



LIFE MULTI-ACADEMY TRUST

Appropriate Provision Teaching Assistant

RECRUITMENT PACK



i nspiration i nnovation i ntegrity

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The Advert

Administrative Teaching Assistant

Term Time 30 hours per week, 40 weeks per year

Ignite at Ivanhoe School and Ibstock School

LCC Grade 6 (£25,188 pro rata)

Actual Salary: £17,064.91

Required to start: Thurs 21 August 2025

As a Trust we believe that the staff we employ to work across our schools share the core value of 'Bringing Learning to LiFE.' Every member of staff, employed by the Trust, plays a pivotal part in its future success. The values and ethos of our Trust shines through each school's unique and individual culture.

Our Trust believes in working together to achieve better outcomes for our students and serving our local communities.

We are seeking to recruit an Administrative Teaching Assistant to join our evolving Ignite team.

You will be supporting the Ignite team in supporting academic and emotional development of our students, and also undertaking administrative duties, which includes:

- Coordinating transport
- Managing resources
- Supporting logistics around student access and engagement

We are looking for someone who has experience of working with young people in an educational or alternative setting and can build positive and trusting relationships in order to deliver the best possible outcomes for the students they work with.

The successful candidate will be a team player who can contribute to a friendly and supportive working environment.

Closing date for applications: Tuesday 8 July 2025

"At LiFE Multi Academy Trust we embed the principles of equality, diversity, and inclusion into everything we do. As a Trust we actively encourage applications from those in minority groups and with diverse backgrounds."

“LiFE Multi Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All offers of employment will be subject to a DBS check and an online search.”

June 2025

Dear Applicant

Thank you for your interest in this role. LiFE Multi Academy Trust is seeking an Appropriate Provision Teaching Assistant to join our Ignite team, working 30 hours per week across 40 weeks a year.

This role is a wonderful opportunity for someone eager to make a positive impact on the lives of young people who need it the most, whilst also contributing to the development of our team. The Job Profile and Personnel Specification, outlining the skills and attributes required, are included in this pack.

To apply, please submit your application via the portal. (Note: CV applications will not be considered due to safeguarding policies.)

For further information about the role, feel free to contact Rebecca Harbour at:

r.harbour@ibstockschool.co.uk.

Application Deadline: Tuesday, 8th July 2025.

I look forward to receiving your application.

Yours sincerely

Mrs Rebecca Harbour

Director of Appropriate Provision

Job Profile

Academy	Ignite (Ibstock School & Ivanhoe)
Job Title	Appropriate Provision Teaching Assistant
Salary/Grade	Grade 6
Hours/Weeks	30 Hours Per Week / 40 Weeks Per Year
Conditions of Service	Local Government conditions of service
Responsible to	Appropriate Provision Coordinator
Key relationships/ Liaison with:	Ignite staff, schools, parents and students
Job purpose	To provide high-quality teaching and learning support to students within Ignite Learning Centre. In addition to supporting students' academic and emotional development, the role includes key administrative responsibilities such as coordinating transport, managing resources, and supporting logistics around student access and engagement.

The activities and responsibilities listed below are examples of the type of tasks that are expected of the post holder. These may vary over a period of time and are not exhaustive.

Main duties and responsibilities

Teaching and Learning Support:

- Support individual and small groups of students with a range of needs, including SEMH, to access learning and develop positive behaviours for success.
- Work under the direction of teaching staff and the AP Coordinator to implement tailored learning activities and behaviour strategies.
- Help to create a calm, safe, and purposeful environment for learning.
- Provide feedback to students and contribute to monitoring their progress.
- Support students in developing self-regulation and social skills, reinforcing high expectations.

Pastoral and Behaviour Support:

- Build and maintain positive, trusting relationships with students.
- Implement de-escalation strategies and follow Ignite pastoral support plans.
- Assist in managing transitions throughout the school day to ensure consistency and safety.

Administrative and Transport Coordination Duties:

- Coordinate daily transport arrangements for students attending the AP, including liaising with transport providers, parents/carers, and internal staff.
- Drive the school 8-seater minibus or transport students as required to ensure safe and consistent attendance (training to be provided if necessary)
- Maintain accurate records of transport usage, schedules, and any issues.
- Assist with the procurement and ordering of learning and pastoral resources for the AP provision.
- Ensure all resources are tracked, stored, and replenished appropriately.

- Support with scheduling meetings, managing diaries, and liaising with external agencies where required.

