

Bishop Young C of E Academy

# Recruitment Application Pack

Higher Level Teaching Assistant  
(Dovecote Resource Provision)

Ref: MAY20230731



A photograph of two young women in school uniforms standing in a locker room. They are both wearing dark blazers, white shirts, and striped ties. The woman on the left has long braids and glasses, while the woman on the right has curly hair. They are standing in front of a row of wooden lockers. The image has a blue tint.

# Contents

Welcome Letter  
Advert  
Application Process  
Job Description  
Person Specification

# Welcome

Dear Colleague,

Thank you for your interest in this vacancy at Bishop Young Church of England Academy.

We hope you will find all the information you need to inspire you to join our team. This pack contains information about the 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 & Empower

Our vision is that each of our 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 confident that genuine collaboration fundamentally drives the way in which we make a difference to the lives of all our learners. Through school to school collaboration we can live out our vision and ensure that our students can live 'life in all its fullness' (John 10:10).

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 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 Abbey MAT has to offer.

We look forward to meeting you and reading your application.



**Helen Patterm & Catherine Garrett**  
Co-Chief Executive Officers

# Welcome

Dear Colleague,

Thank you for your interest in the role of Higher Level Teaching Assistant at Bishop Young C of E Academy. We are seeking a dynamic, passionate, caring and ambitious person to join our wonderful Bishop Young family.

This pack contains information about the role, from which we hope you will gain an understanding of the requirements, duties and responsibilities, inspiring you to apply.

We are a values driven school, a place of nurture where we know our pupils. Pupils feel safe and enjoy school. In our recent Ofsted visit report, the inspectors refer to the 'calm and orderly environment' which exists at Bishop Young and states that 'within lessons, and across all areas of school, pupils behave well.' It was particularly pleasing to see that the report recognises the fantastic work that our Student Senior Leadership Team does. 'The school's student leadership team are involved in many aspects of school. They are highly regarded and are seen as role models to younger pupils.'

Our Special Educational Needs provision was also highly praised in the report. We were exceptionally pleased to see that Ofsted have recognised the great work that has **already started in our new resource provision Dovecote. The report states 'Pupils with SEND are well supported at Bishop Young. Leaders, including the Special Educational Needs Coordinator (SENCo), have created a culture of inclusivity. Support staff make effective contributions in and out of lessons. The systems in place to nurture and support all pupils, but especially those with SEND, are of a high quality. The school's commitment to pupils with SEND has been strengthened by the creation of a new integrated resource for pupils with autism spectrum disorder.'**

We continue to do the very best for each student in our care. We strive to help all children to recognise their talents, build on their strengths, recognise where they may find something tricky and help them have the skills to move forward from this. We strive to create caring, thoughtful and articulate pupils who are proud of themselves and the communities they live in.

The Academy values and invests in the continuing professional development of all staff. Our staff wellbeing programme has been recognised nationally and has featured on BBC Look North. As a key part of the Abbey Multi Academy Trust staff also have opportunities to collaborate with colleagues in our partner Academies.

We very much look forward to receiving your application.

Rachael Cole  
Head of School

*Pupils are proud to attend this school. They are eager to learn. They speak to each other and to members of staff openly and with respect. They are supported in and out of lessons, and always have adults to speak to when they need help or advice.*

OFSTED 2021



<b>Position:</b>	Higher Level Teaching Assistant (Dovecote Resource Provision)
<b>Nature of contract:</b>	Maternity Cover – 1 year. Term time only plus 5 days
<b>FTE salary:</b>	SO1, SCP 23- 25, £30,151 - £32,020
<b>Actual salary:</b>	£22,749 - £24,159
<b>Working hours:</b>	32.50 hours per week
<b>Start Date:</b>	September 2023

Bishop Young C of E Academy is a thriving and highly successful 11-16 Church of England convertor Academy which serves the community of East Leeds. We are part of Abbey Multi Academy Trust and share in the Trust mission to work In Partnership to 'Educate, Nurture and Empower'.

We are looking for a dedicated individual who can:

- Engage students with activities and help them with learning plans throughout the day.
- Has the ability to understand the specific requirements of students and work in small groups or in a 1:1 setting
- Has good communication and multitasking skills to work closely with colleagues, students and families.

You will be:

- A highly motivated and hard-working individual
- A team-player who can develop positive relationships with children, families and colleagues
- Someone who will support the Trust's Christian ethos as well as our shared mission and values

What our Trust can offer:

- Friendly, welcoming academies with a strong Christian ethos
- Enthusiastic, well-motivated colleagues
- A 24/7, confidential Employee Assistance Programme providing support and counselling for home-life and work-related issues, financial and legal support, specialist information and support for managers.
- Free secure onsite parking
- Membership of a pension scheme

Abbey Multi Academy Trust is a Trust consisting of eight academies (three secondary, five primary) in the Anglican Diocese of Leeds and in the geographical areas of Leeds and Calderdale. All academies share in the Trust's mission to work:

***In Partnership to Educate, Nurture and Empower***

For more information about us or our academies visit [www.abbeymat.co.uk](http://www.abbeymat.co.uk).

