



## **Job Application Pack Level 2 Teaching Assistant Bluecoat Trent Academy**

Start date: September 2024

Permanent, Full time (37 Hours per week), Term Time Only

Part-time would be considered for the right candidate

Salary: Grade 8, Points 19-24, £29,777 to £33,024 FTE

Actual Salary: £25,612 - £28,405 per annum

Plus access to a generous Local Government Pension Scheme

## Welcome from the CEO



Archway Learning Trust is a vibrant learning community where students are cared for, receive a high quality education and experience every opportunity to be successful.

School years are amongst the most important in our lives, helping us to develop the knowledge, skills and characteristics we need to succeed. At Archway Learning Trust, we are committed to giving every child the very best start that we can. We offer outstanding teaching and learning and exceptional personal support in an inclusive, faith based environment. I became a teacher because I believe in equal opportunities for everyone.

I also believe that every child has the right to an excellent education. Learning is at the heart of any good society and the opportunity to learn from teachers who are committed, enthusiastic and innovative is a right that all children should have.

Our mission is to help children to understand and believe in themselves, respect and care for others and to develop a wide understanding of faith, the world around them and their place within it. The determination of our youngsters to succeed, and the passion of our teachers to make a difference, makes me proud to be Chief Executive Officer of this diverse and dynamic family of academies.

*S. Hampton*

## About the Trust

Archway Learning Trust, previously Bluecoat Academies Trust was formed in April 2014 as a result of the very long and successful history of Bluecoat Academy. We welcomed three further secondary schools in Derby to the Trust and opened Bluecoat Trent Academy, a secondary Free School in Nottingham in September 2021. We also very recently welcomed Bluecoat Bentinck Primary Academy to our Trust in September 2023.

The Trust comprises of Bluecoat Aspley Academy, Bluecoat Sixth Form, Bluecoat Wollaton Academy, Bluecoat Beechdale Academy, Bluecoat Primary Academy, Bluecoat Bentinck Primary Academy, The Nottingham Emmanuel School and Sixth Form, The Long Eaton School, Lees Brook Academy, Alvaston Moor Academy, Bluecoat Trent Academy and the Bluecoat SCITT Alliance (School Centred Initial Teacher Training).

Our aim as a Trust is to shine a spotlight nationally and internationally on our inclusive ethos so that more schools and academies can be encouraged to take up our approach to inclusive, enriching, knowledge based teaching, preparing young people for lifelong learning based firmly on our Christian principles.

The growth of the Trust is a truly exciting time for prospective candidates who are looking to further their careers in a dynamic learning community that has opportunity at every point to share and learn from each other in order to become the best that we can be.

We are proud of our diverse student population and passionate to create a staff team reflective of this diversity. We actively welcome applications from all backgrounds and you can be assured of a warm welcome at Archway.

## Our Schools

### Bluecoat Aspley Academy

Bluecoat Academy Aspley is the largest school in the Trust and was the founder of Archway Learning Trust (previously known as Bluecoat Academies Trust). The Academy is both distinctively Christian and inclusive with all students being part of a large, diverse and multi-ethnic family that we are very proud to be a part of. Bluecoat Aspley Academy is a School of Sanctuary, welcoming students and families from all backgrounds.



**Bluecoat Aspley**  
believe in yourself, in others, in God

### Bluecoat Wollaton Academy

Bluecoat Wollaton Academy has 800 learners and is both distinctively Christian and inclusive, with a relentless ambition to enable every member of our Academy 'family' to be the best they can be. Bluecoat Wollaton was graded as 'Outstanding' in all categories in its Ofsted inspection in 2018. The school's outcomes place it consistently in the top 10% in the country and it was also awarded the highly coveted World Class Schools Quality Mark, which is awarded to the top schools in the country.



**Bluecoat Wollaton**  
believe in yourself, in others, in God

### Bluecoat Beechdale Academy

Bluecoat Beechdale Academy is a growing school, with over 800 students on roll. The numbers have increased each year since our sponsorship began and we are delighted with the growing confidence that local families are expressing by making Beechdale their first choice school in increasing numbers. Bluecoat Beechdale Academy is not formally designated as a Church of England Academy, but shares the ethos and many of the Archway values.



