

MURRAY PARK SCHOOL



APPLICANT INFORMATION PACK

**LEVEL 3 TEACHING ASSISTANT (SEND)
SCP POINT 14-17 (ACTUAL SALARY £23,617-£24,851)
TERM TIME ONLY – 37 HOURS PER WEEK**

APPLICATION DEADLINE:

MONDAY 20TH MAY 2024 9AM

INTERVIEW DATE:

FRIDAY 24TH MAY 2024

START DATE:

ASAP SUBJECT TO DBS AND REFERENCES

Murray Park School is committed to safeguarding and promoting the welfare of children and appointment to this post is subject to an enhanced DBS criminal record and background check and references



Head Teacher: Mrs N. Caley

Address: Murray Road, Mickleover, Derby, DE3 9LL

Telephone: 01332 515921

Web: www.murraypark.derby.sch.uk

Recruitment Email: recruitment@murraypark.derby.sch.uk

OUR HEAD TEACHER



MRS N. CALEY

I am delighted to introduce you to our wonderful school. Since my arrival in 2018, I have sought to create a thriving working environment which enables our wonderful students to succeed in all aspects of life at Murray Park and beyond.

We pride ourselves on giving teachers the conditions in which to teach without distraction and ensure that all staff are supported quickly with any concerns both in and outside the classroom.

We are fully committed to offering a top-class education - on-line or in school - which keeps abreast of national and international trends. We welcome applications from high-quality candidates who are looking to make a real difference to our students' lives.

We support all new staff with a supportive induction package. NQTs follow the Derby City new teacher programme as well as our in-house training. We endeavour to ensure your skills are developed so you can perform at your optimum.

Please take your time to consider the information in this pack and do not hesitate to make contact with us should you require any further information.



“As a new member of the Murray Park team I was warmly welcomed by the entire school community, students, colleagues and parents alike. We really are proud to be here”. (Mr Hagen - AHT KS3 Achievement)



AMBITION STATEMENT

At Murray Park School, our curriculum vision is to provide an ambitious and inspirational education for all of our pupils. Our strong set of values: Perseverance; Respect; Independence; Dreams and Excellence (PRIDE) underpins our ethos. Through our curriculum, our pupils develop the confidence to embrace the responsibilities that life has to offer and to become valued members of the local community, both now and in the future.



In all lessons the pupils are challenged and engaged in an education that prepares them for their futures. Our curriculum enables all of our pupils to develop life skills, such as, creativity, empathy and collaboration, resulting in resilient individuals with high aspirations.

Our health and wellbeing provision ensures that our pupils lead healthy and fulfilling lives and that every pupil has the knowledge and confidence to take care of their own health and wellbeing.

As a result of our outstanding careers programme, all of our pupils are prepared for the next stage of their education, training and employment through our extensive network of business partners and dedicated careers' centre. Our wide range of extra-curricular activities include residential opportunities and international travel. These opportunities enrich the formal curriculum and deepen the pupils' knowledge and skills.



Every child at Murray Park School is equipped to become a well-qualified and successful young person.

“ The supportive atmosphere created by amazing, dedicated colleagues and students that genuinely appreciate what you do for them , gives me a reason to smile every day.” (Miss Dodd - Head of Mathematics)



STAFF WELL-BEING

Murray Park considers the well-being of staff to be important. Decisions in terms of staff support make well-being a priority. Anything that can be done to support staff in their role will be considered. In recent years we have raised the profile of staff well-being by establishing the following initiatives to ensure that our staff are happy in their workplace.

- Opportunity to work from home where possible.
- Latest laptops issued to all staff.
- Live marking policy.
- Designated, trained mental health leader.
- Staff social events.
- Staff sports events.
- Meal allowance for lunch duty staff.
- Meeting free weeks throughout the year.
- Bespoke CPD opportunities.
- Opportunity for all staff to complete mental health awareness course.
- Duty timetable to reflect teacher workload.
- Robust behaviour system to support staff.
- Alternative provision

SAFEGUARDING INFORMATION

Murray Park School shares a commitment to safeguard and promote the welfare of children and young people. Our commitment is underpinned by robust processes and procedures that seek to maximise opportunity, minimise risk and continuously promote a culture that embraces the ethos of safeguarding amongst our workforce.

This post is Exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020 and is subject to an enhanced DBS Disclosure check.