Find out about more about Bishop Young Academy by visiting [www.bishopyoungacademy.co.uk](http://www.bishopyoungacademy.co.uk).

Visits to our school to meet the team and experience our wonderful atmosphere, are warmly welcomed, and encouraged and can be arranged by contacting Olga Bracewell via email at [obracewell@bishopyoungacademy.co.uk](mailto:obracewell@bishopyoungacademy.co.uk). If you have questions about the recruitment process, please email [recruitment@abbeytrust.org](mailto:recruitment@abbeytrust.org).

*Abbey MAT 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 an Enhanced Disclosure and Barring Service check.*

*We promote diversity and want a workforce which reflects our communities.*

## How to apply

Please apply via the advert on the Trust vacancies page. All applications are submitted electronically. CVs are not accepted.

Closing date: **Noon on Wednesday 7<sup>th</sup> June 2023**

Interview date: **To be held soon after closing date**

You are advised to submit your application at the earliest opportunity. Applications can only be submitted up until the closing date. The Trust reserves the right to close vacancies early if sufficient suitable applications have been received.

We will contact shortlisted candidates soon after the closing date with details of the interview and selection process.

Please note, where a role involves engaging in regulated activity relevant to children, it is an offence to apply for the role if you are barred from engaging in regulated activity relating to children.

In order to access our application form, you will be asked to first confirm that you have a right to work in the United Kingdom.

If you are shortlisted, you will be asked to complete a self-declaration of your criminal record or information that would make you unsuitable to work with children. Any relevant information declared will be discussed and considered at interview before the DBS certificate is received.

Shortlisted candidates will also be the subject of online checks in accordance with Keeping Children Safe in Education.

All offers of employment will be conditional on a series of pre-employment checks in accordance with Keeping Children Safe in Education Guidance. Please ensure you can support the checks with correct documentation and evidence, prior to submitting your application.

You are advised to read the [Recruitment Guidance for Applicants](#) in full, prior to completing your application. This contains full details of the recruitment process as well as the pre-employment checks that will be undertaken.



<b>Job Title:</b>	Higher Level Teaching Assistant (Dovecote Resource Provision) – Maternity Cover
<b>Salary Scale:</b>	SO1 SCP 23-25
<b>Working Hours:</b>	32.50 hours per week, TTO plus 5 days (39 weeks)
<b>Reporting to:</b>	Resource Provision Manager/Senco

### Overall purpose of the post:

To provide higher level assistance in the support and inclusion of students within the Dovecote provision at Bishop Young Academy by supporting the work of the teachers and support staff both in the provision and within mainstream.

The HLTA will teach individuals, groups and whole classes either on their own in Dovecote or in the presence of a teacher and/or other teaching assistant. They will also supervise/cover classes as the need arises within Dovecote and sometimes in Mainstream Interventions.

### Key responsibilities:

#### A. Planning & Expectations

- Effectively contributing to teachers' planning and preparation of lessons within mainstream and Dovecote
- Ensuring lessons are planned (within the framework by the teacher)
- Ensuring pupils and colleagues within Dovecote receive feedback on pupil's learning and behaviour.
- Selecting and preparing teaching resources that effectively meet the diversity of pupils' needs and interests
- Effectively contributing to the planning of opportunities for pupils to learn in out-of-school contexts, in accordance with Academy policies and procedures
- Understand and contribute to the EHCP and FFI process where required
- Assist the Resource Provision Manager, SENCO and Leadership Team with the effective inclusion of vulnerable learners within Dovecote to access a full and diverse supported curriculum with a focus around Communication Needs and ASC
- Act on behalf of the teacher in ensuring the health and safety of the students in the classroom, keeping the learning environment secure and endeavour to leave the classrooms as found

#### B. Monitoring and Assessment

- Supporting teachers in evaluating pupils' progress through a range of assessment activities, including written feedback
- Monitoring pupils' responses to learning to assist in preparing and modifying future approaches to learning
- Monitoring pupils' participation and progress, and giving constructive support to pupils as they learn, as well as providing feedback to teachers
- Contributing to maintaining and analysing pupils' progress within Dovecote