**Bluecoat Beechdale Academy**  
Believe, Belong, Achieve

### Bluecoat Primary Academy

Bluecoat Primary Academy opened in January 2015. The primary school is located near our Bluecoat Beechdale Academy in a brand new state of the art building on Harvey Road and is home to 420 primary aged children, 26 Nursery pupils and a small focus provision for children with ASD. Like Bluecoat Aspley and Bluecoat Wollaton Academy is both distinctively Christian and inclusive.



**Bluecoat Primary**  
believe in yourself, in others, in God

### The Nottingham Emmanuel School

The Nottingham Emmanuel School is a Church of England secondary and Sixth Form, with 1,000 students, including over 140 in the Sixth Form. The £25 million site is located near the banks of the River Trent in West Bridgford. The School is a diverse community, serving families and students from every academic, social, faith and ethnic background. Emmanuel has been praised nationally for its outstanding work as an effective, inclusive Church school.



### Bluecoat SCITT

Based at Bluecoat Aspley Academy, the Bluecoat SCITT offers school based Teacher training in a range of schools and subjects. As an accredited provider of school based teacher training, we are committed to training outstanding teachers to work within the East Midlands region. Our comprehensive one year School Direct Training Programme is offered for both Primary and Secondary trainees, as well as a salaried option in certain subjects.



**Bluecoat SCITT Alliance Nottingham**

### Bluecoat Trent Academy

The Bluecoat Trent Academy opened its doors in September 2021 with the founding cohort of Year 7 pupils. BTA is an 11-16, non-faith school. The new build for the academy will be built on the former site of Clarendon College, on the edge of Forest Fields, close to Mapperley Park. Whilst the new academy is being constructed BTA will, for the first three years, be based in its own building on the site of Bluecoat Aspley Academy on Aspley Lane. The school will be underpinned by the ethos of all the Archway academies whilst establishing its own unique vision and values.



## Bluecoat Bentinck Primary Academy

Bluecoat Bentick Primary Academy officially joined of Archway Learning Trust in September 2023, becoming our second primary academy. The school has a proud and rich history of serving the children and community of Nottingham since 1880; we are delighted to be part of its next chapter! Bluecoat Bentinck is a popular, diverse and multi-cultural Academy in the heart of Nottingham City. The Academy's vision of 'Together We Make a Difference' underpins our commitment to work together to achieve our common purpose of transforming lives of the children we serve. Staff at Bentinck are committed to supporting and teaching the diverse cohort of learners, creating the conditions to enable all children to thrive in their education. Bentinck is a happy, calm and welcoming place to be where children are kind, respectful and are proud to represent Bluecoat Bentinck.



Bluecoat Bentinck  
Primary Academy

## Lees Brook Academy

Lees Brook Academy based in Derby has 1,120 students and is a school that puts its students at the heart of everything it does. The school's motto 'Lead, Believe, Create, Succeed' was chosen by its students and is at the core of everything that the school does. Lees Brook is passionate about its extra-curricular provision in particular the thriving Duke of Edinburgh scheme. Lees Brook is a school that cares for the people within it.



Lees Brook  
Academy

## Alvaston Moor Academy

Our Academy vision is at the heart of everything we do, 'Ambition, Manners and Achievement'. We also recognise the importance of positive relationships, equality and respect. Situated in the heart of the City of Derby, it serves a diverse local community and serves families from many different backgrounds. The curriculum offered is broad and specifically designed to engage and challenge its students.