Recruitment Information

The application form must be completed in line with our Important Recruitment Information section on the school website. It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.

- Child Protection and Safeguarding Policy
- Recruitment of Ex Offenders
- The Equality and Diversity Form
- GDPR Privacy Notice

Recruitment Policy

These documents can be found using following the link:
<https://www.murraypark.derby.sch.uk/key-information/vacancies/>

“Since starting at Murray Park there has been no time for nerves, just excitement. I am delighted to continue my journey here, whilst inspiring others on my way” (Miss Bunting - NQT Science)



SCHOOL INFORMATION

Murray Park is a dynamic and forward-looking 11-16 mixed comprehensive school on the western fringes of the city of Derby. It is a Foundation Status school but has a close working relationship with the local authority.

We cater for approximately 1200 students, situated on a spacious site surrounded by greenery. We serve students from the Derby City area, within reach of the Derbyshire countryside and our cohort sizes are growing each year.

Our students reflect the full academic ability range and there is a breadth to the socio-economic status of our families.



APPLICATION PROCESS

Informal visits to the school are available but not essential. You must complete the application form fully and give details of all employment, training and gaps in employment since leaving secondary school to the present day. Any additional information, which you wish to bring to the notice of the selection panel should be included in your letter of application.

Your letter of application should make reference to the job description and in particular how you meet the person specification. At least one of your references should be a current employer and you should indicate if you are happy for us to contact each reference.

Please provide an email address for your referees so that we can contact them.

Please email your completed application form and letter of application to: recruitment@murraypark.derby.sch.uk

recruitment@murraypark.derby.sch.uk or upload using the TES platform. The application letter should be no longer than 2 sides of A4, Arial font size 11.

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“Murray Park is a fantastic school to work for, I've felt extremely welcome and supported by the school, first as a trainee and then as a new starter.”

James Murton - Teacher of English

Our School was inspected in September 2022 and gained a Good judgment from Ofsted. Here are just a few quotes from their highly positive report. To access our full report please use our website link:

[Ofsted Reports | Murray Park](#)

Quality of Education	<p>“Leaders have designed an ambitious curriculum that allows pupils to learn a broad range of knowledge.”</p> <p>“Leaders have planned assessments to check pupils' understanding.”</p>
Behaviour and Attitudes	<p>“Pupils are happy and safe at Murray Park. They know teachers care about them.”</p> <p>“Leaders have ensured that classrooms are places where pupils can learn.”</p>
Personal Development	<p>“The 'Charter for Success' encourages pupils to engage in activities such as theatre trips and cookery.”</p> <p>“Leaders ensure that all pupils have opportunities to gain different cultural experiences.”</p>
Leadership and Management	<p>“Leaders have prioritised reading.”</p> <p>“Leaders have created a culture of safeguarding.”</p>

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Charlotte Bunting - Teacher of Science



SEND DEPARTMENT

I would like to take the time to welcome you to our school and SEND department. We are committed to providing quality SEND support to those on the SEND register and those with an EHCP. Our SEN team is comprised of 15 experienced and caring professionals who work tirelessly to create an inclusive and nurturing environment where every student can thrive.



We support students in a variety of ways in their mainstream classrooms, on 1:1s, in small groups, in our HUB and our nurture group to ensure that every student, regardless of their unique learning needs, receives the support and opportunities they deserve. We support students under the four areas of need as stipulated by the Code of Practice, 2014. These areas include Communication and Interaction, Cognition and learning, Social, emotional and mental Health and Physical and Sensory needs.

Our SEND Department works hand in hand with teachers and support staff to ensure that all students can access the full curriculum and participate in school life. The SEND Department, alongside all of

the Murray Park community, is a testament to our commitment to providing an inclusive, nurturing, and supportive learning environment for all students. We are here to empower each student to overcome challenges, build confidence, and reach their fullest potential on their educational journey.

Our team collaborates closely with students, their families, and teachers to develop approaches that address each student's unique strengths and challenges. We are dedicated to fostering a sense of belonging and self-confidence in every student, helping them to reach their full potential and achieve their educational goals.

We look forward to welcoming you to the team. Please do not hesitate to get in touch if you have any questions.



SIAN HUBBARD - SENDCO

"Murray Park School is a great place to work. If you are passionate about making a difference to the lives of young people, this is the place to be."

