



Flourish

Learning Trust

RECRUITMENT AND ROLE INFORMATION

Whitefield School and Joseph Clarke School

<https://www.flourshlearningtrust.org.uk>

Apprentice Teaching Assistant





Flourish Learning Trust

Enjoyment, achievement and wellbeing for all

About Flourish Learning Trust

With an ethos based on enjoyment, achievement and wellbeing for all, **Flourish Learning Trust** seeks to open up the world for children and young people with SEND. Located in Waltham Forest, the Trust comprises **Joseph Clarke School** (for children with vision impairment and /or additional needs), **Whitefield School** (for pupils with complex needs including autism, learning difficulties and sensory and physical impairments), **Flourish Specialist Education Services** and the highly successful **Project SEARCH East London**.

We are expert in serving children and young people with SEND and giving them the tools, skills and confidence to move on to the next stages of their education and lives.

Our Mission

Our mission is to enable children and young people to flourish, lead independent and fulfilling lives, and make a positive impact on the world. We do this by providing them with opportunities, through the highest standards of specialist education, care and support, in partnership with the wider community.

Our Education Charter

We are a 'learning organisation' that constantly strives to improve. In all our work we commit to:

Promoting the safety, welfare and happiness of our children and young people through:

- Ensuring the right policies and practices are in place to keep our children and young people safe;
- Making sure everyone is responsible for safeguarding and equipped with the skills and knowledge to do this;
- Making every day a positive, safe and meaningful learning experience for children, young people and staff.
- Developing and using evidence-based trauma informed practices in our work.

Providing enjoyable, high-quality holistic learning opportunities through:

- Providing a curriculum and enrichment so our children and young people gain knowledge and skills to meet their needs alongside developing their love of learning;
- Placing strong emphasis on language, communication, personal and social development;
- Providing positive approaches to behaviour and therapeutic support that enables the children and young peoples' access to learning and quality of life;
- Nurturing and celebrating each child and young person's individual abilities and talents;
- Offering a range of recognised, reputable qualifications and pathways enabling pupils to progress successfully to their next stage in education, training, employment or placement;
- Giving children and young people the best technology to assist them in their learning and lives.





Acting as strong advocates for special needs, positively influencing education policy and practices through:

- Championing the valuable contribution people with special needs make to society;
- Empowering our young people to be advocates for their abilities and talents;
- Sharing our specialist expertise through our outreach services, contributing to national policy, other schools, trusts and organisations including the Police, transport operators and employers.

Allowing everyone to thrive through:

- Providing parents and carers with tools to support their child's learning and welfare;
- Enabling our schools and services to retain their own identity and specialism whilst benefiting from our excellent centralised functions to lead and manage human resources, finance, estates, premises and IT;
- Expert governance provided by dedicated trustees to provide support and challenge to enable our trust's continuous improvement;
- Sustaining strong partnerships with our host and commissioning local authorities, helping them to successfully meet the needs of their local communities.

Our Values

Our organisational values have been created through a wide range of engagement activities with staff across our trust. They are integrated into our day to day work with our children and young people, stakeholders, all forms of communication, our staff recruitment, induction, performance and professional development.

	Respect	Ambition	Integrity	Compassion	Collaboration
BEHAVIOURS	<ul style="list-style-type: none"> • I take time to listen carefully • I think about the impact of my actions • I value everyone and what they have to offer • I treat others fairly • I express my gratitude and celebrate success 	<ul style="list-style-type: none"> • I help every pupil succeed • I hold high expectations of myself and others • I seek ways to learn and improve • I think creatively and aim to innovate • I overcome adversity, seeking support as needed 	<ul style="list-style-type: none"> • I am open and honest • I am trustworthy • I do the right thing, at the right time, in the right way, even if it's hard to do so • I am reliable and dependable • I do what I say I will do 	<ul style="list-style-type: none"> • I am kind and thoughtful • I keep our pupils safe and secure • I make sure pupils are at the heart of my decisions • I value others and show empathy • I support the wellbeing of others 	<ul style="list-style-type: none"> • I know we are stronger together • I work with parents, and carers to support their child • I go the extra mile for my colleagues • I collaborate with other professionals and organisations • I am able to work as part of a team

Why join Flourish Learning Trust?

Just as we seek to give our pupils a fantastic school experience, we want every member of our team to find being part of Flourish Learning Trust a fulfilling and enjoyable experience. Whatever their role, we are committed to supporting each team member and giving them every opportunity to progress their careers across our schools and services.





It's not always an easy job, but it offers huge job satisfaction. You'll be part of a supportive team and we'll teach you how. The Trust is noted for its staff training and professional development. There are opportunities to progress in your career through our internal progression scheme.

