



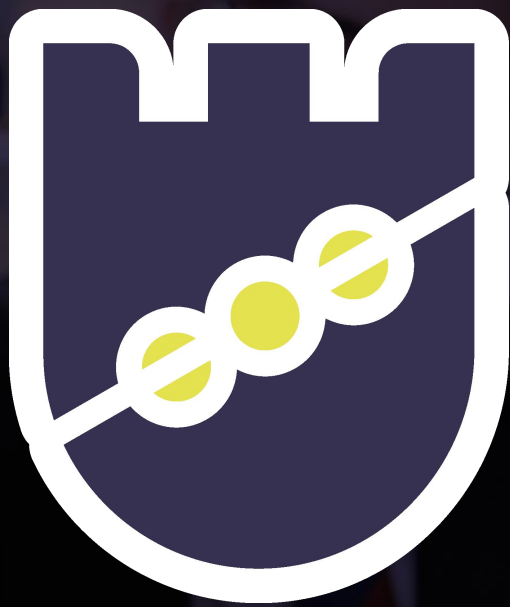
**SIR THOMAS
BOUGHEY
ACADEMY**

Part of



Apprentice Learning Support Practitioner

Candidate Information Pack



Welcome from the Headteacher

Dear Applicant,

I am Lisa Shoreman, Headteacher of Sir Thomas Boughey Academy, and I am delighted that you are considering joining our team.

Sir Thomas Boughey Academy is a happy, safe, and ambitious school where every student is known and valued. We are a place where curiosity is sparked and achievements are celebrated, guided always by our values of excellence, kindness, and respect. In 2022, Ofsted confirmed that we are a 'Good' school in all areas, specifically highlighting our high expectations and the genuine care we show to all our students.

We are proud to be part of the Windsor Academy Trust family. This means we are not working in isolation but benefit from the collective strength and shared expertise of fifteen schools working together. While we have our own unique identity and a strong connection to our local community, we are united by a single moral purpose: to unlock the academic and personal potential of every child in our care.

As a member of our team, you will play a vital role in this mission. Whether you are joining our teaching staff or our professional services team, you will help us achieve our goals by:

- **Igniting Curiosity:** You will help deliver lessons that are rich, challenging, and designed to make learning exciting, ensuring every child has the chance to shine.
- **Building Character:** Beyond the classroom, you will support our 'Boughey Extra' programme. This offers a huge range of activities from sports and the arts to leadership, helping students grow into well-rounded individuals.
- **Fostering a Sense of Belonging:** Success at our school is built on determination and support. You will be part of a team that ensures every child feels safe, valued, and encouraged to do their very best.

We are looking for passionate, collaborative individuals who share our values and our commitment to excellence. You will join a talented team supported by a culture of empowerment and professional growth, where we work together to ensure every child in our family thrives.

If you are ready to help our students find their passion and reach their full potential, I look forward to receiving your application.

Yours sincerely,

Lisa Shoreman
Headteacher

Our School



Sir Thomas Boughey Academy is an 11 to 16 secondary school in Newcastle under Lyme. We provide a safe, happy and stimulating environment where students are motivated to learn and reach their full potential. Our overarching belief as a school is that every child has the right to an excellent education, and the opportunity to flourish under the guidance of our devoted staff. We build confidence and character, qualities all children need just as much as academic success. Our number one goal is that every student leaves us having achieved their absolute potential, armed with the resilience, ambition and integrity that will allow them to create the future that they crave.

