



Application Job Pack

Apprentice Teaching Assistant

Temporary (37 hours per week), Term Time only
Starting 1st September 2019

Salary: National Apprenticeship Wage, £3.90 per hour

Additional Information: Successful candidates required to undertake NVQ studies alongside employment

You will also receive a one off £200 business dress clothing allowance

Welcome from the CEO



Archway Learning Trust is a vibrant learning community where students are cared for, receive a high quality education and experience every opportunity to be successful.

School years are amongst the most important in our lives, helping us to develop the knowledge, skills and characteristics we need to succeed. At Archway Learning Trust, we are committed to giving every child the very best start that we can. We offer outstanding teaching and learning and exceptional personal support in an inclusive, faith based environment. I became a teacher because I believe in equal opportunities for everyone.

I also believe that every child has the right to an excellent education. Learning is at the heart of any good society and the opportunity to learn from teachers who are committed, enthusiastic and innovative is a right that all children should have.

Our mission is to help children to understand and believe in themselves, respect and care for others and to develop a wide understanding of faith, the world around them and their place within it. The determination of our youngsters to succeed, and the passion of our teachers to make a difference, makes me proud to be Chief Executive Officer of this diverse and dynamic family of academies.

S. Hampton

About the Trust

Archway Learning Trust, previously Bluecoat Academies Trust was formed in April 2014 as a result of the very long and successful history of Bluecoat Academy. The Trust comprises of Bluecoat Aspley Academy which includes the Sixth Form, Bluecoat Wollaton Academy, Bluecoat Beechdale Academy, Bluecoat Primary Academy and The Nottingham Emmanuel School.

Our aim as a Trust is to be recognised nationally and internationally as we develop our innovative approach to inclusive, enriching and balanced cross curricular teaching, preparing young people for lifelong learning based firmly on our Christian principles.

The growth of the Trust is a truly exciting time for prospective candidates who are looking to further their careers in a dynamic learning community that has opportunity at every point to share and learn from each other in order to become the best that we can be.



Bluecoat Aspley Academy



Bluecoat Beechdale Academy



Bluecoat Primary Academy



Bluecoat Wollaton Academy



Nottingham Emmanuel School

Bluecoat Aspley Academy

Bluecoat Aspley Academy has over 1500 students, including over 550 in the Sixth Form. Bluecoat Academy Aspley is the largest school in the Trust and was the founder of Archway Learning Trust (previously known as Bluecoat Academies Trust). The Academy is both distinctively Christian and inclusive with all students being part of the large, diverse and multi ethnic family that we are very proud to be a part of. Bluecoat Aspley Academy holds a strong and positive reputation within the city benefitting from its long history, success and prominent position.



Bluecoat Aspley
believe in yourself, in others, in God



Bluecoat Wollaton
believe in yourself, in others, in God

Bluecoat Wollaton Academy

Bluecoat Wollaton Academy has over 780 learners aged 11-16 and is both distinctively Christian and inclusive with a relentless ambition to enable every member of our Academy 'family' to be the best they can be. Bluecoat Wollaton was graded as 'Outstanding' in all categories in its recent Ofsted inspection in 2018 and has a strong pastoral and academic reputation across the city. It is also pioneering some new approaches to curriculum and the celebration of knowledge at the heart of that. The school's outcomes place it in the top 10% in the country and visitors frequently comment on how the children are polite and keen to learn.

Bluecoat Beechdale Academy

Bluecoat Beechdale Academy is a growing school, with over 800 students on roll. The numbers have increased each year since our sponsorship began and we are delighted with the growing confidence that local families are expressing by making Beechdale their first choice school in increasing numbers. Bluecoat Beechdale Academy is not formally designated as a Church of England Academy, but shares the ethos and many of the Archway values.



**Bluecoat Beechdale
Academy**
Believe, Belong, Achieve



Bluecoat Primary
believe in yourself, in others, in God

Bluecoat Primary Academy

Bluecoat Primary Academy opened in January 2015. The primary school is located nearer our Bluecoat Beechdale Academy in a brand new state of the art building on Harvey Road and this new accommodation will be home to 420 primary aged children; 26 three year olds and like Bluecoat Aspley and Bluecoat Wollaton Academy is both distinctively Christian and inclusive.