We are proud to offer:

- A wide-ranging and high-quality CPD programme which can be tailored around each team member's unique skills and career aspirations;
- A welcoming and inspiring working environment in which colleagues look out for and support one another;
- Opportunities to share best practice and ideas with colleagues across the Trust;
- Wellbeing support mechanisms including practical and emotional support;
- A competitive local government pension scheme, with defined benefits;
- Recognition of continuous service with Local Authorities and other academy trusts for various employment entitlements;
- Refer a Friend to Work Scheme and earn £300;
- Cycle to Work Scheme;
- Electric Vehicle (EV) Lease Scheme;
- Interest Free Travel Season Ticket Loan;
- Eyecare Vouchers;
- Flexible Working;
- Discounted Gym Membership;
- Staff Recognition Awards;
- Free Vaccinations;
- Mentoring scheme.

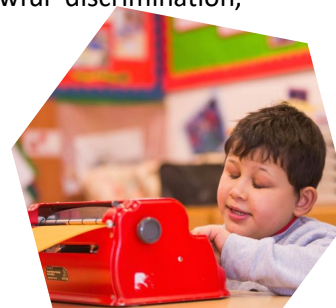
But, above all, working at Flourish Learning Trust is a highly rewarding and satisfying experience. Thanks to the commitment, energy and determination of our staff, all of our children and young people make fantastic progress during their time with us. Watching their progress and working alongside families is immensely satisfying and, as a Trust, we take every opportunity to recognise and celebrate the important role our staff play in transforming the lives of our children and young people.

Equality, diversity and inclusion

Flourish Learning Trust is working towards improving the diversity of the governance and leadership of the Trust, and the experience for our staff from diverse backgrounds. We are keen to hear from all candidates with the appropriate experience who feel they can make a real contribution to our Trust. If you can bring a fresh perspective to the challenges we face whether through your background as someone from an ethnic minority or you live with a disability (visible or not), are open about your faith, religion or belief or about being LGBTQ+, your application will receive a warm welcome. As will applications from all suitable candidates.

Our Trust is committed to tackle inequalities in the workplace and this means that we aim:

- to build a workforce at all levels which reflects our community;
- to treat all staff equally, fairly and with respect, whatever their role and whether temporary, part-time or full-time;
- to create a working environment free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all;





- to ensure that individual differences and the contributions of all staff are recognised and valued;
- to ensure that all staff have access to high quality professional development which meets their needs;
- to ensure that all staff have opportunities to progress in their career, with decisions based on merit;
- to oppose and avoid all forms of unlawful discrimination. This includes in pay and benefits, terms and conditions of employment, dealing with grievances and discipline, dismissal, redundancy, leave for parents, requests for flexible working, and selection for employment, promotion, training or other developmental opportunities.

Accessibility

This recruitment pack can be made available in a more accessible format by contacting:

- HR@flourishlearningtrust.org.uk.
- The following formats are available:
 - Braille
 - Larger font size
 - Wider spacing
 - Off-white background
 - Without graphics/images

About You

We are looking for dynamic, compassionate and driven individuals who share our values to:

- To develop and understanding of the specific needs (educational, emotional, behaviour or physical) of the pupil(s) to be supported taking into account the type of support involved;
- Promote and respect pupil voice and advocate on behalf of our pupils so they each receive the learning experience, support and opportunities that are right for them;
- Adopt a child-centred proactive mindset, follow our trauma-informed approach and demonstrate understanding and empathy for our pupils;
- Uphold the very highest standards of safeguarding to ensure our pupils' wellbeing is promoted and protected at all times;
- To liaise with the Class Teacher, Parents, Carer's and external professionals so that pupils receive holistic care and support;
- Work as part of a team by offering colleagues mutual support and understanding and working together in the best interests of our pupils;
- Strive to continuously improve their own practice and work collaboratively with others to create and implement new innovative approaches across the school.
- To work towards completion of the Teaching Assistant Level 3 Apprenticeship standard.

Above all, we are looking for candidates who are prepared to go the extra mile to enable our pupils to flourish and make the progress that is right for them.





Find out more

To apply, please request an application form please click on the following links:

Teaching Assistant Apprentice - Joseph Clarke School - <https://impgroup.bamboohr.com/careers/1427>

Teaching Assistant Apprentice - Whitefield School - <https://impgroup.bamboohr.com/careers/1557>

Closing date: 2nd October 2023 however we reserve the right to close the advert at any time if we have received sufficient applications.