Alfie Holland - Head of Year and Teacher of PE



JOB ADVERT

LEVEL 3 TEACHING ASSISTANT
PERMANENT TERM TIME ONLY
37 HOURS PER WEEK – 39 WEEKS PER YEAR
SCP POINT 14-17 ACTUAL SALARY £23,617-£24,851

Framework: To work within the NJC current pay and conditions, current legislation and the policies of the school.

Murray Park School is a rewarding and professionally stimulating place to work. Over the last 3 years we have undergone a journey of rapid improvement; moving from a Requires Improvement Ofsted grading to Good in September 2022, along with a much improved Progress 8 score, as well as now being over-subscribed. Never complacent, we are now on our next stage of development and seek high-quality staff to enable this.

The ideal candidates will be highly motivated and excellent classroom assistant who is committed to student success and development. The successful candidates will join a hardworking; forward thinking and supportive department at an exciting time.

The person appointed will have:

- A passion for ensuring the best outcomes for all students, including those who are part of disadvantaged and vulnerable groups.
- Excellent pedagogical knowledge.
- Relentlessly high standards and expectations of all students.
- A commitment to continuous improvement of their own practice, irrelevant of job role, career stage or position.

Staff at Murray Park School benefit from:

- Flexible working for all staff.
- A Senior Leadership Team who prioritise staff well-being and consider this when launching any new systems or pedagogical approaches.
- A robust and centralised behaviour system, including an internal Alternative Provision, to ensure learning in our classrooms is disruption free.
- A whole-school CPD package which includes the sharing of recent research and best-practice.
- An approach to pedagogy which ensures professionals deliver the highest-quality lessons and interventions possible, whilst still allowing the freedom to maintain autonomy.

How to Apply

An application pack can be downloaded from the school website at <http://murraypark.derby.sch.uk/key-information/vacancies> or apply via TES Online.

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“Murray Park is an extremely engaging place to work, but more than that it feels like a family and really integrates the ‘community’ aspect of the school’s name.”

Joe Potts - Teacher of Geography

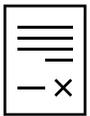


STAFF WELL-BEING

Murray Park considers the well-being of staff to be important. When we make strategic or operational decisions, we always consider the well-being and workload of staff. See below for some of the ways we support staff wellbeing and workload for all our team:



Opportunity for flexible working for all staff



A robust and centralised behaviour system, including an internal Alternative Provision.



A designated, trained, mental health leader.



A Leadership Team who fully consider staff workload and wellbeing when considering any changes to practice or systems.



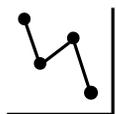
Paid lunch duties, including a free meal.



CPD for all staff, in all roles, including whole-school and opportunities for any bespoke courses.



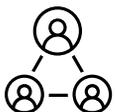
Latest technology, including new laptops.



A measured approach to data management, including meeting free weeks during data points.



An approach to pedagogy that ensures we deliver high-quality teaching in each and every lesson, whilst giving staff professional autonomy.



Staff social and sports events.

“Murray Park School is at the centre of the community. For our students this is their OASIS.”

Katy Drew - Alternative Provision Lead



JOB DESCRIPTION

Teaching Assistant Level 3

Hours: 37 hours per week (39 weeks: term time only) - hours are normally worked Monday-Thursday 8am-4pm and Friday 8am-3.30pm to be arranged with line manager

Responsible to: SENDCO

Framework: to work within the framework of the NJC pay and conditions (37 hours per week during term time) current legislation and policies of the school.

Duties of a Teaching Assistant

Key Purpose

To ensure that pupils with special educational needs are able to progress and participate as fully as possible in all aspects of school life.

