



# Guilsborough Academy

*Guilsborough Multi Academy Trust*



# Level 2 Teaching Assistant

Candidate information pack

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# Letter from the Principal

Thank you for expressing interest in our Academy, particularly regarding the exciting new position of Level 2 Teaching Assistant.

I understand the significance of making informed decisions when considering a new opportunity. To help you learn more about us, I encourage you to visit our website at <https://www.guilsborough.northants.sch.uk/> where you can access a wealth of information, including recent newsletters.

For those considering applying, we will be offering tours to provide a firsthand experience of the academy and its values. If you would like to schedule a tour, please reach out to our HR department at [hr@guilsborough.northants.sch.uk](mailto:hr@guilsborough.northants.sch.uk).

Our Ofsted report, available [here](#), outlines our clear behaviour system and effective safeguarding processes.

While many of our staff members have longstanding tenures, I became the Principal of Guilsborough in September 2020 and was warmly welcomed. The supportive atmosphere among colleagues in their dedication to our students has been a highlight. Positive messages from parents/carers, showcased on our website, further attest to our commitment to ensuring students consistently achieve their potential. Colleagues who have been with us for an extended period often cite the students, their fellow colleagues, and the available training and career development opportunities as reasons for their continued commitment.

I firmly believe that by attracting exceptional staff, prioritizing their well-being, and fostering an environment conducive to their growth, we can continue to provide our students with the high-quality education they deserve.

If you believe that Guilsborough Academy aligns with your aspirations, we welcome your application.

Best wishes for the future.



*Simon Frazer*  
Principal of Guilsborough Academy



# About Us

At Guilsborough we believe that learning should be enjoyable and challenging. This belief, combined with the excellent teaching skills, commitment of our staff, enthusiasm and hard work of our pupils, lies at the heart of our success.

We are passionately committed to the achievement of every individual pupil and to providing high standards of teaching and learning. Our reputation with the local and wider community rests on consistently providing quality education for pupils of all abilities. Our pupils' excellent academic achievements can be seen in the national league tables. Every year, our most able pupils achieve very highly and we encourage and support pupils to aim for top universities, whilst also providing strong support for alternative routes to higher qualifications post 18. This is supported by our excellent Careers programme. We also hold the prestigious CEIAG award (Career Education, Information Advice and Guidance).

Guilsborough Academy is committed to a comprehensive intake and accepts pupils of all abilities. As an inclusive school community, our pupils come from a wide variety of different social and cultural backgrounds. We aim to challenge all our pupils to reach their full potential and celebrate their successes. We ensure that those pupils who have special educational needs are provided with appropriate support, so that they too may reach their potential.

Individual strengths within our pupils are encouraged and celebrated. We encourage them to explore a wide variety of interests within and beyond the school curriculum. Our aim is to develop thoughtful, kind and considerate adults, who will not only contribute to the school, but also to the wider community. Pupils' personal development and happiness are very important to us and our extensive programme of extra-curricular activities, including excellent Music, Drama and Sports provision, supports this process. We expect high standards of behaviour and seek to build strong relationships between staff and pupils. Considerate and responsible attitudes and behaviour are fostered through a strong Life Skills programme.

We are a small MAT situated in the idyllic Northamptonshire countryside. We are presently comprised of one academy: Guilsborough (11-19) Academy. Guilsborough is a "converter" Academy and formed a Multi Academy Trust and is a supportive and friendly school that aims to fulfil our mission statement: learning without limits. We are easily accessible from the M1/M6 and A14 in just five minutes, offer outstanding professional development entitlement and provide superb resources.

## **The aim of GMAT**

Our aim is to pursue and promote sustainable excellence in the provision of 11-19 education for the benefit of our pupils, staff, parents/carers and the wider community.

## **The GMAT Strategy**

We play an active role in the wider community of educators. We value productive relationships and partnerships that help us to maintain and further develop our expertise, and we also seek opportunities to share our own best practice with others.

We value the work of our Trustees to hold the academy to account and constructively monitor its progress. Intervention must be proportionate and timely to the identified areas of development.