Alvaston Moor  
Academy

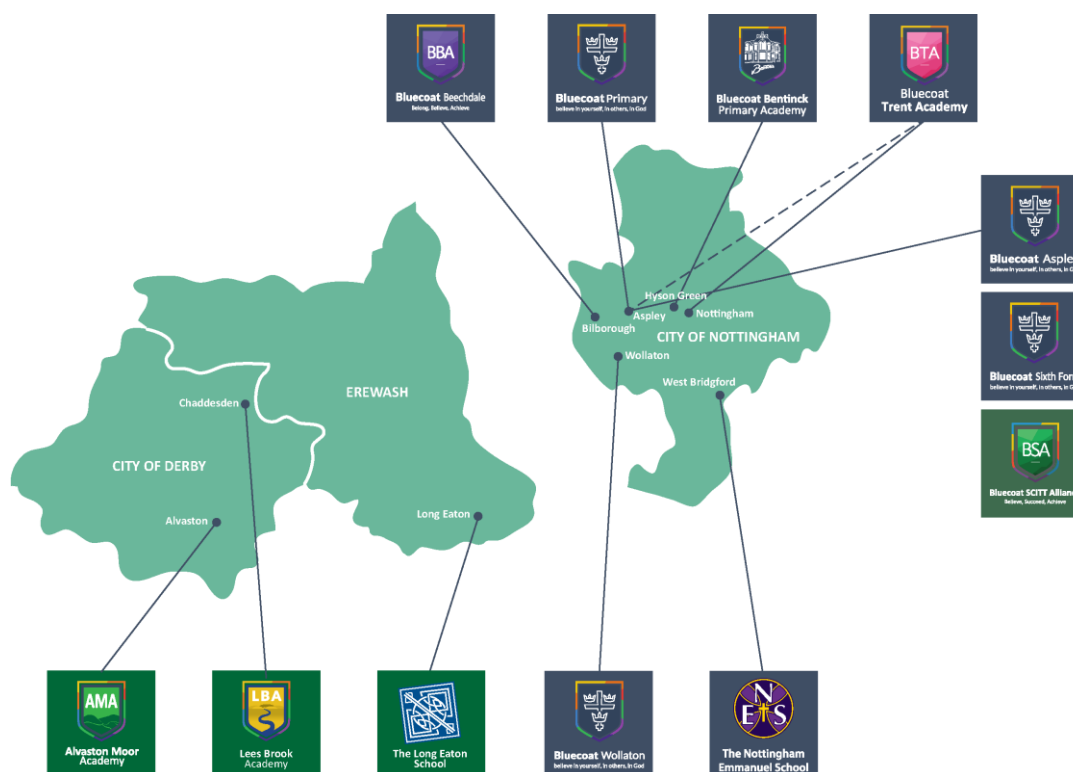
## The Long Eaton School

The Long Eaton School with 1,078 students is built on a long tradition of academic success, dating back to 1910. The school has gained an excellent reputation for the quality of its educational provision and its developments in Literacy and Numeracy have earned the school the prestigious Quality Mark and our approaches have been shared nationally as a model of good practice.



THE  
LONG EATON  
SCHOOL

## School Locations



## Welcome from the Principal

I am delighted to welcome your interest in the Bluecoat Trent Academy, after our two years, the founding cohorts of staff are loving the opportunity to shape a school from its origins. I have a genuine love of education and learning, it transformed my life, giving me the freedom to make my own choices and enter a profession that brings me joy every day.



The Bluecoat Trent Academy is committed to excellence for all; no matter what the starting point, each individual is supported in reaching their academic potential and striving to meet their goals. We provide extensive opportunities for our students to explore experiences beyond the classroom and discover their individual talents, be it on a sports field, in a theatre or leading an expedition.

We place equal value on ensuring our students grow and develop pastorally and socially. We aim that our students will make life-long friendships and, as in all of Archway's family of schools, there is a strong sense of community. Our students feel they belong.

In this caring and nurturing environment Bluecoat Trent students are prepared to become citizens of the world. Having explored new experiences and through high quality teaching they are clear about their next steps and committed to making a positive contribution to society. This is summarised in the Bluecoat Trent vision and values.

Our vision:

*Strive for excellence; shape the future*

Our values: At Bluecoat Trent we CARE



Citizenship



Aspiration



Respect



Excellence

*"Pupils feel happy and safe at this inclusive school. They are courteous and polite. The 'CARE' ethos of citizenship, aspiration, respect and excellence underpins all that the school does."*

OFSTED January 2024



## The Vacancy

The Trust is seeking to appoint an outstanding and experienced Teaching Assistant to take a key role within the SEND team. Archway Learning Trust has a long history supporting the most vulnerable students within the city and inclusion is at the heart of the ethos Bluecoat Trent. The staff team is still relatively small, therefore the successful applicant will be expected to be fully committed to working closely with the SENDCo to develop the SEND provision and also to have a strong desire to be part of the founding cohort of staff. We are looking for staff who have the ambition to shape the school into an outstanding provider. Candidates should consider the school's ethos and values to ensure these align with their own.

The post holder will work alongside the SENDCo and Leadership Team in developing the SEND curriculum, interventions and implementing the Academy's Teaching and Learning Framework for students with additional needs. They will work hard to ensure that all children in the school excel from whatever their starting point, and will be fully committed to going above and beyond to ensure our students receive the very best in terms of opportunity, education and care. As a Teaching Assistant the successful candidate will also work with individual students in order to improve the quality of learning and foster the participation of students in the social and academic aspects of academy life.

