive and high expectations, enabling every child to flourish.

Under the supervision of the class teacher you will play a vital role in the children's education and well-being. The role also includes midday supervision.

We are extremely proud of our ethos and the very positive relationships which exist at our school. The Harleston Sancroft Academy, part of the St Benet's Multi Academy Trust, is an oversubscribed, inclusive and very successful 3-16 Church of England school in South Norfolk where children thrive and achieve very well. Children are supported to flourish and grow with responsibility and resilience. The primary and secondary phases are located approximately half a mile apart.

**You should:**

- Ideally have relevant experience of working with children across the EYFS/KS1/KS2 age range, and in particular with pupils who have Special Educational Needs. However, if you feel you have transferable skills and are looking for a new challenge then please tell us these in the personal statement of your application.
- Have good literacy and numeracy skills, and a relevant qualification (Level 2 minimum)
- Be able to establish positive and supportive relations with all pupils and their parents and carers
- Be able to use your initiative to support learning

- Be able to work with flexibility, autonomy and as part of a team
- Have energy, drive and enthusiasm

**We offer:**

- A great working relationship with staff and students
- An extensive 'in house' CPD programme
- The support of an informed and active Local Governing Committee and Trust
- A very supportive and encouraging Senior Leadership Team
- Close collaboration throughout the Trust
- An opportunity to work in a good location where the cost of housing is attractive

References may be requested prior to interview and may be contacted on receipt of your application form. Please contact us to discuss this further if you have any queries.

Visits to the school are warmly welcomed. Please contact the school office to book an appointment or speak with the Head of School (Mrs Price) or Assistant Headteacher (Mrs Botwright).

This post will come under the requirements of the Childcare (Disqualification) 2009 Regulations and the successful applicant will be required to complete a declaration form to establish whether they are disqualified under these regulations.

**Culture and ethos:**

- Proactively promote and demonstrate the Diocese's vision and values in all aspects of work
- Challenge, motivate and empower others to set high aspirations and attain ambitious outcomes
- Treat everyone as a valued individual who is loved by God
- Promote and demonstrate a culture of continuous improvement which includes keeping abreast of educational developments and best management practice
- Work collaboratively developing the concept of family across the Trusts and their academies
- Ensure regular open and honest communication in all professional duties
- Recognise the importance of serving the wider community and promoting inclusivity.
- Undertake such other reasonable duties as may be required from time to time as are consistent with the responsibilities of the grade.

The duties and responsibilities highlighted in this job specification are indicative and may vary over time. Postholders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.

**Safeguarding**

The safety and well-being of children is central to our ethos, and we expect all staff and volunteers to share this commitment. Successful applicants will be required to provide references and undertake the Independent Safeguarding Authority checks including an enhanced Disclosure and Barring Service (DBS) check and comply with the Safeguarding Policy and child protection practices of the Trust.

## **Equalities**

The Diocese of Norwich Education Services Company (DONESC) has a strong commitment to achieving equality of opportunity in its academies and in the employment of people. The post holder will ensure that the DONESC meets its statutory obligations in relation to all aspects of equalities legislation. This post involves regular travel around the Diocese and maybe some evening and weekend work. This job description is not an exhaustive document. It reflects the duties and responsibilities applicable at the time of issue. Details and emphasis are subject to amendment and revision in the light of the changing of DONESC.

Applications should be emailed to Emma Johnson, School Business Manager [ejohnson@sancroft.stbenets.org](mailto:ejohnson@sancroft.stbenets.org)

Closing date: 9am Monday 22nd April 2024