Archway Learning Trust



Job Application Pack
Teaching Assistant Level 2

Permanent, 37 hours per week, Term Time Only
Salary: Grade 8, Points 19 to 24, £24,799 to £27,905 FTE
Actual Salary: £21,293 to £23,960 per annum

Telephone: 0115 929 7445 **Email:** recruitmentbaa@archwaytrust.co.uk **Website:** www.archwaytrust.co.uk

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 and Bluecoat Primary Academy and more recently the Trust are pleased to have had The Nottingham Emmanuel School join.

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

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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 Academy

Bluecoat Wollaton
believe in yourself, in others, in God

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.

BBA
Bluecoat Beechdale Academy
Believe, Belong, Achieve

Bluecoat Primary Academy

Bluecoat Primary
believe in yourself, in others, in God

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.

NES

Bluecoat SCITT

BSA
Bluecoat SCITT Alliance
Nottingham

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



Cath Rowell, Principal provides leadership to the Trusts successful and passionate Bluecoat Aspley Academy.

Bluecoat Aspley Academy offers a caring, nurturing and secure environment that enables every member of our academy to be the best they can be. We have high aspirations for ourselves, our students and the community we serve. Whilst 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 Aspley Academy. We expect our staff to role model excellent behaviour, attendance and attitudes to learning for our students. We are absolutely delighted that during our recent Ofsted inspection our Personal Development and Welfare, as well as our Leadership and Management were rated as 'Outstanding' with an overall judgement of 'Good'. All at Bluecoat Aspley Academy are very proud of our rich history, faith and belief as well as our truly inclusive nature. Our vision is to ensure that all students make progress, regardless of their background, ability or starting point and we celebrate the impact of our specialist SEN provision on site.

We also expect our staff to be excellent too, 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 others, in God and it is this belief that ensures Bluecoat Aspley Academy continues to offer the best educational experiences possible for our students, our staff and our community.

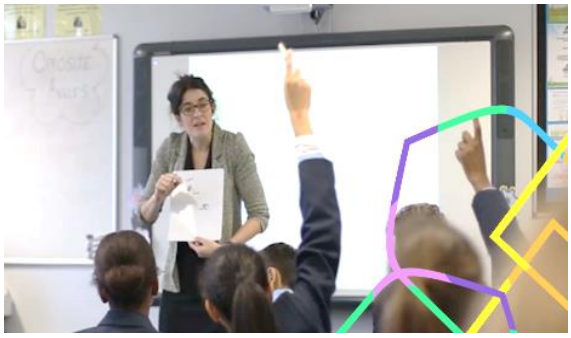
The Vacancy



Archway Learning Trust is seeking to appoint an outstanding and experienced Level 2 Teaching Assistant to join our Student Support Team. 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 students without our Learning Support Base will have a wide range of needs including ASD, Down Syndrome, visual impairment and hearing impairment as well as students who display challenging behaviour and therefore we seek candidates who can act as a positive role model who will inspire and empower our students to work to and beyond expectations.

As a valued member of the team the post holder will support and direct activities with either individuals or groups of students to ensure their safety, social, emotional and academic progress. It is vital that they can establish and maintain good working relationships with individual students and groups, as well as promoting and reinforcing the students' self-esteem and help prepare them for adulthood.

Experience of working with students with a range of additional needs including challenging behaviour, would be desirable when applying for this role, whether in or outside of education. The post holder will also need to take a positive approach to learning, focusing on the values of empowerment, independence and inclusion. The successful candidate will have a clear understanding of effective teaching, raising and sustaining achievement and giving students the best opportunities for life.



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.

The role will be based at the Trust's Bluecoat Aspley Academy but the post holders may at any time be required to support or work at any of the sites within Archway Learning Trust.

Applications

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

Closing Date: 9am, Monday 15th July 2019
Interview Date: Wednesday 17th July 2019

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)

Job Description

POST TITLE: **TEACHING ASSISTANT LEVEL 2**

GRADE: **Grade 8, Points 19 to 24, £24,799 to £27,905 FTE**
Actual Salary: £21,293 to £23,960 per annum

RESPONSIBLE TO: **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. The post holder will use expertise to contribute to the planning and preparation of learning activities to enhance student achievement and seek to enable students to become independent learners. The post holder will also help raise the standards of achievement of all students whilst supporting the student's preparation for adulthood.

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, social, emotional and academic progress.
- 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 help prepare them for adulthood.
- Support teaching staff in the delivery of lessons and differentiating work as appropriate.
- To support students as directed during formal public or internal Academy examinations.
- To supervise and coordinate students on work placements, educational visits, residential trips, transition, travel training, off site placements and recreational activities as appropriate.
- To plan and deliver a programme of self-organisation and study skills in allocated periods during the Academy day and after Academy sessions.

- Drawing on prior knowledge and expertise of individual needs, to develop an understanding of the specific needs of the students within the Academy community.
- 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 line manager and support reviews.
- To be responsible for the planning and participation of transition process and individualised programmes for targeted students.

Support for the Teacher

- Liaise with classroom teachers and complete Teacher/TA contracts.
- 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 in mainstream lessons
- To support designated students/s or be responsible for 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 and following Bluecoat Wollaton Academy's behaviour policy

SUPPORT FOR THE CURRICULUM

- Plan and lead literacy and numeracy tasks to improve access across the curriculum in a planned manner.
- Co-ordinate and organise students attending extra-curricular activities
- Plan and deliver learning activities including enrichment activities during the normal Academy day and after Academy
- Support the use and development of ICT within the classroom
- Take responsibility for developing and delivering individual/small group skill sessions including Literacy, Numeracy, Life Skills, self-help skills, etc.
- Use specialist prior knowledge, experience and training to provide support to staff or individual prioritised students. (At least 2 years' experience in specific area) e.g. working with challenging behaviour
- 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, Academy Doctor etc.]
- To assess, record and report back on student achievement through Academy assessment procedures

SUPPORT FOR THE ACADEMY

- To be responsible for a designated area/s for the development of the Learning Support Faculty e.g. budget, subject area, enrichment
- Collaboration 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 Faculty/Pastoral 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
- Certain Level 2 Teaching Assistants have specific additional responsibilities that are unique to the post which needs to be included in individual job descriptions due to the level of coordination including staff, parents, outside agencies

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.
- Some functions within the Trust are required to wear uniform that will be supplied by the Trust.

PERSON SPECIFICATION – TEACHING ASSISTANT LEVEL 2	ESSENTIAL	DESIRABLE
EDUCATION & TRAINING		
Further or Higher Education	*	
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.		*
Specialist training relating to SEMH		*
Take responsibility for own professional development and be willing to partake in further in-service or external staff development and training.	*	
EXPERIANCE		
Previous experience of working within an educational setting		*
Previous experience of working with young people	*	
Experience of working with children with special educational needs		*
Willingness to identify and develop own IT skills	*	
Working knowledge of DCSF, 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 Trust	*	
Suitability to work with children. Enhanced DBS to be undertaken on appointment.	*	