



Abbey Multi Academy Trust

Manston St. James C of E Primary Academy



Recruitment Application Pack

Temporary (1 Year) Level 2 Teaching Assistant

1:1 support role

MSJ37



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Welcome Letter

Dear Colleague,

Thank you for your interest in the role of Teaching Assistant (Level 2) for Manston St. James C of E Primary 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 (Level 2) role, from which we hope you will gain an understanding of our ethos and approach and the high aspirations we have for ourselves and our pupils.

“To work in partnership to educate, nurture and empower”

Our vision is that the academies, supported by Abbey MAT, will provide an environment which is welcoming, caring, calm, disciplined and purposeful and will stretch our young people academically, support them pastorally and help them develop socially and spiritually.

We are committed to raising the skills base across our communities by ensuring a focus on quality, encouraging innovation and strengthening the ethos of the academies as distinctive schools. The framework will strive to maintain academies which will retain their own independent culture and ethos whilst operating within a strategic partnership to improve quality, share best practice and operate effectively and efficiently.

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

We look forward to meeting you and reading your application.

Helen Pratten & Catherine Garrett
Co-CEOs

Advert

Position: Temporary (1 year) Teaching Assistant (Level 2) 1:1 support role

Reference: MSJ37

Salary: B2 NJC6 – NJC7 (£19,698 - £20,092 FTE)
Term time only plus 5 days (39 Weeks across academic year). 32.5 hours per week
Actual pro-rata £14,849.48 - £15,146.50

In Partnership to Educate, Nurture & Empower

Manston St James Primary Academy require a Teaching Assistant (level 2), who is able to provide a high standard of services to the Academy. The academy has dedicated staff and wonderful children who take pride in their school.

Applicants, please note:

This role is a 1:1 Support Role. Funding is secured initially for 1 year.

In return, we can offer the successful applicant the following additional benefits: free secure onsite parking and membership of a local pension scheme.

Further details, including the job description, person specification and application form, can be downloaded from the website at:

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

For more information on the academy please visit <http://www.manstonstjames.co.uk/>

For all other enquiries please contact Recruitment Team via phone on 0113 2739159 or via email at recruitment@abbeytrust.org

To apply please send your completed application form and equal opportunities form to the Recruitment Team at recruitment@abbeytrust.org by or before the closing date.

Closing Date: 12 pm Wednesday 21st July 2021

Interviews: to follow 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.

Visits or Informal Discussion

Whilst we would normally welcome visits, given the current situation we are facing regarding COVID-19 we are unable to fully accommodate this at present and request that where possible visits are requested for out of school hours, however, if you would like to ask any questions please contact the Recruitment Team via Recruitment@abbeytrust.org who will ensure your query is responded to by the relevant person.

Alternatively, if you would like the opportunity to have an informal discussion with the Head of School this can be arranged by making a request via the Recruitment@abbeytrust.org email address.

Application & Shortlisting Process

Closing Date: 12 pm Wednesday 21st July 2021

Interviews: to follow shortly after

Applications

Applications will only be accepted from candidates completing the Trust's Application Form.

Please note all sections of the Application Form should be completed. Supporting statements should evidence skills and experience against the requirements of the job description and person specification.

Completed applications should be returned by email to recruitment@abbeytrust.org

CVs will **not** be accepted in place of a completed Application Form.

All applications will be acknowledged within 24 hours. Should you fail to receive confirmation of receipt please call 0113 320 1425

Invite to Interview

After the closing date, short listing will be conducted by a Panel.

Candidates selected for interview will be informed after shortlisting and full details of the interview programme will be provided. If you do not hear from us within 14 days of the closing date of this position, unfortunately you have been unsuccessful on this occasion.

Candidates will be selected for interview entirely on the content of their application form. Candidates are advised to read the job description and person specification carefully before completing an application form.

In addition to candidate's ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people;
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people;

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 and Barred List check will be required for this post.

Standard Checks

All candidates invited to interview must bring the following documents:

- Documentary evidence of right to work in the UK;
- Documentary evidence of identity that will satisfy DBS requirements;
- Documentary proof of current name and address;
- Where appropriate any documentation evidencing change of name;
- Documents confirming any educational or professional qualifications that are necessary or relevant for the post.

Please note that originals of the above are necessary, photocopies or certified copies will not be accepted.

Pre-Employment Checks

Any offer to a successful candidate will be conditional upon:

- Verification of right to work in the UK;
- Receipt of at least two satisfactory references (if these have not already been received);
- Verification of identity checks and qualifications;
- Satisfactory Enhanced DBS Check;
- Verification of professional status;
- Satisfactory completion of a Health Assessment;
- Satisfactory completion of the probationary period;
- Where the successful candidate has worked, or been resident overseas in the previous five years, such checks and confirmations as may be required in accordance with statutory guidance.

Abbey Multi Academy Trust is committed to safeguarding children. This means that all employees (on either a paid or voluntary basis) require an Enhanced DBS check and/or Barred List check.