# Advert

## Contract Type:

- Permanent
- 19.5 hours per week, 39 weeks per year (term time plus 5 days)
- Tuesday, Wednesday and Thursday 8:30am – 3:30pm

## Salary:

- Grade D point 4
- FTE £23,114, Actual £10,466
- £1,000 Welcome Bonus

## Start date:

- As soon as possible

## Closing date:

- Monday 2<sup>nd</sup> September 2024 at 9am

## How to apply:

To apply, please complete an application form, which can be found on the vacancies page of our website:

<https://www.guilsborough.northants.sch.uk/vacancies>

Completed application forms should be accompanied by a letter of application

*Situated in the idyllic Northamptonshire countryside, Guilsborough Academy is a supportive and friendly school which aims to fulfil our mission statement: learning without limits. We are easily accessible from the M1/M6 and A14 in just five minutes, offer outstanding professional development entitlement and provide superb resources.*

## Level 2 Teaching Assistant

We are seeking an enthusiastic and forward-looking Teaching Assistant to join our Special Educational Needs and Disabilities (SEND) team within our Academy, to provide support within mainstream classes, with a qualified teacher.

The post holder will predominantly provide support within mainstream classes with a qualified teacher for one specific student.

The successful candidate will understand the imperative impact that this role has on students' education. It is essential that the successful candidate has GCSEs at grades 9 to 4 (A\* to C) including English and mathematics or equivalent.

Are you intrigued? Do you have the drive and determination to contribute to the further wider development of our Academy? Do you want to work for an organisation that has the wellbeing of staff and students at its heart, alongside fantastic new employee benefits? If so, we would be delighted to hear from you.

Visits to the school are warmly welcomed. To come and see us in action, please contact our HR team to arrange a suitable time on [hr@guilsborough.northants.sch.uk](mailto:hr@guilsborough.northants.sch.uk) or 01604 740641.

**Closing date: Monday 2<sup>nd</sup> September 2024 at 9am**

*Guilsborough Academy is committed to safeguarding and promoting the welfare of children and young people, we expect all our staff and volunteers to share this commitment. All appointments are subject to an enhanced DBS check and by completing this application form, you confirm that you have read the DBS Code of Practice and the Safeguarding & Child Protection Policy which is available on our website. An enhanced DBS check, two satisfactory references, identity and medical checks are mandatory for all posts within Guilsborough Multi Academy Trust. Our safeguarding and Child Protection policy is available [here](#). We are also committed to meeting the requirements of disability discrimination and other legislation.*



We occasionally close vacancies early in the event that we receive a high volume of applications. Interviews may begin soon after receipt of applications for shortlisted candidates, therefore we recommend that you apply early.

### **Online searches**

As part of our rigorous Safer Recruitment process, Guilsborough Academy has adopted the practice of online searches including Social Media for external shortlisted candidates. The purpose of the search is to enable us to fulfil our duty under Keeping Children Safe in Education and is part of our due diligence to identify any incidents or issues that have happened, and are publicly available online, which we may need to discuss with you during interview. Therefore, if you are shortlisted for a role, an appropriate online search will be undertaken on your name(s).

Consent to an online search is included in the Guilsborough Academy application form. Searches are based on publicly available information, therefore where your profiles are private or are locked, no further search will be required on these pages. Any information given will be treated as confidential and will only be used in relation to the post for which you have applied.

Guilsborough Multi Academy Trust is passionate about its values of Respect, Aspiration, Responsibility and Equality. We are committed to an inclusive workforce that represents many different cultures, backgrounds and viewpoints.



# Job Description

<b>Post Title</b>	Level 2 Teaching Assistant
<b>Reports to</b>	SENDCO and Deputy SENDCO
<b>Salary grade</b>	Grade D point 4
<b>Hours</b>	19.5 hours, 39 weeks
<b>Contract type</b>	Permanent
<b>Preferred start date</b>	As soon as possible

