



Abbey Multi Academy Trust

Bishop Young CofE Academy



**Recruitment Application Pack**

**Teaching Assistant**



## Contents

Welcome Letter	Page 3
Advert	Page 4
Application Process	Page 5
Job Description	Page 6
Person Specification	Page 9

## Welcome Letter

Dear Colleague,

Thank you for your interest in the role of Teaching Assistant at Bishop Young C of E Academy.

We hope you will find all the information you need to inspire you to join our team. This pack contains information about the Teaching Assistant role, from which we hope you will gain an understanding of our ethos and approach, the high aspirations we have for ourselves and our students, and the exciting journey we're embarking on together having joined the Abbey Multi Academy Trust in May 2017.

As a member of the Abbey Multi Academy Trust, we aim to provide the best possible environment for the staff, students and community we serve. Together we need to be both realistic about the challenges ahead, but unswerving in our commitment to tackling them with pace and confidence.

The Academy has seen big changes to its staffing, structures and routines in the last year. We have a dedicated and talented team who are committed to achieving the best for our students.

Joining us at this exciting time presents a career defining opportunity. We have begun an improvement journey that will take us to "outstanding", which will be an incredibly rewarding experience for everyone at Bishop Young. All staff will benefit from opportunities to work closely with other partners in the Abbey Multi Academy Trust and, most importantly, our students will flourish.

If you are seeking a truly distinctive role within a unique environment, please come and visit us and see what Bishop Young Academy and Abbey MAT have to offer.

We look forward to meeting you and reading your application.

*Paul Cooper*  
Principal  
Bishop Young C of E Academy

## Advert

**Position:** Teaching Assistant

**Reference:** BYA44

**Salary:** B3 SCP. 7 – 11 (£19,554 - £21,166 FTE)  
Term time only (38 weeks)  
32.5 hours per week  
(Maternity Cover)

### ***In Partnership to Educate, Nurture & Empower***

We are seeking to appoint an enthusiastic individual to provide flexible support in our classrooms promoting a stimulating learning experience. As a valued member of our team, you will be working alongside our well behaved, hardworking children and our friendly, experienced teachers in a supportive environment committed to the continued success of our pupils and school. The successful candidate will have previous experience of working in school, will be keen to promote high standards and should be sympathetic to the Christian character of the school.

What we offer:

- Highly supportive, friendly and committed staff
- A stimulating and supportive working and learning environment
- Polite, pleasant and hardworking children
- A commitment to ongoing CPD

**Abbey Multi Academy Trust** is a Trust consisting of eight academies (three secondary, five primary) in the geographical areas of the Anglican Diocese of Leeds and Calderdale.

All our academies share in the Trust's mission to work **In Partnership to 'Educate, Nurture and Empower'**. For more information about us or our secondary academies please visit the following links:

<http://www.abbeymat.co.uk/>

<https://www.bishopyoungacademy.co.uk/>

Visits to meet the team and experience our wonderful atmosphere, are warmly welcomed and encouraged and can be arranged by contacting [Recruitment@abbeytrust.org](mailto:Recruitment@abbeytrust.org)

To apply please download recruitment pack and email completed application form [Recruitment@abbeytrust.org](mailto:Recruitment@abbeytrust.org)

Closing date: 2<sup>nd</sup> September 2019

Interview date: Held shortly after

*This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be subject to a Disclosure and Barring Service check. We promote diversity and want a workforce which reflects the population of Leeds.*

## Application Process

Closing date: 2<sup>nd</sup> September 2019

Interview date: Held shortly after.

Completed applications should be returned by email to:

[recruitment@abbeytrust.org](mailto:recruitment@abbeytrust.org)

**All applications will be acknowledged within 24 hours. Should you fail to receive confirmation of receipt please call 0113 273 9152.**

We will contact successful candidates after the closing date with details of the interview process.

Abbey Multi-Academy Trust is robust in promoting the safeguarding of children and is rigorous in its recruitment checks. An enhanced disclosure from the DBS will be required for this post.

## Queries

If you have any queries on any aspect of the application process or need any further information please contact [Recruitment@abbeytrust.org](mailto:Recruitment@abbeytrust.org)

**Job title:** Teaching Assistant Level 2

**Salary:** B3

**Reporting to:** Vice Principal: Personal Development, Behaviour and Safeguarding

**Overall purpose of the post:**

To provide learning, care and support to enable all students to access the curriculum and associated activities, working in partnership with staff and other professionals to educate, nurture and empower students to achieve academically, socially and spiritually.

**Key responsibilities:**

- To work under the instruction and guidance of teaching and senior staff to carry out learning, care and support programmes to enable access to learning for students.
- To assist the teacher in the management of students and the classroom.
- To undertake work in the classroom or outside the main teaching area on a 1:1 or small group basis.
- To contribute to the overall ethos, work and aims of the Academy.

**Key Tasks:**

**Educate**

**Teaching & Learning**

- To assist with the planning of learning activities.
- To communicate with appropriate teaching staff to ensure good preparation of all lessons.
- To prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist students in their use to ensure they are well prepared for all lessons.
- To create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans.
- To use strategies, in liaison with the subject teacher, to support students to achieve learning goals.
- To assist with the display of students' work in the classroom and Academy as appropriate.
- To administer routine tests, invigilate exams and undertake routine marking of students' work.
- To undertake structured and agreed learning activities and teaching programmes, adjusting activities according to student responses.
- To support the use of ICT in learning activities and develop students' competence and independence in its use.
- To undertake programmes linked to local and national learning strategies – literacy, numeracy, KS3/4 /Post 16 achievement and progress and feeding back to the teacher.