Our 2024/25 highlights

- **Exceptional Maths Achievements:** Several students were recognised in the UKMT Junior and Intermediate Maths Challenge, with one student achieving the "Best in the Intermediate Challenge" award.
- **Reader Leaders Programme:** The school's peer mentor programme saw 14 trained Reader Leaders support weaker readers, helping them improve their fluency and confidence.
- **Outstanding Musical Talent:** Students achieved excellent results in their music examinations, with multiple distinctions and merits across a range of grades.
- **ASPIRE Days:** The school successfully launched ASPIRE Days with a focus on careers, personal development, and PSHE. These days, which included external speakers, received positive feedback from students.
- **Community Action:** Students from the Community Action Group joined the Minnie Pit memorial committee to maintain the site, planting trees and bulbs to help it win a prize in the Newcastle in Bloom competition.
- **Digital Excellence:** The school was recognised as a Microsoft Showcase School for the second consecutive year. Staff have also begun exploring the use of AI to support students and improve learning.
- **Inaugural Activity Week:** The school successfully launched its first-ever Activity Week, offering a diverse range of memorable experiences for all year groups, including trips, sports day, and hands-on activities.
- **Strong Community Links:** Senior Student Leaders continued their monthly attendance at Audley Parish Council meetings, updating the community on school successes and improving the local perception of the school.
- **Visit to Houses of Parliament:** Following a visit from the local MP, 10 student senators visited the Houses of Parliament, where they sat in on Prime Minister's Questions and met with their MP.
- **Improved Attendance:** The school achieved a 3.1% rise in whole-school attendance, with significant improvements in all year groups, placing the school well above the average for similar schools.

"Since our eldest started in 2015, Sir Thomas Boughey has been a stepping stone of support for our children. The school is a safe space where students, parents and staff are all encouraged to be their best selves. They supported us so well through unprecedented times like the COVID-19 pandemic, keeping our children at the heart of every decision. The school also champions extracurricular activities, allowing pupils to thrive in sport, music and the arts. What makes it truly special is that the teachers don't just see them as students - they see them as individuals who are nurtured and understood. We're incredibly proud parents." - **Sir Thomas Boughey Academy parent**



Welcome from CEO

Dear WAT Family Candidate,

As the Chief Executive Officer of Windsor Academy Trust, I am delighted that you are considering joining our family.

We are a family of 15 primary and secondary schools, united by a single, unwavering moral purpose: **to unlock the academic and personal potential** of every young person we serve. For our 1,200 staff and 10,000 students, Windsor Academy Trust is more than an organisation, it is a family.

We are exceptionally proud of the reputation we have built together. Our schools serve diverse, vibrant communities across the West Midlands, achieving results that are significantly above the national average. But we believe that schools should be more than just places of learning; they are **civic anchors**. We take our role as leaders in our communities seriously, working tirelessly with our partners to ensure our children and their families can thrive, both inside and outside the school gates.

Being a great employer is at the heart of who we are. We were thrilled to receive the Edurio 'Trust Value Award', a testament to the strong sense of belonging our staff feel. As an Associate College for the National Institute of Teaching, we don't just offer jobs; we offer journeys of professional growth and transformation.



Dawn Haywood
Chief Executive Officer



15
SCHOOLS



10000
CHILDREN



1200
STAFF

Job Description

Salary	£13263
Reporting to	Assistant Head - SENCO
Responsible for	N/A
Location	SIR THOMAS BOUGHEY ACADEMY

Job Purpose

The Apprentice Learning Support Practitioner plays a vital role within the academy, providing dedicated support to pupils to help them overcome barriers to learning and achieve their full potential. Working under the professional guidance of the SENCO and classroom teachers, the post holder will assist in the delivery of a high-quality, inclusive education. This apprenticeship provides a structured pathway to gain practical experience and work towards a Level 3 Teaching Assistant qualification while actively contributing to the overall ethos and success of Windsor Academy Trust.

Support for Pupils

The Apprentice Learning Support Practitioner will:

- Support the provision for pupils with additional needs and assist in the implementation of individual education health care plans.
- Provide 1:1 mentoring for pupils and offer support for distressed pupils under the guidance of senior staff.
- Implement targeted support programs for pupils in relation to their individual needs, such as daily exercise routines.
- Provide constructive feedback to pupils and teachers regarding progress, achievement, attendance, and behaviour.
- Promote the inclusion of all students in learning activities to ensure high standards are upheld.
- Actively contribute to raising standards by ensuring a high level of support is provided to all pupils.