Collaboration and CPL are of high importance within the Trust therefore a robust programme of CPL will be provided to enable our staff to reach their potential and develop their own knowledge about students with additional needs.

Candidates should pay attention to the job description/person specification and explain within their application how they meet the criteria, whilst also describing what they will bring to the post from their own knowledge and experience.

The role is advertised as full-time but part-time will be considered.

The role will be based at the Trust's Bluecoat Trent Academy but the post holders may at any time be required to support or work at any of the sites within Archway Learning Trust.



## Applications

For more information about Bluecoat Trent Academy and the vacancy, please visit [www.bluecoattrent.co.uk/vacancies](http://www.bluecoattrent.co.uk/vacancies).

To apply for the role click apply which will take you to the application form for the post. We would encourage you to refer to the job description and person specification, demonstrating your suitability for the role.

If you wish to discuss the role further please email [cmcmamus@archwaytrust.co.uk](mailto:cmcmamus@archwaytrust.co.uk).

**Opening Date: 20<sup>th</sup> June 2024**

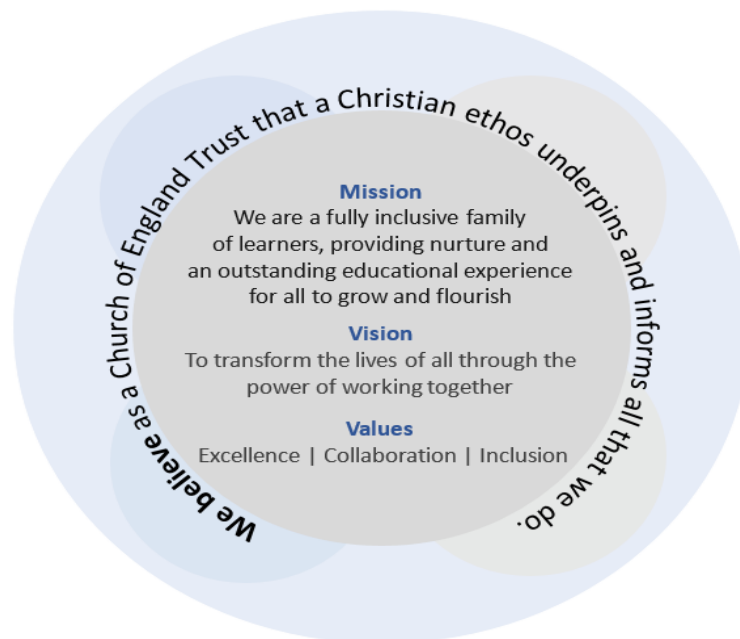
**Closing Date: 5<sup>th</sup> July 2024**

**Interview Date: 9<sup>th</sup> July 2024**

Due to the number of applications we receive, it is with regret that we cannot respond to every application, if you do not hear from us within two weeks of the closing date, please assume that on this occasion your application has unfortunately not been successful.

## Trust Ethos, Mission, Vision and Values

The Trust believes in the transformational power of education for each individual and that this is enhanced through collaborative working between the academies.



### ***Working Together, Transforming Lives***

*“The trust fully supports the school’s ambitious vision and its distinctive culture. Support and challenge for leaders are robust and effective. Staff feel valued and are extremely proud to work at the school.”*

OFSTED January 2024

## Safeguarding Children and Young People

Archway Learning Trust is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are therefore expected to behave in such a way that supports this commitment. Appointment to this post will be subject to the following satisfactory pre-employment checks:

- Health
- Identity
- Relevant work qualifications
- Right to work in the UK
- Barred List Check (previously List 99)
- Disclosure & Barring Service Check (for all staff and volunteers)
- References
- Childcare Disqualification Declaration Check (relevant Primary School posts only)
- Online Searches

*“The school has a clearly understood behaviour policy that helps pupils to conduct themselves well. Within lessons, disruption is rare. If it happens, pupils respond well to the support they receive to manage their behaviour in the future. Staff are typically consistent at implementing the rules. This ensures that pupils feel a sense of fairness in how they are treated.”*