<b>RESPONSIBILITIES OF THE JOB</b>
<p><b>Key Responsibilities:</b> The Teaching Assistant will:</p> <ul style="list-style-type: none"><li>• Work with class teachers to raise the learning and attainment of the named child</li><li>• Promote pupils' independence, self-esteem, and social inclusion</li><li>• Give 1:1 support to the named child, so they can access the curriculum, take part in learning, and experience a sense of achievement</li></ul>
<p><b>Teaching and learning</b></p> <ul style="list-style-type: none"><li>• Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all pupils including, where appropriate, those with special educational needs and disabilities (SEND)</li><li>• Promote, support, and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities</li><li>• Use effective behaviour management strategies consistently in line with the school's policy and procedures</li><li>• Support class teachers with maintaining good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment</li><li>• Organise and manage teaching space and resources to help maintain a stimulating and safe learning environment</li><li>• Observe pupil performance and pass observations on to the class teacher</li><li>• Supervise a class if the teacher is temporarily unavailable</li><li>• Use ICT skills to advance pupils' learning</li><li>• Undertake any other relevant duties given by the class teacher</li></ul>
<p><b>Planning</b></p> <ul style="list-style-type: none"><li>• Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress as appropriate to the level of the role</li><li>• Read and understand lesson plans shared prior to lessons, if available</li><li>• Prepare the classroom for lessons</li><li>• Working with colleagues and other relevant professionals</li><li>• Communicate effectively with other staff members and pupils, and with parents and carers under the direction of the class teacher</li><li>• Communicate their knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision</li></ul>

- With the class teacher, keep other professionals accurately informed of performance and progress or concerns they may have about the pupils they work with
- Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers
- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues

#### **Whole-school organization, strategy and development**

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision
- Make a positive contribution to the wider life and ethos of the school

#### **Health and safety**

- Promote the safety and wellbeing of pupils, and help to safeguard pupils' well-being by following the requirements of Keeping Children Safe in Education and our school's child protection policy
- Look after children who are upset or have had accidents

#### **Professional development**

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- Take part in the school's appraisal procedures

#### **Personal and professional conduct**

- Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community
- Respect individual differences and cultural diversity

#### **Other areas of responsibility**

- Working with the SENDCO to identify students for support and appropriate programmes.
- Liaison with parents/carers as a named Key Worker.
- Ensuring that appropriate tracking of students is completed and reviewed termly to enable provision to be altered and developed.
- Supporting students in all year groups in class, exams and assessments.
- Lunchtime duties rota – supervising students during their lunchbreak.
- To monitor the learning activities of individual students.
- To work with other staff on the development and implementation of student passports.
- Attend department training sessions.
- To deliver interventions that support student outcomes.
- To support the teacher in classroom behaviour, ensuring good behaviour of all students in the class.

#### **General:**



- The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the contract of employment).
- To promote and safeguard the welfare of young and vulnerable people.
- Supervise students whilst they are on their lunch break.
- To be aware of, and assume the appropriate level of responsibility for, safeguarding and promoting the welfare of children and to report any concerns in accordance with the school's safeguarding policies
- To be aware of and work in accordance with the school's child protection policies and procedures, and to raise any concerns relating to such procedures which may be noted in the course of duty
- To be aware of and adhere to applicable rules, regulations, legislation and procedures including the schools equality policy and Code of Conduct and national regulations such as Data protection and Health and Safety.
- To adhere to GDPR and Data protection regulations, whilst maintaining confidentiality.
- To attend relevant meetings and training sessions in line with their employment contract
- All members of staff are required to participate in the school's appraisal scheme.
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the post holder.

#### **FURTHER INFORMATION**

*Guilsborough Academy is committed to safeguarding and promoting the welfare of children and young people. All appointments made within Guilsborough Multi Academy Trust are subject to an enhanced DBS check, receipt of two satisfactory references, identity and medical checks within Guilsborough Multi Academy Trust. Our safeguarding and Child Protection policy is available [here](#).*

*We are also committed to meeting the requirements of disability discrimination and other legislation. In making your application, it is essential you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act. If a pending charge, conviction, bind-over or caution has been recorded against you, this will not necessarily debar you from consideration for this appointment. For further information please read out Recruitment of Ex-offenders policy which can be found [here](#).*