Support for the Teacher

The Apprentice Learning Support Practitioner will:

- Support pupil access to learning using appropriate strategies and resources as directed by the class teacher.
- Monitor and evaluate pupil responses and progress, reporting back to senior staff so that learning activities can be adjusted appropriately.
- Contribute to the recording and reporting of pupil achievement and progress, gathering evidence of learning as requested.
- Assist in maintaining classroom discipline through the consistent implementation of the academy's behaviour management strategies.
- Establish and maintain constructive relationships with parents and carers in consultation with the SENCO.
- Coordinate and organise pupils attending extra-curricular activities, work experience, or other out-of-school learning opportunities under guidance.

Support for the Curriculum

The Apprentice Learning Support Practitioner will:

- Provide specific support in literacy, numeracy, and SEN strategies to enhance curriculum delivery.
- Assist with providing access arrangements for pupils taking internal and external tests and examinations.
- Utilise a range of different teaching and learning approaches to support pupil access to learning.

Professional Standards and Trust Ethos

The Apprentice Learning Support Practitioner will:

- Contribute to the overall ethos, aims, and vision of the academy and Windsor Academy Trust.
- Participate in professional development, training, and performance management activities as required.
- Attend and actively participate in relevant staff and project meetings.
- Comply with all academy policies and procedures, including those relating to child protection, equal opportunities, health and safety, confidentiality, and data protection.
- Safeguard and promote the welfare of children and vulnerable adults at all times.
- Carry out other reasonable tasks commensurate with the post at the discretion of the Headteacher.

Person Specification

Area	Essential	Desirable
Qualifications and Experience		
Willingness to work towards a Level 3 Teaching Assistant qualification.	✓	
Strong numeracy and literacy skills, including GCSE Maths & English at Grade C/4 or above (or equivalent).	✓	
Experience of working with relevant age groups within a learning or community environment.	✓	
Understanding of classroom roles and responsibilities within a school setting.	✓	
Working knowledge and compliance with school policies and procedures.	✓	
Curriculum knowledge and experience to support self-directed learning.	✓	
Previous experience of supporting children with Special Educational Needs (SEN).		✓
Experience using digital learning platforms or educational software.		✓
Skills and Competencies		
Ability to communicate clearly and explain complex information with due regard to confidentiality.	✓	
Ability to promote and support the inclusion of all students in learning activities.	✓	
Proficiency in using ICT effectively to support learning.	✓	
Ability to understand policies, procedures, and legislation relevant to the role.	✓	
Ability to understand the aims, content, teaching strategies, and intended outcomes for lessons.	✓	
Basic understanding of child development and learning theories.		✓
Personal Qualities and Attributes		
Ability to remain calm and professional in difficult or challenging situations.	✓	
Demonstrates sensitivity, empathy, and a positive attitude towards others.	✓	
Commitment to identifying own training needs and actively participating in continuous professional development.	✓	
A proactive and collaborative approach to working as part of a wider team.	✓	

Area	Essential	Desirable
Safeguarding		
Full commitment to safeguarding and promoting the welfare of children and young people.	✓	
Willingness to undergo an enhanced DBS with barred list check.	✓	
Commitment to the Trust's policies regarding the protection and welfare of students.	✓	
Windsor Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. This post is subject to an enhanced DBS with barred lists check.		



Working for Windsor Academy Trust

We believe it is important to be a great place to work. In addition to a competitive salary we offer:

Pensions

As a staff member you have access to the Local Government Pension Scheme and Teachers' Pension Scheme - both generous schemes with the employer contributing up to 20% plus. This also provides a death in service benefit of three times your salary.

Pay progression & career pathways

As well as any nationally agreed pay award (a salary increase linked to inflation), our employees have access to pay progression according to their grade.

We offer a number of career pathways from teaching and other classroom based roles to administration and IT. If you're interested in progressing on your career journey or taking a new career pathway, you should discuss this further with your line manager at your annual appraisal.