OFSTED January 2024

## Job Description

<b>POST TITLE:</b>	TEACHING ASSISTANT LEVEL 2
<b>GRADE:</b>	Grade 8, Points 19-24, £29,777 to £33,024 FTE
<b>ACTUAL SALARY:</b>	£25,612 - £28,405 per annum
<b>RESPONSIBLE TO:</b>	SENDCo/ Principal
<b>RELATIONSHIPS WITH:</b>	Senior Leadership Team Heads of Department and Lead Teachers Year Leaders SENCo / Teaching Assistants Support Staff Other teachers Parents Local community and educational providers

### JOB PURPOSE

To work with students within the Academy as part of a team under the direction of the line manager in order to:

- Improve the quality of learning and foster the participation of students in the social and academic processes of the Academy;
- Use expertise to contribute to the planning and preparation of learning activities to enhance student achievement;
- Seek to enable students to become more independent learners;
- Help raise the standards of achievement for all students.

### GENERAL RESPONSIBILITIES

1. Support the overall Christian ethos of the Trust.
2. Be aware of and comply with Trust policies and procedures including but not exhaustive of:
  - Acceptable Use of IT Policy
  - Code of Conduct
  - Extremism & Radicalisation Policy
  - Health, Safety and Security Policy & Guidance
  - Keeping Children Safe in Education (Part 1) Guidance
  - Safeguarding Policy and Training Slides
  - Whistleblowing Policy
  - IT Pack including Acceptable Use Statement
  - Health, Wellbeing and Benefits Policy
  - Finance Policy
3. Be aware of and support difference and ensure equal opportunities for all.
4. Contribute to the overall aims of the Trust and Academy Improvement Plans
5. To develop and implement own professional development and skills
6. To behave in a manner that is professional, friendly, fair with students and colleagues demonstrating and role modelling politeness and respectfulness
7. To demonstrate an excellent record of attendance and punctuality.
8. Work cooperatively as part of the Trust wide staff team
9. Undertaking any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined.

These tasks and accountabilities are intended to be a guide to the range and level of work expected of the post holder. This is not an exhaustive list of all tasks that may fall to the post holder and employees will be required to undertake any duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined.



### SUPPORT FOR THE STUDENT

- Support and direct activities with either individuals or groups of students to ensure their safety and facilitate their physical, emotional and cognitive development.
- To lead care, personal hygiene medical needs and support of students including publishing care plans
- Contribute to the health and well-being of students.
- Establish and maintain good working relationships with individual students and groups.
- Promote and reinforce the students' self-esteem and independence e.g. support in form time, assembly, unstructured time, enrichment etc.
- To take a lead role in encouraging the acceptance and inclusion of all students including the implementation of buddy systems and building constructive relationships in form time meetings.
- To support students as directed during formal public or internal Academy examinations.
- To supervise and coordinate students on work placements, educational visits, residential trips, transition, travel training, off-site placements and recreational activities as appropriate.
- To plan and deliver a programme of self-organisation and study skills in allocated periods during the Academy day and after Academy sessions.
- Drawing on prior knowledge and expertise of individual needs, to develop an understanding of the specific needs of the students within the Academy community.
- To liaise effectively with teachers/parents/carers/external agencies as appropriate.
- To assume responsibility for designated keyworker role with the most challenging and complex EHCP student/s.
- To collaborate with the SENDCo in the writing and collation of IEPs/Reviews/Annual Reviews.
- To be responsible for the planning and participation of transition process and individualised programmes for targeted students.

### SUPPORT THE TEACHER

- Liaise with classroom teachers and complete Teacher/TA contracts.
- Assist teaching staff in the planning of work programmes for individuals and groups of students.
- To implement learning programmes as directed by the class teacher – with individual or small groups.
- Plan and provide appropriate resources reflecting needs of SEN students in mainstream lessons.
- To support designated students/s or be responsible for a small group as agreed by the teacher.
- To be responsible for the collation of data for targeted students with SEN.
- Using assessment information and data to inform teaching staff of students' learning goals and preferred learning styles.
- To gather information, as directed, about named students and their current levels for staff.
- To observe and assess individual student's needs and provide regular feedback and/or guidance to the teacher/SENDCo.
- To agree a behaviour management role within the classroom and following through sanctions and rewards.
- To work with the mainstream teacher in the review process as appropriate.