The Nottingham Emmanuel School

The Nottingham Emmanuel School is a Church of England secondary and Sixth Form, with 1,000 students, including over 140 in the Sixth Form. The £25 million site is located near the banks of the River Trent in West Bridgford. The School is a diverse community, serving families and students from every academic, social, faith and ethnic background. Emmanuel has been praised nationally for its outstanding work as an effective, inclusive Church school.



Bluecoat SCITT Alliance
Nottingham

Bluecoat SCITT

Based at Sherwood Rise, the Bluecoat SCITT offers school based Teacher training in a range of schools and subjects. As an accredited provider of school based teacher training, we are committed to training OUTSTANDING teachers to work within the East Midlands region. Our comprehensive one year School Direct Training Programme is offered for both Primary and Secondary trainees, as well as a salaried option in certain subjects.

Welcome from the Principal



Stuart Anderson, Principal, provides leadership to the Trust's successful and passionate Bluecoat Wollaton Academy.

Bluecoat Wollaton Academy offers a caring, nurturing and secure environment that enables every member of our staffing body to be the best they can be. We have high aspirations for ourselves, our students and the community we serve. Whilst at we are extremely proud of our reputation for academic excellence, we place equal value on ensuring students grow and develop both personally and socially and leave us thoroughly prepared to become well rounded and successful citizens in a modern society.

We make no apologies for the high standards that we have here at Bluecoat Wollaton Academy. We expect our staff to role model excellent behaviour, attendance and attitudes to learning for our students.

We also expect our staff to be excellent by delivering inspirational teaching that ignites a love of learning and instils a belief in learners that anything is possible. Belief is central to all we do: we believe in ourselves, in each other and in God and it is this belief that ensures Bluecoat Wollaton Academy continues to offer the best educational experiences possible for our students, our staff and our community.

S Anderson

Bluecoat Wollaton Academy

Bluecoat Wollaton Academy is an exciting and rewarding place to work. The Academy has a history of very successful exam results and prides itself on providing high quality education to the student population that we serve, no matter their background. All staff are highly valued as part of this.



Considerable time and energy is devoted to supporting our staff in becoming the best that they can be. The Academy recognises that each employee is as important as the other in contributing to the outstanding education we provide; employees are given the opportunity to attend and be part of extensive training programmes within their specialist area to develop the key skills to facilitate their career path. We believe in innovation, risk taking and welcome new ideas that people can bring to the Trust drawing from experiences in other workplaces.

Bluecoat Wollaton is a Church of England Academy and is proud of its Christian ethos, and respectful of all faiths. We work closely with the Diocese of Southwell and Nottingham but welcome staff and students irrespective of their background. At the heart of Wollaton is the belief that all students are unique and valued by God. Our mission statement sums up what we stand for: *'Believe; in yourself, in others, in God'*

In addition to the 'Outstanding' grading at the last SIAMS (Church of England) inspection, in May 2018 the school was also judged as 'Outstanding' by Ofsted in all areas, testament to the hard work of staff and students who are passionate about the school and its 'family' approach.

We are truly inclusive and pride ourselves on the diversity of our students and employees that attend and work at our Academy. The Academy - and our wider Multi Academy Trust - are committed to ensuring staff are given full training to develop in their chosen career paths, dedicating significant time to this for staff each Thursday so that they can work in subject teams or within their own wider development that is personal to them, for national qualifications for instance.

Apprenticeships at Archway Learning Trust

Archway Learning Trust offers a range of apprenticeships including apprenticeships in Catering, Administration, ICT, Finance, Estates, HR and Teaching Assistants. We provide an excellent quality of education to our students across the Trust and strive to ensure that we support our staff in the same way.

We have great experience of working with apprentices to offer valuable work experience and to enable apprentices to achieve recognised qualifications in their chosen field. We work closely with a variety of local colleges to ensure that we provide all necessary support to our apprentices whilst completing their qualifications. As a growing Trust we also have opportunities for continued professional development with some apprentices securing permanent positions and promotions across the Trust.



Emily Pateman
Apprentice Finance Assistant

My Apprenticeship with the Trust has opened many doors for me, it has allowed me not only to pick up a whole new set of skills to set me on a strong career path but it has also allowed me to interact and learn in a creative and supportive environment. For anyone contemplating doing an apprenticeship with the Trust I would definitely recommend it. The experience and supportive team around me has made this a very rewarding and enjoyable. I know for me I definitely made the right choice by saying YES!

I was 24 when I started my apprenticeship and it was daunting going back at the age I was as a mum. But my advice to people would be to just go for it! I had thought it would just help me get back to work quicker, but now I've got a qualification and a permanent job out of it!