References & Verifications

We will seek references on shortlisted candidates and may approach previous employers for information to verify experience or qualifications before interview.

Any relevant issues arising from references will be taken up at interview.

Queries

If you have any queries on any aspect of the application process or need any further information or you would like the opportunity to have an informal discussion, please contact us via the Recruitment@abbeytrust.org email address.

Equality and Diversity

Abbey Multi Academy Trust promote diversity and want a workforce which reflects the population of Leeds and Calderdale. We are committed to creating and sustaining a positive and supportive working environment for our staff, and an excellent teaching and learning experience for our students. We aspire that staff are equally valued and respected, and students are encouraged to thrive academically.

As a provider of employment and education, we value the diversity of our staff and students. We are committed to providing a fair, equitable and mutually supportive learning and working environment for our students and staff.

We acknowledge the following basic rights for all members and prospective members of our community:

- to be treated with respect and dignity
- to be treated fairly with regard to all procedures, assessments and choices
- to be encouraged to reach one's full potential

These rights carry responsibilities and we require all members of our community to recognise these rights and act in accordance with them. In addition, we will comply with all relevant legislation and good practice.

No individual will be unjustly discriminated against. This includes, but is not limited to, discrimination because of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex and sexual orientation.

Job title:	Temporary Teaching Assistant – Level 2
Salary Range:	Level 2 B2, NJC6-7 (£19,689 – £20,092 FTE)
Responsible to:	GOVERNORS, HEAD OF SCHOOL, INCLUSION LEADER, CLASS TEACHER

To work under the instruction/guidance of a teacher, to provide specific work/care/support programmes. To enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area.

Specific Responsibilities:

- Provide support for class teachers and help children with their educational and social development, both in and out of the classroom and, where appropriate, contribute to the day-to-day running of the Academy.
- To contribute to the provision for children within a class, year group or 1:1 basis.
- To contribute to the raising of the achievement of children in a class, year group or 1:1 basis and support them in making expected or better progress.
- To contribute to the promotion of the well-being of children within the Academy.
- To promote and safeguard the welfare of children you teach or come into contact with.
- Responsible, as a member of staff, for promoting and developing a positive culture and to ensure diversity within the Academy community is recognised and respected.
- Raise pupil achievement by developing outstanding practice in liaison with the class teacher.
- Contribute to the development of the Academy’s vision, values and aims and to abide by agreed professional behaviours and attitudes.
- To carry out supervisory duties in accordance with published schedules, including before and after school morning break and at lunch time.

Support for Pupils:

- Provide teaching support under the guidance of the class teacher, in small groups and, where necessary, for individual pupils and/or children with statements or additional needs in order to aid the teaching of all curriculum subjects.
- Encouraging pupils to interact and work co-operatively with others and engage all pupils in activities. Promoting independence and employing strategies to recognise and reward achievement.
- Establish constructive relationships with pupils and interact with them according to individual needs.
- Promote the inclusion and acceptance of all pupils.
- Encourage pupils to interact with others and engage in activities led by the teacher.
- Set challenging and demanding expectations and promote self-esteem and independence.
- Provide feedback to pupils in relation to progress and achievements under guidance of the teacher.
- Supervise during Physical Education lessons, playtimes and lunchtimes (where necessary) to ensure the continued safety of children and support the development of social skills by planning, teaching and participating in playground games and activities.
- Where necessary, supervise children in the dining area ensuring good standards of behaviour and manners and reporting any incidents of unacceptable behaviour to the Head of School or other member of the Senior Leadership Team.
- Ensure that all pupils clearly understand the instructions for the work set.
- Assist with the implementation of Individual Education/Behaviour Plans and Personal Care Programmes where necessary.

- Supervise and support pupils, maintaining good order and discipline and ensuring their safety and access to learning.
- To be responsible for the supervision of individual children with Special Educational Needs as agreed with the class teacher.
- Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs.
- Promote the inclusion and acceptance of all pupils within the classroom.
- Be responsible for First Aid (after training) in the event of accident or injury and the completion of appropriate documentation.
- Undertake specific Health and Safety training relevant to pupil needs (which may include for example, manual handling, restraint, food hygiene and risk assessments).
- Take appropriate action to identify, analyse and minimise any risks to health, safety and security in the immediate working environment.

Support for the Teacher:

- Assist the teacher with observation and monitoring of the progress of children, maintaining accurate records in order to ensure documentation of all children, especially those children with interventions.
- Assist the teacher where necessary with preparation and clearing away of the classroom and materials to ensure effective and efficient teaching.
- Clear away resources and materials after lessons.
- Assist in the arrival and departure of pupils to school and lessons and transfer around the school.
- Support the maintenance of pupil records by providing information to the teacher and recording, in accordance with school and departmental policy, the work of pupils.
- Monitor pupil's responses to learning activities and accurately record achievement/progress as directed.
- Provide praise and encouragement to pupils to recognise and promote positive pupil behaviour in accordance with school discipline and behaviour policies.