### SUPPORT FOR THE CURRICULUM

- Plan and lead intervention tasks to improve access across the curriculum in a planned manner.
- Co-ordinate and organise students attending extra-curricular activities.
- Plan and deliver learning activities including enrichment activities during the normal Academy day and after Academy.
- Support the use and development of ICT within the classroom.
- Take responsibility for developing and delivering individual/small group skill sessions including Literacy, Numeracy, Life Skills, SpLD, SRE, SALT, self-help skills, Social Stories etc.
- Use specialist prior knowledge, experience and training to provide support to staff or individual prioritised students. (At least 2 years' experience in specific area) e.g. ASD experience.
- To liaise and report to, as necessary, during visits by support agencies who might be involved in the support of key areas of the curriculum [Educational Psychologist, Speech Therapist, Inclusive Education Service, Academy Doctor etc.]
- To assess, record and report back on student achievement through Academy assessment procedures.

### **SUPPORT FOR THE ACADEMY**

- To be responsible for a designated area/s for the development of the Learning Support Faculty e.g. budget, subject area, enrichment.
- Collaboration with colleagues and form effective working partnerships.
- Establish effective working relationships with parents/carers that influence student achievement.
- To be responsible for safeguarding the confidential nature of student/teacher/home issues.
- To supervise the maintenance of student safety and security, including break and lunchtime duties in the faculty and taxi duties.
- To lead and/or contribute at Faculty/Pastoral meetings as appropriate.
- Attend and report back on student progress on specific subject areas at Parent Evenings.
- To represent the faculty at Open Evenings, Induction Evenings, Information Evenings etc. as and when appropriate.
- Liaise and visit other Academy's/colleges to help with the transition process.
- Certain Level 2 Teaching Assistants have specific additional responsibilities that are unique to the post which needs to be included in individual job descriptions due to the level of coordination including staff, parents, outside agencies.

### **GENERAL NOTES**

- 1) The aforementioned responsibilities are subject to the general duties and responsibilities contained in the School Teachers' Pay and Conditions Document and the Conditions of Service ("Burgundy Book") and are additional to the general duties and responsibilities of a Teacher;
- 2) These accountabilities do not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed;
- 3) These accountabilities are not necessarily a comprehensive definition of the post. It will be reviewed at least once per year and it may be subject to modification or amendment at any time after consultation with the holder of the post.

### **STAFF CONDUCT**

- All employees are expected to familiarise themselves and follow the Trust vision and ethos during their working lives with Archway Learning Trust.
- We are professional people and expect professional conduct (behaviour and language) based on mutual respect, good manners, politeness and common courtesies for all members of our community. We expect that at all times employees behave in a manner that role models positive behaviours for our students to follow.
- Physical violence, verbal abuse and swearing are unacceptable and not tolerated.
- Employees are expected to maintain a professional relationship with students.
- Staff will be fully supported by the Trust at all times in carrying out the behaviour policy.

### **DRESS CODE**

- The Trust expect staff to wear professional business dress mirroring our high expectations of our student dress code.
- Some functions within the Trust are required to wear uniform that will be supplied by the Trust.

PERSON SPECIFICATION – TEACHING ASSISTANT LEVEL 2	ESSENTIAL	DESIRABLE
<b>EDUCATION &amp; TRAINING</b>		
Further or Higher Education	*	
NVQ3 in Early Years Care and Education; BTEC National in Learning Support; The Council for Awards in Children's Care and Education (CACHE) Diploma or relevant experience.		*
Specialist training relating to SEMH		*
Take responsibility for own professional development and be willing to partake in further in-service or external staff development and training.	*	
<b>EXPERIENCE</b>		
Previous experience of working within an educational setting		*
Previous experience of working with young people	*	
Experience of working with children with special educational needs		*
Willingness to identify and develop own IT skills	*	
Working knowledge of DCSF, Local Authority and other regulatory body's legislation and policy relating to education.		*
<b>PROFESSIONAL SKILLS</b>		
Excellent written and oral communication skills	*	
Excellent organisational and administrative skills	*	
Good interpersonal skills	*	
<b>PERSONAL QUALITIES</b>		
Confidence and independence	*	
Ability to work unsupervised and independently understanding school roles and responsibilities and your own position within these.	*	
Builds and maintains effective relationships with colleagues and stakeholders in a fair and equitable manner.	*	
Good time management skills.	*	
Commitment to Equal Opportunities	*	
Willingness to work within the Christian framework of the Trust	*	
Suitability to work with children. Enhanced DBS to be undertaken on appointment.	*	