Everyone at work is really nice and I've had lots of people working with me to show me things and make my job easier.

Doing the apprenticeship and getting a qualification meant I could apply for a job as a catering assistant. I applied and got an interview and was told that day that I'd got a job.



Jade Russell
Apprentice Catering Assistant

The Vacancy

The Trust is seeking to appoint a committed and enthusiastic Apprentice Teaching Assistant to join a high achieving, successful and forward-looking team of staff. The Apprentice Teaching Assistant will work within the Learning Support faculty, working with students in order to improve the quality of learning and foster the participation of students in the social and academic aspects of academy life.

The successful candidates will work with teachers and teaching assistants to provide support in the delivery of our learning support provision, providing support and leading activities with either individuals or groups of students to ensure their safety and facilitate their physical, emotional and cognitive development. Opportunities for further professional development are excellent.

Candidates should pay attention to the job description/person specification and explain within their application how they meet the criteria, whilst also describing what they will bring to the post from their own knowledge and experience. Whilst these roles will be based at one of the Trust's Academies, the post holder may at any time be required to support or work at any of the sites within Archway Learning Trust.





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Vision & Ethos

The vision statement of the Trust demonstrates its Christian ethos and faith foundation.

The Trust believes in the transformational power of education for each individual and that this is enhanced through collaborative working between the academies.

We believe:

- That a Christian ethos underpins and informs all that we do
- That the focus of the Trust is to promote collaboration between schools within a strategic locality in order to secure mutual improvement
- That through managed collaboration between academies there will be increased and improved opportunities for the development of all staff, students/children, parents and community
- In the development of a broad and balanced curriculum that supports young people's personal development and preparation for life
- That the family of academies within the Trust, working together, will secure continuity and progression for all
- That there should be high expectation for all children/students and young people whatever their circumstances or starting point and addressing disadvantage
- That, through its structures and work, the Trust can create and support effective Governance for all members
- That, through the Trust's work across its academies, expertise and capacity will be developed so that they can be supported with their development needs and economies of scale achieved

Safeguarding Children and Young People

Archway Learning Trust is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are therefore expected to behave in such a way that supports this commitment. Appointment to this post will be subject to the following satisfactory pre-employment checks:

- Health
- Identity
- Relevant work qualifications
- Right to work in the UK
- Barred List Check (previously List 99)
- Disclosure & Barring Service Check (for all staff and volunteers)
- References
- Childcare Disqualification Declaration Check (relevant Primary School posts only)

Applications

For more information about Archway Learning Trust, please visit www.archwaytrust.co.uk. To apply for the role please download the 'Apprentice Application Form' from the 'Vacancies' section on our website and submit to recruitmentbwa@archwaytrust.co.uk clearly demonstrating your suitability for the role.

Closing Date: 9am Sunday 23rd June 2019

Interview Date: Monday 1st July 2019

Job Description

POST TITLE: **Apprentice Teaching Assistant**

GRADE: **Apprenticeship**

SALARY: **National Apprentice Wage, £3.90 per hour**

RESPONSIBLE TO: **SENCo**

JOB PURPOSE

To work with students within the Trust as part of a team under the direction of the line manager in order to:

- Improve the quality of learning and foster the participation of students in the social and academic processes of the Academy;
- Seek to enable students to become more independent learners;
- Help raise the standards of achievement for all students.

GENERAL RESPONSIBILITIES

1. Support the overall Christian ethos of the Trust.
2. Be aware of and comply with Trust policies and procedures including but not exhaustive of:
 - Acceptable Use of IT Policy
 - Code of Conduct
 - Extremism & Radicalisation Policy
 - Health, Safety and Security Policy & Guidance
 - Keeping Children Safe in Education (Part 1) Guidance
 - Safeguarding Policy and Training Slides
 - Whistleblowing Policy
 - IT Pack including Acceptable Use Statement
 - Health, Wellbeing and Benefits Policy
 - Finance Policy
3. Be aware of and support difference and ensure equal opportunities for all.
4. Contribute to the overall aims of the Trust and Academy Improvement Plans
5. To develop and implement own professional development and skills
6. To behave in a manner that is professional, friendly, fair with students and colleagues demonstrating and role modelling politeness and respectfulness
7. To demonstrate an excellent record of attendance and punctuality.
8. Work cooperatively as part of the Trust wide staff team
9. Undertaking any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined.