Key Tasks

- To plan and deliver intervention with pupils individually, in small groups or in a class.
- To have oversight of EAL provision and work alongside the EAL co-Ordinator to ensure provision matches need.
- Lead and Support learning through a variety of strategies and approaches
- Work with pupils on specified programmes to improve literacy, numeracy or social/behavioural skills
- Contribute to the development of an effective programme of interventions to improve basic skills
- Assist specific pupils with personal care and movement around the school
- Lead the implementation of programmes devised by specialist support services
- Accompany pupils on outside visits and placements
- Offer general support to pupils at break and lunchtimes
- Listen to pupils concerns and help resolve emotional/behavioural/problems
- Assist pupils needing specific access arrangements during internal/external tests

To work effectively within the SEN team to

- Keep accurate records and lesson notes to monitor pupil progress
- Help to prepare suitable teaching materials
- Contribute to the preparation of reports for annual reviews and external agencies
- Attend in service training and ensure professional development is regularly updated
- Contribute to and take part in staff and team meetings ensuring a good working relationship
- Liaise and develop a good working relationship with SEN team members, a designated subject and community area
- Prepare and tidy classrooms and equipment and help to display pupil work
- Liaise with parents where appropriate, including attendance at parents' evenings

The post-holder will be expected to carry out other tasks/duties as directed by the Head Teacher that are commensurate with the responsibilities of a Teaching Assistant. To work within the framework of the NJC pay and conditions (37 hours per week term time only)



ROLES AND RESPONSIBILITIES – TEACHING ASSISTANT

Duties as a Teaching Assistant:

- To plan and deliver EAL and literacy intervention with pupils individually, in small groups or in a class.
- To have oversight of EA. Lead and Support learning through a variety of strategies and approaches.
- Work with pupils on specified programmes to improve literacy and English.
- Contribute to the development of an effective programme of interventions to improve basic English in New to English students.
- Assist specific pupils with personal care and movement around the school.
- Lead the implementation of programmes devised by specialist support services.
- Accompany pupils on outside visits and placements.
- Offer general support to pupils at break and lunchtimes.
- Listen to pupils concerns and help resolve emotional/behavioural/problems.
- Assist pupils needing specific access arrangements during internal/external tests.

Key Tasks:

- Contribute to the preparation of reports for annual reviews and external agencies.
- Keep accurate records and lesson notes to monitor pupil progress. Report on EAL data to SENDCO. To plan and deliver intervention with pupils individually, in small groups or in a class.
- Lead and Support learning through a variety of strategies and approaches.
- Work with pupils on specified programmes to improve literacy, numeracy or social/behavioural skills.
- Supporting the classroom teacher in delivering lessons and activities.
- Supervising students during lessons, breaks, and other school activities.
- Contribute to the development of an effective programme of interventions to improve basic skills and basic English.
- Liaising with parents and carers, providing feedback on student progress and behaviour.
- Assist specific pupils with personal care and movement around the school.
- Lead the implementation of programmes devised by specialist support services.
- Accompany pupils on outside visits and placements.
- Offer general support to pupils at break and lunchtimes.
- Listen to pupils concerns and help resolve emotional/behavioural/problems.
- Assist pupils needing specific access arrangements during internal/external tests.
- Liaise with the pastoral team to create risk assessments.
- Contributing to the overall school environment and ethos through involvement in school events and initiatives.

The post-holder will be expected to carry out other tasks/duties as directed by the Head Teacher that are commensurate with the responsibilities of a Teaching Assistant. To work within the framework of the NJC pay and conditions.



PERSON SPECIFICATION

	Essential	Desirable
Experience <ul style="list-style-type: none"> ○ Working with groups of children or young people ○ Previous experience of EAL strategies. 	✓	✓
Qualifications <ul style="list-style-type: none"> ○ GCSE or equivalent at grade C or above in English and Maths ○ Teaching assistant qualification 	✓	✓
Knowledge <ul style="list-style-type: none"> ○ Basic understanding of the secondary school curriculum 		✓
Skills/Abilities <ul style="list-style-type: none"> ○ To work as a member of team ○ To use initiative ○ To work under pressure ○ To engage students and establish a productive working relationship ○ To encourage students to interact, work co-operatively with others and engage in their work ○ To be confident in using ICT 	✓ ✓ ✓ ✓ ✓	✓
Personal Qualities <ul style="list-style-type: none"> ○ Good attendance and punctuality record. ○ Enthusiasm and energy. ○ Versatile and flexible. ○ Commitment to supporting the school. ○ Professional appearance and manner. ○ Enhanced Criminal Records check (to be arranged by school) 	✓ ✓ ✓ ✓ ✓ ✓	





MURRAY PARK SCHOOL

OUR MISSION: SUPPORTING STUDENTS IN GAINING A POSITIVE OUTLOOK, SHAPING THEIR FUTURES AND REACHING THEIR FULL POTENTIAL.

“PROUD TO BE HERE”



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