Job Application Pack

Teaching Assistant – Level 3

Permanent, 37 hours, Term Time only
Salary: Grade 9, Points 30 - 34, £27,358 to £30,756 per annum
Actual salary: £23,491 to £26,408
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 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 in the city.

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 recently 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 out 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 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
Based at Sherwood Rise, the Bluecoat SCITT offers school based Primary and Secondary 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.
Bluecoat Academy Primary – Head Teacher

Bluecoat Academy Primary offers a caring, nurturing and secure environment that enables everyone to be the best that they can be. We share a life-long love of learning and recognise that students and staff alike are on a journey; acquiring deep knowledge, skills and understanding along the way. We pride ourselves on learning from each other and our use of well-grounded research in decision making.

Bluecoat truly values everyone and everyone has a voice. We love the fact that our school is made up of families from different social, cultural and religious backgrounds and ensure that we always have high aspirations of everyone. Our staff team is passionate about the success of each and every individual and we make sure that we prepare all children to make exceptional contributions to our global society. At Bluecoat we value positive behaviour, attitudes and manners and role model these desired behaviours in all that we do. We strive to deliver the highest standard of teaching and learning in all areas and ensure that all children develop academically, spiritually, morally, culturally and emotionally. Belief is important to us: we believe in ourselves, in each other and in God.

The Vacancy

We are looking to appoint a Level 3 Teaching Assistant who has the passion and commitment to support students from all backgrounds at Bluecoat Primary Academy. You will improve the quality of learning and foster the participation of students in the social and academic processes of the Academy; use expertise to contribute to the planning and preparation of learning activities to enhance student achievement; seek to enable students to become more independent learners and help raise the standards of achievement for all our students.

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 employed to work predominantly at Bluecoat Primary Academy, there may be a requirement for the post holder to work across any of the sites that comprise Archway Learning Trust in accordance with the needs of the Trust.
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 Bluecoat Primary Academy, please visit www.bluecoatprimaryacademy.co.uk. To apply for the role please download the ‘Support Staff Application Form’ from the ‘Vacancies’ section on our website and submit to recruitmentpri@archwaytrust.co.uk clearly demonstrating your suitability for the role.

Closing date: 9am Monday 11th February 2019
Interview date: TBC

If you have any queries, wish to discuss the role informally or undertake a visit to the Primary Academy, please do not hesitate to contact us via email recruitmentpri@archwaytrust.co.uk or telephone 0115 929 7445 Ext: 3202 or Ext: 3302
Job Description

POST TITLE: TEACHING ASSISTANT – LEVEL 3

GRADE: GRADE 9

SALARY: £27,358 to £30,756 per annum

RESPONSIBLE TO: Head Teacher/SENCo

JOB PURPOSE
To work with students within the Academy 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;
- use expertise to contribute to the planning and preparation of learning activities to enhance student achievement
- 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 and direct activities with either individuals or groups of students to ensure their safety and facilitate their physical, emotional and cognitive development
- To lead care, personal hygiene medical needs and support of students including publishing care plans
- 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. lesson times, break and lunchtimes, after school clubs etc.
• To take a lead role in encouraging the acceptance and inclusion of all students including the implementation and delivery of intervention programmes that are monitored for impact.
• To supervise and coordinate students educational visits, residential, transition and recreational activities as appropriate.
• To liaise effectively with teachers/parents/carers/external agencies as appropriate.
• To assume responsibility for designated keyworker role with the most challenging and complex students.
• To collaborate with the SENCo in the writing and collation of pupil passports, behaviour plans, class provision maps, IEPs, Reviews and Annual Reviews.

SUPPORT THE TEACHER

• Assist teaching staff in the planning of work programmes for individuals and groups of students.
• To implement learning programmes as directed by the class teacher – with individual or small groups.
• Plan and provide appropriate resources reflecting needs of SEN students.
• To be responsible for designated students or a small group as agreed by the teacher.
• To be responsible for the collation of data for targeted students with SEN.
• Using assessment information and data to inform teaching staff of students’ learning goals and preferred learning styles.
• To gather information, as directed, about named students and their current levels for staff.
• To observe and assess individual student’s needs and provide regular feedback and/or guidance to the teacher/SENCo.
• To agree a behaviour management role within the classroom, applying the school’s behaviour policy; following through sanctions and rewards, and recording outcomes on the agreed paperwork.
• To work with the mainstream teacher in the review process as appropriate.