Continual Professional Learning (CPL)

Windsor Academy Trust has developed exceptional teachers, leaders and professional services staff in schools for over a decade. We have an excellent reputation for delivering outstanding and innovative professional development for teachers, leaders and professional services staff at all levels, across the Midlands and beyond. Our professional development offer ranges from Initial Teacher Education, to the Early Career Framework as well as leadership development programmes such as National Professional Qualifications (NPQs) as well as networking groups for a number of roles.

Employee Assistance Programme

Windsor Academy Trust has signed up to an Employee Assistance Programme with the Education Support Partnership which provides a support line to access a range of practical and emotional help 24/7, including counselling sessions, financial, legal and practical support from qualified professionals on a range of personal issues as well as access to online health and wellbeing resources and a specialist information service.

Free flu vaccinations and eye tests

For a number of years, Windsor Academy Trust has provided free flu vaccination vouchers so that you can protect yourself over the winter months. We also provide free eye tests for display screen equipment users, which applies to the majority of our employees.

Cycle to work scheme

For those who do not live too far from work, cycling instead of driving or taking public transport could be a good option to save on travel costs. Our cycle to work scheme helps Windsor Academy Trust employees to purchase a brand new bike and spread the cost over 12-18 months. To find out more, visit [The UK's Most Popular Cycle to Work Benefit - Cyclescheme](#).

Food and leisure discounts

Windsor Academy Trust has signed up to access Vivup - the leading wellbeing and benefits provider to the public sector - meaning our employees can benefit from lifestyle savings on films, leisure activities, dining out, family essentials and many more popular categories.

Reduced childcare costs

For working parents, childcare costs can be a significant financial burden. However, there are some solutions available to staff that may help ease short-term financial pressures around childcare. You may be eligible for the Government's tax-free childcare scheme. Find out more by visiting [Tax-Free childcare at gov.uk](#). Should you need them, flexible working and paid time off for caring responsibilities policies are available upon request. Visit the [Policies and Procedures](#) section on the Windsor Academy Trust website for full details.

Local Credit Union

Windsor Academy Trust is now a partner employer with Castle & Crystal Credit Union based in Dudley. They are a not-for-profit financial co-operative who provide affordable loans and secure savings for all who live or work in the West Midlands. Loans repayments can be made directly from your salary.

Flexible Working

Windsor Academy Trust supports and is open to flexible working.

Safer Recruitment In Education: Information For Applicants

- WAT is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.
- We have a number of policies and procedures that contribute to our safeguarding commitment, including our child protection policy which can be viewed at windsoracademytrust.org.uk/governance.
- It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.
- Sometimes we may need to share information and work in partnership with other agencies when there are concerns about a child's welfare.
- We will ensure that our concerns are discussed with parents/carers first unless we have reason to believe that such a move would be contrary to the child's welfare.
- We actively support the Government's Prevent agenda to counter radicalism and extremism.

What we will provide:

All applicants for all vacant posts will be provided with:

- a job profile outlining the duties of the post; including safeguarding responsibilities.
- a person specification which will include a specific reference to suitability to work with children.

All applications for employment will be required to complete an application form online, containing questions about their academic and full employment history, and their suitability for the role.

In addition, all applicants are required to account for any gaps or discrepancies in their employment history.

References

References will be requested with your consent, at the selection stage directly from the referee.

Interviews

At least one member of each interview panel will have completed Safer Recruitment Training. The selection process for every post will include exploration of the candidate's understanding of child safeguarding issues.

Pre-employment checks

- It is an offence to apply for the role if the applicant is barred from engaging in regulated activity relevant to children.
- An enhanced DBS check is required for all successful applicants.
- Prohibition, overseas and section 128 checks will also be completed if necessary.

Child Protection and Safeguarding Policy

View our Child Protection and Safeguarding policy at windsoracademytrust.org.uk/policies





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