Special notes and conditions:

Subject to the duration of the need, the special conditions given below apply:

- The post holder will be based between Ibstock School and Ivanhoe School.
- The post holder may be required to attend, from time to time, training courses, conferences, seminars, or other meetings as required (*post COVID – 19 these events may be delivered virtually*)
- Expenses will be paid in accordance with the Local Condition of Service
- This post is subject to a check being conducted at an Enhanced level by the Disclosure and Barring Service (DBS) along with the necessary right to work in the UK checks.
- The nature of the work necessitates strict confidentiality, no information obtained during or after working hours should be discussed other than with the relevant staff.

This job description sets out the duties and responsibilities of the post at the time of advertising. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

Personnel Specification

Essential:

- Experience working with children or young people in an educational or alternative setting.
- Good literacy and numeracy skills (minimum GCSE Grade C / 4 or equivalent in English and Maths)
- Strong organisational and communication skills.
- Ability to work flexibly, independently, and as part of a team.
- Confident in managing behaviour and supporting students with additional needs.
- A valid, clean driving licence and willingness to drive the school 8 seater minibus
- Competent in the use of IT for administrative and communication purposes.

Desirable:

- Experience working within a secondary school alternative provision or similar setting.
- Familiarity with EHCPs, safeguarding processes, and behaviour support plans.
- First Aid or Team Teach training (or willingness to undertake).
- Driver of car with business insurance

Safeguarding:

Ignite is committed to safeguarding and promoting the welfare of children and young people. The successful candidate will be required to undergo an enhanced DBS check and all relevant employment checks in line with Keeping Children Safe in Education (KCSiE).

Vision, Values and Ethos

LiFE Multi Academy Trust

Bringing Learning to LiFE

Vision:

We have a compelling desire to provide high quality, personalised and rounded education for everyone, right in the heart of our local community. We believe that no school can be deemed successful unless all those around it are also successful, popular, and flourishing. Hence, we believe that dynamic, mutually accountable collaboration and challenge between local schools as members of the LiFE MAT is the cornerstone of our future success.

Each of our schools needs to be seen as a leader of, and vital to, its local community; each school is regarded as fundamental to the identity of its surrounding community. In this capacity we will relentlessly promote the values of inclusion and the celebration of diversity, alongside personal responsibility, and respect.

Values:

- Ensuring that every student achieves positive, life changing outcomes.
- Providing a whole education: academic excellence co-existing with an exceptional commitment to activity beyond the school gate
- **The relentless pursuit of excellence by;** expecting this of every person, every day; recognising and celebrating behaviours that lead to great progress and promoting and celebrating elite performance inside school and in the wider world.
- Valuing and promoting the celebration and understanding of diversity and qualities of our staff and students.
- Ensuring that all students and staff feel known, appreciated, and supported.
- Committing whole-heartedly to collaboration within, between and beyond our academies
- Ensuring our curricula are agents for the promotion of our values.

Our Trust consists of

The LiFE Multi Academy Trust currently consists of 10 Schools. Our lead school is Bosworth Academy with the other schools in the Trust being Ashby School, Braunstone Frith Academy, Countesthorpe Academy, Desford Community Primary School, Dovebank Primary School, Kingsway Primary School, Ibstock Community College, Ivanhoe School, and the Winstanley School.

Our offer for all staff joining the LiFE Multi-Academy Trust and our schools.

Professional Capital: ***‘we believe in getting the right people, getting them to work together and getting them to stay’***

STRATEGY	DESCRIPTION
Putting Your Trust in Our Trust	We believe in your development. Everything we do is about creating a team of committed professionals who share our ambition for young people. If you believe in this too, we are committed to providing an exciting, enjoyable, and rewarding working environment.
Coaching	Coaching is integral to our success. We support colleagues through coaching; enabling deep reflection, which has allowed us to build a bold, creative, and aspirational culture, where collaboration with peers and innovative approaches to practice are encouraged.
Personal Improvement Plan versus Performance Management	Instead of the usual performance management, we encourage our staff to identify aspirational targets through our ‘Personal Improvement Plan’ (PIP) process. With your coach, you will look to make considerable progress in a critical area of your practice; we believe in valuing the process of improvement does not pass or fail numerical targets.
Health and Wellbeing Strategies	<p>Having happy and healthy staff is key to a successful organisation. The Trust is committed to:</p> <ul style="list-style-type: none"> providing employees with a safe, healthy, and supportive environment in which to work recognising that the health and wellbeing of our employees is important. providing a supportive workplace culture where individuals healthy lifestyle choices are valued and encouraged. <p>We are committed to supporting colleagues to overcome the stigma and discrimination of mental health issues within the workplace. To show our commitment to this we have publicly signed up to ‘Mindful Employer’ and the ‘Charter for Employers who are Positive about Mental Health.’</p> <p>We believe it is important that we are role models to our students of how to be a healthy adult. We actively promote the importance of a work life balance, offering support to staff on managing stress and workload, as well as a physical activity programme. Access to coaching, counselling and supervision is also available to all staff.</p>
Equality and Equal Opportunities	Our Trust and its schools are committed to ensuring equality of opportunity in line with the Equality Act 2010. The Trust seeks to reduce disadvantages,