## **Key Tasks continued:**

### **Achievement/Progress**

- To set challenging and demanding expectations and promote self-esteem and independence.
- To provide feedback to students in relation to progress and achievement under the guidance of the subject teacher.
- To monitor students' responses to learning activities and accurately record achievement and progress as directed.
- To provide detailed and regular feedback to subject teachers on students' achievements, progress, difficulties etc.

### **Nurture**

- To supervise and provide particular support for students, including those with special needs, ensuring their safety and access to learning activities.
- To be aware of and comply with, policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To assist with the development and implementation of Education, Health and Care Plans, Individual Behaviour Plans and Pupil Passports.

### **Empower**

#### **Staff**

- To appreciate and support the role of other professionals involved in the teaching and learning, care and support of students.
- To provide an excellent role model for students conveying high professional standards of behaviour, punctuality, attendance and appearance.

#### **Students**

- To encourage students to interact with others and engage in activities led by the teacher.
- To promote good student behaviour, dealing promptly with conflict and incidents in line with established Academy policy and encourage students to take responsibility for their own behaviour.
- To be aware of and support difference and ensure all students have equal access to opportunities to learn and develop.

### **Partnership**

- To establish constructive relationships with students and interact with them according to individual needs.
- To promote the inclusion and acceptance of all students.
- To establish constructive relationships with parents and carers.
- To provide clerical and administrative support ie photocopying, word processing, filing, administer coursework.

#### General Duties:

- To carry out supervisory duties in accordance with published schedules, including before and after school and at lunch time.
- To take part in appropriate meetings and events with colleagues, parents/carers, governors and external partners.
- To attend Parents' Evenings as required.
- To accompany teaching staff and students on visits, trips and out of academy activities as required and take responsibility for a group under the supervision of a teacher.
- To accept personal responsibility for supporting the general ethos, atmosphere and progress of the Academy.
- To participate in training and other learning activities and performance development as required.
- To contribute to the PHSCE programme as required.

#### Note:

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. This job description will be reviewed annually and may be subject to amendment or notification at any time after consultation with the post holder. Elements of this job description, and changes to it, may be agreed at the request of the Principal or the incumbent of the post.

I have read the Job Description and agree to all the terms and conditions set out therein. I also agree to comply with all Abbey Multi Academy Trust Policies, Child Protection and Health & Safety regulations. I understand that this Job Description is not an exhaustive list and I agree, when required, to undertake any reasonable request made by the CEO/Principal/Headteacher.

Name:

Signature:

Date:



TEACHING ASSISTANT								
PERSON SPECIFICATION CRITERIA								
Qualifications		ESSENTIAL			DESIRABLE			
1	NVQ Level 2 Teaching Assistant Award or appropriate level of experience of operating in the classroom environment	A	R					
2	Training in relevant learning strategies eg literacy, numeracy	A	R					
3	Maths and English GCSE Grades A* - C or equivalent	A	R					
Professional knowledge, skills and abilities		ESSENTIAL			DESIRABLE			
1	Understanding of relevant policies, codes of practice and awareness of relevant legislation	A	R	I				
2	Basic understanding of child development and learning	A	R	I				
3	Experience of working with or caring for young people of relevant age (11-19)	A	R	I				
4	General understanding of the national/foundation stage curriculum and other basic learning programmes/strategies	A	R	I				
5	Good numeracy and literacy skills	A	R	I				
6	Ability to use ICT effectively to support learning	A	R	I				
7	Ability to use other equipment and technology ie video, photocopier to support learning	A	R	I				
8	Ability to relate well to children and adults	A	R	I				

9	Ability to work constructively as part of a team	A	R	I			
<b>Experience</b>		<b>ESSENTIAL</b>			<b>DESIRABLE</b>		
1	Successful working relationships with students, staff, parents and carers	A	R	I			
<b>Professional Attributes, Qualities and Values</b>		<b>ESSENTIAL</b>			<b>DESIRABLE</b>		
1	An enthusiastic and innovative teaching assistant, passionate about teaching and learning	A	R	I			
2	Ability to build appropriate and effective professional relationships with all	A	R	I			
3	Possess personal integrity, warmth, a willingness to grow and learn, and a sense of humour	A	R	I			
4	Ability to reflect critically, and respond to, performance and feedback	A	R	I			
5	Enabling the highest levels of student achievement through translating vision, ethos and values into practice	A	R	I			
<b>Professional Attributes, Qualities and Values continued</b>		<b>ESSENTIAL</b>			<b>DESIRABLE</b>		
6	Ability to articulate, communicate and support the Christian ethos and values of the Academy			I			
7	Think creatively in order to anticipate and problem solve			I			
8	Excellent interpersonal, written and oral communication skills			I			
9	High level of emotional intelligence and self-awareness		R	I			
10	Excellent time manager		R	I			

11	Personal resilience		R	I			
12	Inspire, challenge, and motivate students towards a shared vision		R	I			
13	Foster an open, fair and equitable culture, managing conflict where necessary		R	I			
14	Prioritise, plan and organise self and others		R	I			
15	Willingness to make a positive contribution to the wider life of the school/Academy and community		R	I			

The criteria will be evidenced as indicated:

'A' refers to the candidate's application form and letter,

'I' to interview and

'R' to reference.

Candidates should address at least all items marked 'A'; referees are asked to comment on items marked 'R'.

Where many candidates meet the essential criteria, the desirable criteria will be used to shortlist for interview