Interview date: tbc

Flourish Learning Trust <https://www.flourishlearningtrust.org.uk/>

Joseph Clarke School <https://www.josephclarkeschool.org.uk/>

Whitefield School <https://www.whitefieldschool.org.uk/>

Flourish Specialist Education Services <https://flourishspecialisteducationservices.org.uk/>





JOB PROFILE

Job title:	Apprentice Teaching Assistant
Responsible to:	Classroom Teacher
Salary / Grade:	£11,800 per annum
Working hours / weeks:	34 hours per week Term Time Only Fixed Term 16 months contract
Core purpose	<p>To work as a teaching assistant under the instruction and guidance of teaching/senior staff, whilst training towards completion of the Teaching Assistant Apprenticeship Standard. Working mainly in the classroom with a teacher, to support access to learning for SEND pupils and those with other barriers to learning, providing general and specific assistance to the teacher in the management of pupils and the classroom.</p> <p>To ensure that all children and young people in the class are supported to enjoy school and make the best possible progress.</p> <p>All staff are expected to do everything they can to protect the children and young people from harm and to make the learning environment safe.</p>

Corporate responsibilities:

- To ensure that the responsibilities of the role are carried out in a way that reflects the vision and values of the Trust.
- To be aware of and observe all policies, procedures, working practices and regulations, and in particular to comply with policies relating to Safeguarding, Equal Opportunities, Health and Safety, Confidentiality, Data Protection and Financial Regulations, reporting any concerns to an appropriate person.
- To uphold our commitment to safeguarding and to promote the wellbeing of children.
- To contribute to a culture of continuous improvement.
- To comply with all reasonable management requests.

Key responsibilities:

Support for pupils:

- Support pupils to engage in learning activities, adapt tasks for individuals and assist them to make progress.
- Attend to the pupils' personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters.
- Supervise and support pupils ensuring their safety and access to learning in a clean and tidy environment.
- 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.
- Encourage pupils to interact with others and develop positive relationships.
- Encourage pupils to act independently as appropriate.
- Learn and use safe systems for moving and handling and physical interventions as appropriate.





Support for teacher

- Prepare the classroom as directed for lessons and clear afterwards and assist with the display of pupils' work.
- Be aware of pupil progress/achievements and report observations to the teacher in an agreed format.
- Contribute to record keeping as requested.
- Support the teacher in helping pupil to manage their behaviour, reporting observations as appropriate.
- Supporting a positive home-school relationship, by sharing information with parents and carers.
- Provide clerical/administrative support e.g. photocopying, filing, collecting money etc.

Support for the curriculum

- Use strategies, as directed by the teacher, to help pupils to achieve learning goals in all areas of the curriculum.
- Adapt strategies and approaches to meet pupils' individual needs.
- Prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use.

Support for the school

- Be aware of and comply with policies and guidelines relating to safeguarding and child protection, e safety and the use of social media, reporting all concerns to an appropriate person.
- Be aware of and comply with policies and procedures relating to health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support diversity and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the School as set out in its Code of Conduct.
- Appreciate and support the role of other professionals.
- Attend relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime.
- Accompany teaching staff and pupils on educational visits and out of school activities. Accompany individual pupils on a one-to-one basis, locally, if required.
- To work towards completion of the Teaching Assistant Level 3 apprenticeship standard

Attitudes

- An absolute commitment to all aspects of safeguarding. A commitment to achieving the best possible opportunities for children and young people with SEN.
- An absolute commitment to promoting Equality, Diversity and Inclusion.
- Responding to pupils in line with the Trust's Positive behaviour support (PBS) ethos.

Notes:

- This document is an overview of the role. The responsibilities will include but will not be limited to those listed above and it is anticipated that the role will evolve over time and as such the duties may change.
- This document does not form part of the contract of employment.
- This post will have contact with children and young adults and as such a satisfactory disclosure from the Disclosure and Barring Service (DBS) is required as a condition of employment.

Flourish Learning Trust is uncompromising in its commitment to safeguarding children and young people.

The Trust is committed to promoting a diverse and inclusive community - a place where we can all be ourselves and succeed on merit, ensuring best practice in our recruitment process is essential to our commitment.





PERSON SPECIFICATION

Role: Apprentice Teaching Assistant	E/D	A	I
--	------------	----------	----------

Qualifications & Training

1	Numeracy/Literacy Skills (at a level equivalent to NQF Level 2).	D	✓	
2	Ability to work towards meeting the professional TA standards.	D	✓	

Experience

3	Experience in working with or caring for children.	D	✓	
----------	--	---	---	--

Knowledge & Understanding

4	Knowledge of Safeguarding Children.	D	✓	✓
----------	-------------------------------------	---	---	---

Skills & Abilities

5	Ability to work as part of a team.	E	✓	✓
6	Basic IT skills and use of technology such as photocopier.	D	✓	✓
7	Willingness to undertake minor first aid training as appropriate.	D	✓	✓

Personal Attributes

8	Excellent relationships with colleagues.	E	✓	✓
9	Commitment to continued professional development.	E	✓	✓
10	Self-motivation and personal drive to complete tasks.	E	✓	✓

Other

11	A commitment to uphold and promote equality, diversity and inclusion.	E	✓	✓
12	An absolute commitment to all aspects of safeguarding as relevant to the post.	E	✓	✓
13	A commitment to achieving the best possible opportunities for children and young people with SEN.	E	✓	✓





Key:

E	Essential
D	Desirable
A	Assessed by Application Form
I	Assessed by Interview

Date: 01.09.23