# Person Specification

CRITERIA	QUALITIES
<b>Qualifications and experience</b>	<p><u>Essential:</u></p> <ul style="list-style-type: none"> <li>• GCSEs at grades 9 to 4 (A* to C) including English and mathematics</li> <li>• Experience of working with children</li> </ul> <p><u>Desirable:</u></p> <ul style="list-style-type: none"> <li>• Level 2 or 3 Certificate in Supporting Teaching and Learning in Schools, Level 3 Diploma in Childcare and Education, or other relevant qualification in nursery work or childcare (or willingness to work towards a qualification if not already held)</li> <li>• Minimum of 1 years' experience working with children ages 11-16years.</li> </ul>
<b>Skills and knowledge</b>	<p><u>Essential:</u></p> <ul style="list-style-type: none"> <li>• Good literacy and numeracy skills</li> <li>• Good organisational skills</li> <li>• Good ICT skills, particularly using ICT to support learning</li> <li>• Active listening skills</li> <li>• Excellent verbal communication skills</li> <li>• The ability to remain calm in stressful situations</li> <li>• Understanding of roles and responsibilities within the classroom and whole school context</li> <li>• Knowledge of how to help adapt and deliver support to meet individual needs</li> <li>• Ability to build effective working relationships with pupils and adults</li> <li>• Skills and expertise in understanding the needs of all pupils</li> <li>• Knowledge of guidance and requirements around safeguarding children</li> </ul> <p><u>Desirable:</u></p> <ul style="list-style-type: none"> <li>• Subject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and pupils</li> <li>• Willingness to expand knowledge and attend training courses related to the role</li> </ul>
<b>Personal qualities</b>	<p><u>Essential:</u></p> <ul style="list-style-type: none"> <li>• Enjoyment of working with children</li> <li>• Sensitivity and understanding, to help build good relationships with pupils</li> <li>• A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school</li> <li>• Commitment to maintaining confidentiality at all times</li> <li>• Commitment to safeguarding pupil's wellbeing and equality</li> </ul>

# Rewarding & Supporting Guilsborough Academy Staff

We value our staff and we are very aware that the positive contribution of all staff is a significant factor in the success and long-term sustainability of our Academy. Without the energy, drive and enthusiasm of our staff, the Academy would not be in the successful place it is today or as prepared to face new challenges in the future. We are committed to developing well-being initiatives to support all of our staff and are able to offer:

- **A dedicated staff Wellbeing Committee.**
- **Refer a Friend payment scheme, plus a welcome bonus for your friend**
- **A £1,000 welcome bonus to all new employees**
- **Access to trained staff Mental Health First Aiders**
- **A developmental and supportive culture for continued professional development.**  
*The school strives to deliver personalised pathways and opportunities in order to enhance the growth and development of all staff members.*
- **A stunning rural location.**
- **HR Services on site.**
- **Eye Tests.**  
*Reimbursement on eye tests*
- **Free annual Flu Vaccinations for all staff.**
- **Access to 24/7 telephone counselling service for staff and their immediate family via Health Assured**
- **Free access to our Fitness Suite.**
- **Pension Schemes.**  
*GMAT offers a defined benefit pension scheme which is supported by school contributions as well as those of the employee. GMAT has two pension schemes, the Teacher's Pension Scheme and the Local Government Pension Scheme.*
- **Healthy Eating.**  
*Our in-house catering firm Innovate offer a healthy range of food at both break and lunch-time. Staff are entitled to a free lunch if undertaking an evening duty.*
- **Free and secure Car Parking on site.**
- **PTA.**  
*We have a very active PTA group that all staff can get involved in if they wish.*

**PLUS, A BRAND-NEW EMPLOYEE BENEFITS SCHEME FOR SEPTEMBER 2024!**

## Including:

- Car Scheme
- Private Health Care Options
- Discounts & Cashback Schemes
- And much more!



# Contact Us

## Visit us:

Guilsborough Academy  
West Haddon Road  
Guilsborough  
Northampton  
NN6 8QE

## Call us:

01604 740641

## Email us:

[info@guilsborough.northants.sch.uk](mailto:info@guilsborough.northants.sch.uk)

## Visit our website:

<https://www.guilsborough.northants.sch.uk/>

Follow us on our Social Media