#### C. Teaching and Learning Activities

- Teach individuals, groups and whole classes either on their own in Dovecote or in the presence of a teacher and/or other teaching assistant to students with complex communication need and ASC needs specifically
- Supervise/cover classes (instead of a supply teacher) at short notice in the absence of a teacher (unplanned absence) within Dovecote and sometimes in Mainstream Interventions
- Ensuring the students carry out curriculum tasks set by the teacher and assist students in understanding the nature of these tasks in order to minimize the effect of the teacher's absence upon the students' learning
- Using clearly structured teaching and learning activities which interest and motivate pupils and advance their learning
- Supporting pupils learning with effective and sensitive communication
- Promoting and supporting the inclusion of all pupils in learning activities to ensure equal and fair learning opportunities.
- Using behaviour management strategies that are in line with the Academy's policy and procedures, which contribute to a purposeful learning environment
- Advancing pupils' learning in a range of classroom settings, including working with individuals, small groups and whole classes where the assigned teacher is not present
- Guiding the work of other adults supporting teaching and learning (where relevant)
- Challenging stereotypical views, bullying or harassment by following the Academies policies and procedures
- To take an active role in the Academy's pastoral care of students

#### D. General Duties

- To support Academy and Resource Provision events and attend as required.
- To undertake ad hoc duties as may be required by the Resource Provision Manger, SENCO, Head of School and / or Senior Leadership Team.
- To deliver planned interventions
- To facilitate a safe space at break and lunch for pupils to access
- To adhere to Academy policies and procedures.

#### Abbey MAT responsibilities:

- Contribute to the overall aims and values of the academy and Trust, appreciate and support the roles of other members of the wider team and attend and participate in relevant meetings as required
- Comply with all academy and Trust policies and procedures including child protection, safeguarding, health, safety, welfare, security, confidentiality and data protection, reporting any concerns to the appropriate person
- To safeguard and promote the welfare of children for whom you have responsibility, or come into contact, including adhering to all specified procedures
- To promote and adhere to principles underpinning equalities in terms of employment and service delivery to ensure that colleagues are treated, and services delivered, in a fair and consistent manner.

*The role holder must demonstrate a flexible approach to the delivery of the role. Consequently, the role holder may be required to perform work not specifically identified in this role profile, but which is in line with the general scope, grade and responsibilities of the role.*

Qualifications		Essential			Desirable		
1	Good general level of education to GCSE, or equivalent with at least 5 GCSE Grades A*-C or equivalent (including English and Maths)	A	R	I			
2	HLTA qualification or level 3 TA qualification	A	R				
3	Evidence of recent relevant professional development				A		I
Professional knowledge, skills and experience		Essential			Desirable		
1	An inspirational, caring practitioner with an ability to communicate effectively with others for the benefit of students.	A	R	I			
2	Training or expertise in a relevant curriculum or other learning area (e.g. ICT, maths or English)	A	R	I			
3	Ability to teach individuals, groups and whole classes either on their own or in the presence of a teacher and/or other teaching assistant	A	R	I			
4	Ability to contribute to planning and curriculum delivery to ensure that they are highly effective practitioners.	A	R	I			
5	Knowledge of and ability to implement positive behaviour systems and procedures.	A	R	I			
6	Proven ability to manage behaviour effectively to ensure and foster a safe, engaging, enjoyable and outstanding climate for learning.	A	R	I			
7	Ability to communicate confidently and effectively with students, staff, parents/carers and relevant external agencies.	A	R	I			
8	Knowledge of the primary National Curriculum	A	R	I			
9	Ability to undertake observations and assessments of pupils including those with special educational needs	A	R	I			
10	Confident in the use of ICT to maintain accurate student records and communicate information effectively to others	A		I			
11	Ability to work calmly under pressure	A	R	I			
12	Significant experience of working in a similar role within a school/academy setting.	A	R	I			

13	Experience of working with children with Emotional and Behavioural difficulties	A	R	I	A	R	I
14	Proven record of successful delivery of support to students to overcome barriers to learning both at a strategic and operational level resulting in improved outcomes and progression for students.						
15	Ability to work flexibly and collaboratively as part of a team as well as on own	A	R	I			
16	Effective communicator, influencer and negotiator	A	R	I			
17	A willingness to play a full part in Academy life and activities outside the classroom	A	R	I			
18	A commitment to our mission and values, demonstrated by current practice	A	R	I			
19	Support for the Christian ethos of the Multi Academy Trust	A	R	I			
Safeguarding and promoting the welfare of students		Essential			Desirable		
1	An appropriate motivation to work with children and young people	A	R	I			
2	Ability to maintain appropriate relationships and personal boundaries with children and young people	A	R	I			
3	Emotional resilience in working with challenging behaviours and appropriate attitudes to the use of authority and maintaining discipline	A	R	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.



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