SUPPORT FOR THE CURRICULUM

• Plan, prepare resources and deliver learning activities in all areas to provide SEN students with a broad and balanced curriculum.
• Co-ordinate and organise students attending extra-curricular activities.
• Support the use and development of ICT within the classroom.
• To take responsibility for developing and delivering individual/small group skill sessions including Literacy, Numeracy, Life Skills, SpLD, SRE, SALT, self-help skills, Social Stories etc.
• Use specialist prior knowledge, experience and training to provide support to staff or individual prioritised students.
• To liaise and report to, as necessary, during visits by support agencies who might be involved in the support of key areas of the curriculum [Educational Psychologist, Speech Therapist, Inclusive Education Service etc.].
• To assess, record and report back on student achievement through Academy assessment procedures.

SUPPORT FOR THE ACADEMY

• To be responsible for the overseeing of the SEN unit within the school, implementing systems and monitoring usage.
• Coordinate transition for SEN students and producing pupil passports for students.
• Coordinate assessment data for SEN students.
• Deliver training to staff on SEN support and interventions.
• Act up into the SENCo position in the absence of the SENCo.
• Collaborate with colleagues and form effective working partnerships.
• Establish effective working relationships with parents/carers that influence student achievement.
• To be responsible for safeguarding the confidential nature of student/teacher/home issues.
• To supervise the maintenance of student safety and security, including break and lunchtime duties in the faculty and taxi duties.
• To lead and/or contribute at meetings as appropriate
• Attend and report back on student progress on specific subject areas at Parent Evenings
• To represent the faculty at Open Evenings, Induction Evenings, Information Evenings etc. as and when appropriate
• Liaise and visit other Academy’s/colleges to help with the transition process

### 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

- The Trust expect staff to wear professional business dress mirroring our high expectations of our student dress code.
# PERSON SPECIFICATION – TEACHING ASSISTANT LEVEL 3

<table>
<thead>
<tr>
<th>EDUCATION &amp; TRAINING</th>
<th>ESSENTIAL</th>
<th>DESIRABLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Further or Higher Education</td>
<td></td>
<td>*</td>
</tr>
<tr>
<td>NVQ3 in Early Years Care and Education; BTEC National in Learning Support; The Council for Awards in Children’s Care and Education [CACHE] Diploma or relevant experience</td>
<td></td>
<td>*</td>
</tr>
<tr>
<td>Take responsibility for own professional development and be willing to partake in further in-service or external staff development and training</td>
<td></td>
<td>*</td>
</tr>
<tr>
<td>Accredited training in ASD (e.g. TEACCH approach, writing social stories, visual Communication System)</td>
<td></td>
<td>*</td>
</tr>
</tbody>
</table>

| EXPERIENCE | |
|-------------| |
| Previous experience of working within an educational setting | * |
| Ability to use resources and materials including ICT software and equipment | * |
| Experience of working with children with Autism | * |
| Confident in advising others on ASD and approaches to aid teaching and learning | * |
| Willingness to identify and develop own IT skills | * |
| Working knowledge of DfE, Local Authority and other regulatory body’s legislation and policy relating to education | * |

| PROFESSIONAL SKILLS | |
|---------------------| |
| Excellent written and oral communication skills | * |
| Excellent organisational and administrative skills | * |
| Good interpersonal skills | * |

| PERSONAL QUALITIES | |
|--------------------| |
| Confidence and independence | * |
| Ability to work unsupervised and independently understanding school roles and responsibilities and your own position within these | * |
| Builds and maintains effective relationships with colleagues and stakeholders in a fair and equitable manner | * |
| Good time management skills | * |
| Commitment to Equal Opportunities | * |
| Willingness to work within the Christian framework of the school | * |
| Suitability to work with children. Enhanced DBS check to be undertaken on appointment | * |