



Abbey Multi Academy Trust



Recruitment Application Pack

Teaching Assistant

Required from January 2022

LA151



Contents

Welcome Letter	Page 3
Advert	Page 5
Application Process	Page 6
Job Description	Page 7
Person Specification	Page 12

Welcome Letter

Dear Colleague,

Thank you for your interest in the role of Teaching Assistant at Lightcliffe Academy.

In this pack you will find information that will inspire you to join our team, including details of the role and an insight into our ethos, approach and the high aspirations we have for ourselves and our students.

Lightcliffe Academy is on an exciting journey of improvement. As a member of the Abbey Multi Academy Trust we aim to provide the best possible environment for staff, students and the community we serve. Together we are both realistic about the challenges ahead, but unswerving in our commitment to tackling them with pace and confidence to achieve rapid change.

The Academy has a dedicated and talented team who are committed to achieving the very best for our students. We are working hard to unlock the potential in Lightcliffe Academy as well as further developing our capacity through the appointment of new members of staff.

Joining us at this exciting time presents a career defining opportunity. We have begun our improvement journey that will take us to “good”, which will be an incredibly rewarding experience for everyone involved. All staff will benefit from a bespoke CPD offer as well as opportunities to work closely with colleagues in the Abbey Multi Academy Trust. Most importantly, our students will flourish and have a wealth of opportunities available to them.

If you are seeking a truly distinctive role within a unique environment, please arrange to visit us to see first hand what Lightcliffe Academy and Abbey MAT have to offer.

We look forward to meeting you.

Roz Wood-Ives
Head of School - Lightcliffe Academy

Paul Cooper
Executive Principal

Catherine Garrett
Co-CEO/ Director of Education
Abbey Multi Academy Trust

Helen Pratten
Co-CEO/ Executive Principal (Primaries)
Abbey Multi Academy Trust



About Abbey Multi Academy Trust

Abbey Multi Academy Trust (Abbey MAT) is a Diocesan Multi Academy Trust, committed to delivering a quality education with a caring, Christian ethos.

Our overall vision is simple:

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

Children and young people who attend Abbey MAT academies will find an environment that is welcoming, caring, calm, disciplined and purposeful. We want to ensure that young people have the highest aspirations for themselves and the opportunities to achieve their very best – as well as developing socially and emotionally, with the self-confidence to achieve success and fulfilment.

Our ambition is to establish an educational family of schools, serving the communities of West Yorkshire and the Dales Diocese. We’re excited about growing our network and passionate about unlocking the opportunities of working across all school age ranges, enhancing continuity of provision from 4 to 19.

Beyond that, we’ll work in true partnership with key stakeholders, equipping young people with the skills and experience to succeed beyond school, whether that be further and higher education, apprenticeships or employment with training.

We’ll also be outward facing, sharing our expertise more widely and working with other schools and academy trusts to develop our practice and enhance the quality of provision we offer our students.

Advert

Position: Teaching Assistant

Hours: 29 hours per week, term time only plus 5 days

Reference: LA151

Salary: Grade B1 SCP 4-6 £18,933 to £19,698
29 hours per week. Term time only, plus 5 days
Actual salary £12,735 to £13,250 per annum

In Partnership to Educate, Nurture & Empower

Are you passionate about providing professional teaching assistant support? Looking for a passionate and dedicated Academy Trust which genuinely invests and develops their staff? Then apply today to join **Lightcliffe Academy** and work within our academy as a **Teaching Assistant**.

The position will suit an experienced Teaching Assistant who is looking for a new challenge and is open to working within an Academy.

We are looking for a commitment to 29 hours a week, term time only plus 5 days.

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.

We are seeking to appoint an outstanding Teaching Assistant, to join our hardworking and dedicated Department. You will be a Teaching Assistant with a passion for teaching and capable of delivering outstanding and inspirational support to our students.

This is an exciting opportunity for a Teaching Assistant to join our academy where new initiatives are welcomed and encouraged.

As our new Teaching Assistant we will nurture, challenge and support you throughout your career here at Lightcliffe Academy. The post offers an opportunity to join a department where creativity, innovation and the ability to work effectively in a team is valued.