	discrimination, and inequalities of opportunity, and promote diversity in terms of its students, workforce, and our wider communities we serve.
Presumed Professionalism	We have a 'Presumed Professionalism' ethos across the Trust. Our staff are professional educators, and we recognise the need to support staff to enable a healthy work life balance to allow maximum impact whilst working with our young people and each other. We achieve this by allowing staff to sign out during their free periods if professional duties are not affected. See our policy for further details.
Development of Professional Capital and Excellence	<p>As a Trust we always look to invest in our staff and pride ourselves on our 'home grown talent.' We pride ourselves on this and believe this has the biggest impact on how our staff understand their communities and make a difference to the lives of our young people.</p> <p>Quite simply, our aim is to employ people who match our ethos and values and enable them to truly collaborate with colleagues across the Trust so that they are satisfied professionally. We provide outstanding training pathways which draw on excellence both within and outside of our Trust to enable you to build your professional capital.</p> <p>Examples of the many opportunities we encourage staff to take up externally include:</p> <p>The National Professional Qualification for Senior Leadership (NPQSL)</p> <p>The National Professional Qualification for Headship (NPQH)</p> <p>The National Professional Qualification for Middle Leadership (NPQML)</p> <p>The Outstanding Teacher Programme (OTP)</p> <p>Initial Teacher Training (ITT)</p> <p>Pathways are available at apprenticeship level, NQT, aspiring middle leader, Lead Practitioner and aspiring senior leader level. Some of these courses are led by staff within the Trust and others are externally accredited. In addition, the Trust provides the opportunity of becoming an associate SLT member, enabling middle leaders to gain insight and experience of leadership at the highest level within a school.</p> <p>Support staff have their own Personal Improvement Plan that they use as a tool to create a bespoke professional development plan. All support staff also receive Coaching and training opportunities, to help them feel empowered and in charge of their own development.</p> <p>Across the Trust, we pride ourselves on equal opportunities for all staff, irrespective of background, gender, disability, religion, sexual orientation, or age.</p>
Great Access to Progression and	Further evidence of our investment in 'home grown talent' is that 86% of our TLR holders have been internal appointments. We have clear professional

Leadership Responsibility	progression pathways within the CPD offered throughout the year at all levels within the Trust.
Collaboration Across all Schools	We are developing relationships across our Trust to enable collaboration to support learning and teaching outcomes. In addition, we can offer a joint CPD programme to draw upon expertise across the Trust. Staff work and meet regularly in teams across schools in the Trust and we hold an annual Strategic Planning Day, where each member of the Trust work together.
Sabbatical and Flexible Working Policies	<p>We have developed a unique sabbatical policy to support staff to develop their interests. For some, this has been to develop professionally, whilst others have taken this time to experience travel with their family. See our policy for further details.</p> <p>Flexible working arrangements are also promoted across the Trust where possible, to enable our staff to manage their work life and family commitments.</p>
Strong Induction Process	It is important to us that every member of staff has the right start to working in our Trust. The importance of a good induction is invaluable for new starters irrespective of previous experience. To support this, we have a New Staff Induction Day before the start of term, which enables colleagues to get a real understanding of what the school is about and what it means to be part of the Trust. This day also prepares new staff for our training (conference) days at the beginning of the Autumn term. In addition to this ALL staff are invited to visit a series of lessons across the school year.
ECT Support	Where possible we try to ensure that ECTs have reduced teaching loads to allow them more opportunities for CPD throughout the school week. This also allows for peer-to-peer observations and additional coaching to take place to develop their practice.
3D Networks	3D Networks are an opportunity for faculties to share good practice and innovative ideas with colleagues across the school, based on our unique 3D Learning and Teaching model.
Attendance of Staff	Our staff are committed to their roles and ensure that students are supported to maximise their outcomes. Levels of attendance are exceptionally high across all staff and well above national averages in the education sector and beyond.

We are always looking for highly quality teachers and support staff who buy into our values across the LiFE Multi Academy Trust and our school.