SPECIFIC RESPONSIBILITIES

SUPPORT FOR THE STUDENT

- Support and direct activities with either individuals or groups of students to ensure their safety and facilitate their physical, emotional and cognitive development.
- Help with care, personal hygiene and medical needs of students.
- Contribute to the health and well-being of students.
- Establish and maintain good working relationships with individual students and groups.
- Promote and reinforce the students' self-esteem and independence e.g. support in form time, AoW, unstructured time, enrichment etc.
- Encourage acceptance and inclusion of all students.
- To support groups of students as directed during formal public or internal Academy examinations.
- To assist students on work placements, educational visits, residential trips, transition, off site placements and recreational activities as appropriate.

- To assist students with self-organisation and in the completion of homework tasks, in allocated periods during the Academy day and after Academy sessions.
- By following advice and guidance around individual needs, develop an understanding of the specific needs of the students within the Trust community.
- To liaise effectively with teachers/parents/carers as appropriate.
- To assume responsibility for designated keyworker role at Academy Action and/or Academy Action Plus

SUPPORT THE TEACHER

- Liaise with classroom teachers and complete Teacher/TA contract.
- Create appropriate resources reflecting needs of students with SEN in lesson.
- Support designated student/s or across the class as agreed by the teacher.
- Support with the collation of data for targeted students with SEN.
- To implement learning programmes as directed by the class teacher – with individuals.
- To monitor individual student's needs and provide regular feedback to the teacher.
- Support the management of student behaviour under the direction of the teacher.

SUPPORT FOR THE CURRICULUM

- Support and reinforce the Academy curriculum including catch up KS3/GCSE work, literacy, numeracy activities in a 1:1 setting.
- Support the use and development of ICT within the classroom.
- Support the smooth running of the Faculty by covering designated priority lessons of absent staff as and when required by the SENCo.

SUPPORT FOR THE TRUST AND INDIVIDUAL ACADEMIES

- To contribute to the maintenance and development of the Learning Support Faculty.
- To take responsibility for display and up keep of designated areas in the Faculty.
- Maintain effective working relationships with colleagues and parents.
- Maintain and safeguard the confidential nature of student/teacher/home issues.
- Contribute to the maintenance of student safety and security, including break and lunchtime duties in the Faculty and taxi duties.
- Attend Faculty/Pastoral meetings as appropriate.

STAFF CONDUCT

- All employees are expected to familiarise themselves and follow the Trust vision and ethos during their working lives with Archway Learning Trust.
- We are professional people and expect professional conduct (behaviour and language) based on mutual respect, good manners, politeness and common courtesies for all members of our community. We expect that at all times employees behave in a manner that role models positive behaviours for our students to follow.
- Physical violence, verbal abuse and swearing are unacceptable and not tolerated.
- Employees are expected to maintain a professional relationship with students.
- Staff will be fully supported by the Trust at all times in carrying out the behaviour policy.

DRESS CODE

- At the Trust we expect staff to wear professional business clothes not casual clothes.

PERSON SPECIFICATION – APPRENTICE TEACHING ASSISTANT

	ESSENTIAL	DESIRABLE
EDUCATION & TRAINING		
GCSE C Grade or above in five or more subjects.		*
Take responsibility for own professional development and be willing to partake in further in-service or external staff development and training	*	
EXPERIENCE		
Enthusiastic about working with children	*	
Previous experience of working within an educational setting		*
Providing support to users.	*	
PROFESSIONAL SKILLS		
Being able to work as part of a team.	*	
Good communication and interpersonal skills.	*	
Having a high attention to detail.	*	
Being able to work under pressure dealing with conflicting demands.	*	
Possessing a customer service focus	*	
An understanding of the Trust business and the impact requests have on the effective running of the Trust	*	
Manages own tasks and work time effectively.	*	
PERSONAL QUALITIES		
Willingness to learn.	*	
Confidence and independence.	*	
Ability to work unsupervised and independently understanding the Trust roles and responsibilities in relation to your own. Ability to seek support and assistance where appropriate.	*	
Build and maintain effective relationships with colleagues and stakeholders.	*	
Commitment to Equal Opportunities	*	
Willingness to work within the Christian framework of the school	*	
SUITABILITY TO WORK WITH CHILDREN		
Archway Learning Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All staff and volunteers are therefore expected to behave in such a way that supports this commitment and will be subject to an enhanced DBS Check (previously CRB).	Undertaken on appointment	