Support for the Curriculum:

- Assist in drawing up and undertaking the delivery of group or individual pupil learning programmes, either in withdrawal groups, within the classroom or on a 1:1 basis, to ensure delivery of the individual's targets, group targets and to support the meeting of whole school targets.
- Assist in drawing up and undertaking the delivery of the learning programmes, either in withdrawal groups or within the classroom, to ensure delivery of the specific areas of need such as E2L, underachievement, induction or speech and language.
- Undertake structured and agreed learning activities/teaching programmes, advising activities according to pupil responses.
- Undertake programmes linked to learning strategies e.g. literacy, numeracy, foundation etc. and feedback to the teacher.
- Support the use of ICT in learning activities and develop pupil's competence and independence in its use.
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assess pupils in their use.
- Respond to pupils' use of home language and local accents and dialects in a manner which values cultural diversity and reinforces positive self-images.
- Provide an appropriate level of assistance to enable pupils to experience a sense of achievement, maintain self-esteem and self-confidence and encourage self-help skills.

Support for the School:

- 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.
- Contribute to the overall ethos/work/aims of the school.
- Contribute ideas, opinions, and evaluations to support the preparation of the Academy improvement plan.
- Attend staff meetings, development days and team/teacher /TA meetings as directed by Senior Leadership Team.
- To assist in meeting the physical care needs of students as required.
- To provide clerical/admin support e.g. photocopying, typing, filing, collecting money, administer coursework etc.
- Undertake professional development and training activities as appropriate.
- Help teachers, therapists and other professionals with assessments, tests and examinations.
- Share information and expertise, which could benefit other team members in their work.
- Provide information to support pupil progress including information for pupil records, reports, Individual Education Plans and annual reviews.
- Actively encourage the development of positive relationships and promote confidence about the care and education of their children during contact and communications with parents, passing on any information given by parents to the appropriate staff member within the school.
- Promptly report any difficulties in communicating with parents and carers to the class teacher.

Note:

This Job Description provides the overall strategy and remit of the post holder. This Job Description will be reviewed annually and may be subject to amendment or notification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the post holder's professional responsibilities and duties. Elements of this Job Description, and changes to it, may be agreed at the request of the Co-CEOs/Headteacher/Member of SLT 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 Co-CEOs/ Headteacher/Member of SLT.

Name:	Signature:
Date:	

Teaching Assistant – Level 2						
PERSON SPECIFICATION CRITERIA						
Qualifications		ESSENTIAL			DESIRABLE	
1	At least NVQ level 2 and GCSE/ O-level grade C English and Maths	A	R	I		
2	Current first aid certificate				A	
Professional knowledge, skills and abilities		ESSENTIAL			DESIRABLE	
1	Skills of empathy, listening, communication and responding with appropriate language to build rapport with children and parents/ carers from a variety of ages, abilities and backgrounds.	A	R	I		
2	Aptitude to develop knowledge of the role within an education environment.	A	R	I		
3	Flexible, adaptable and positive attitude to working in a structured environment	A	R	I		
4	Communication skills to promote and develop effective working with children, colleagues and carers/agencies at an appropriate level to achieve understanding and constructive response	A	R	I		
5	Ability to form and maintain appropriate relationships and personal boundaries with children and young people	A	R	I		
6	Understanding of the role of the class teacher, the parent or carer and external agencies in developing and maintaining an effective learning environment				A	R I
7	The ability to contribute effectively to the workload, planning, supervision and responsibilities of a team				A	R I

8	Ability to work on own initiative, including recognition of the appropriate level at which to refer issues elsewhere for effective resolution				A	R	I
9	Proven communication and inter-personal skills evidenced by dealing with a diverse range of contacts about potentially complicated and/or sensitive issues.				A	R	I
Experience		ESSENTIAL			DESIRABLE		
1	Experience within an educational establishment or other appropriate environment	A	R	I			
2	Experience of working effectively within a team	A	R	I			
3	Recent experience of a multi-tasking role	A	R	I			
4	Experience of using behaviour management strategies and techniques with young people						
Professional Attributes, Qualities and Values		ESSENTIAL			DESIRABLE		
1	An inspirational, caring practitioner with an ability to communicate effectively with others for the benefit of students.	A	R	I			
2	Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline	A	R	I			
3	Ability to maintain confidentiality.	A	R	I			
4	Ability to reflect critically, and respond to student and academy needs.	A	R	I			
5	Possess personal integrity, warmth, a willingness to grow and learn, and a sense of humour.	A	R	I			
6	Ability to articulate, communicate and support the ethos and values of Abbey MAT and Manston St James.			I			
7	Excellent interpersonal, written and oral communication skills.	A		I			

8	Be resourceful and think creatively in order to anticipate and problem solve.	A		I			
9	Prioritise, plan and organise self and others across the wide range of responsibilities.			I			
10	Inspire, challenge, motivate students and staff towards a shared vision.		R	I			
11	Foster an open, fair and equitable culture, managing conflict where necessary.		R	I			
12	Support for the Christian ethos of the Academy.	A		I			
13	A willingness to play a full part in Academy life and activities outside the classroom.	A		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