Expectations:

- To supervise students' work as identified by the SENDCO/Assistant SENDCO and/or the Class Teacher
- An individual looking to develop your career within a supportive team
- Able to encourage and enthuse students to achieve their full potential
- Inspirational to colleagues and students – sharing best practice

We can offer:

- An Academy and a department that will allow you to be inspirational, creative and play an active part on our journey.
- Tailored CPD with a commitment to support your career ambitions.
- A department which welcomes new ideas with energy and enthusiasm.

This is a genuinely exciting time to join our Academy and to play a part in the development of our Multi-Academy Trust. If you are looking to join an Academy with happy, positive and polite students and staff then we want to hear from you.

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 academies please visit the following links:

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

<http://www.lightcliffeacademy.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

Application Process

To apply please download recruitment pack and email completed application form to Recruitment@abbeytrust.org

Closing date: Friday 14th January 2022

Interview date: To be held soon after closing date

All applications will be acknowledged within 24 hours. Should you fail to receive confirmation of receipt please call 0113 320 1423.

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

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/Calderdale.

JOB DESCRIPTION

JOB TITLE: Teaching Assistant

GRADE: Grade B1 SCP 4-6 £18,933 to £19,698
29 hours per week. Term time only, plus 5 days
Actual salary £12,735 to £13,250 per annum

REPORTING TO: SENDCO

RESPONSIBLE FOR: The main purpose of the post is to provide supervision and learning support of students with special educational needs.

Overall purpose of the post:

- To supervise students' work as identified by the SENCO/Assistant SENCO and/or the Class Teacher.
- To oversee specific educational programmes and activities devised by the SENCO/Assistant SENCO and/or Class Teacher.
- To attend to general and specific welfare, social and medical needs relating to students' special needs including programmes to support social, emotional and mental health provision.
- To prepare appropriate materials for use in the classroom under the direction of the SENDCO/ Assistant SENDCO and/or the Class Teacher.
- To undertake a range of tasks in support of students' undertaking internal and external examinations.
- To record aspects of student learning and achievement as required and in accordance with school policies and procedures.
- To monitor, track and update learning plans, pupil passports and provision maps for key students.

Key Tasks:

- Support the school in other aspects of operations including tasks related to
 - student welfare, discipline and learning
 - faculty and department general operations
 - professional standards within the setting
- Supervise student eating/leisure at break times and lunch times (post holder's breaks and lunches to be taken flexibly).

Teaching Assistant										
PERSON SPECIFICATION CRITERIA										
Qualifications					ESSENTIAL			DESIRABLE		
1	GCSE Maths and/or English grades A-C (or other qualifications that demonstrate good literacy & numeracy skills)				A	I				
2	Recognised support assistant qualification							A		
3	Recognised ICT qualification							A		
Professional knowledge, skills and abilities					ESSENTIAL			DESIRABLE		
1	Good numeracy/literacy skills				A	I				
2	Use of basic technology – computer, DVD, photocopier				A	I				
3	Ability to relate well to children and adults				A	I				
4	Ability to work constructively as part of a team				A	I				
5	Participate in development and training opportunities				A	I				
Experience					ESSENTIAL			DESIRABLE		
1	Working with or caring for children of relevant age				A	I				
2	Understanding classroom roles and responsibilities and your own position within these				A	I				
3	Appropriate knowledge of first aid							A		
4	To be aware of policies and procedures relating to child protection, health, safety confidentiality and data protection							A	I	
Professional Attributes, Qualities and Values					ESSENTIAL			DESIRABLE		
1	Self-motivated with the ability to work under pressure and be proactive				A	I				
2	A Team player with enthusiasm and commitment				A	I				

The criteria will be evidenced as indicated below:

‘A’ refers to the candidate’s Application form and covering letter

‘I’ to interview

‘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.

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.

Name:

Signature:

Date:

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 Academy 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 Principal or the incumbent of the post. The above must be viewed in conjunction with the relevant sections of the School Teachers’ Pay and Conditions of Service document which is published annually.