



Level 3 Teaching Assistant Application Pack Sledmere Primary School

Together We Succeed

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Level 3 Teaching Assistant Application Pack

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About Our Trust



With the intention to seek more autonomy and control over the school budget and services, Perry Hall Primary School converted to an academy on the 1st of July 2013.

At the same time, Perry Hall was delivering School to School support to Berrybrook Primary following a subsequent request from their local governing body, who later in April 2014 joined the trust, officially making it Perry multi-academy trust (MAT). Since then, a number of schools across multiple authorities have been welcomed into the Trust.

The management of the MAT is the responsibility of the trustees who are elected and co-opted under the terms of the Articles of Association.

Our Vision

Our Purpose:

We aim to improve the outcomes for all children across our Multi-Academy Trust regardless of their starting points

This is achieved for all our children by:

- A world class educational experience that will deliver better life chances;
- Ensuring that all children regardless of their starting points achieve above national expectations, and the proportion of pupils making better than expected progress is in line with national expectations;
- Ensuring that children in our schools have the added value and opportunities in curriculum design through partnership with commerce and business;
- Making sure the families surrounding our children have access to the best possible education opportunities for their children;
- Inspiration from excellent role models who are leaders in their academies;
- Celebrating success of all adults and children.

Trust Safeguarding Statement



Perry Hall Multi-Academy Trust schools first priority is the welfare of our children. We are committed to the highest standard in protecting and safeguarding the children entrusted to our care at all time.

We recognise that some children may be the victims of neglect, physical, sexual or emotional abuse and that all of the staff are well placed to identify such abuse and offer support to children in need.

In our Trust Schools, we aim to:

- Create an atmosphere where all our children can feel secure, valued and listened to.
- Recognise signs and symptoms of abuse
- Respond quickly and effectively to cases of suspected abuse

We will support all children by:

- Encouraging self-esteem and self-assertiveness, whilst not condoning aggression or bullying.
- Promoting a caring, safe and positive environment within school.

Please refer to our Academy SEND policy to view our procedure on early identification and intervention of additional needs.

Everyone working with our children should be aware that:

- Their role is to listen and note carefully any observations that could indicate abuse
- They should not attempt to investigate once initial concern is raised

About Sledmere Primary School



‘Be the best you can be’.

Sledmere Primary school is a three-formed entry school located in Dudley which benefits from large grounds and lots of space for children to play and learn.

Values and vision

At Sledmere, high standards are set for our children and we want them, by the time they reach Year 6 to be ready for secondary school. Our school values of Strive, Progress, Succeed underpin everything that we do as we believe these are values that will help children through their school years and also throughout their adult life.

Ethos: Be the best you can be

We focus clearly on developing children’s skills and understanding in reading, writing and maths. Children are expected to read widely. Maths is taught every day. Writing is taught using high-quality books, including picture books.

We also pride ourselves on our wider curriculum which includes lots of exciting opportunities to learn both inside and outside the classroom.

Working together

We expect all our children to achieve and to become the very best that they can be, and this vision will drive us as we aim to keep improving our school. Our children have the greatest chance of succeeding if parents and school work together in partnership and we pride ourselves on being a friendly, open and listening school. We are committed to inclusion and safeguarding our children and ensuring their welfare is a priority for us, and we will work with parents to make sure all our children are safe.

PHMAT Training and Development

We believe that what ultimately leads to the best possible education for our pupils is continual, life-long learning through the provision of support and training to both new and more experienced leaders and teaching staff.

It is vital that staff development is ongoing, collaborative and experimental which is why our teaching and learning team deliver a range of bespoke training courses and support programmes which are tailored to the needs of those we are delivering them to. We understand fully that 'one size doesn't fit all' and that every school has its own individual needs and challenges.

The teaching and learning team supports both schools within PHMAT and further afield. The team is made up of a number of specialist leaders of education and expert practitioners who provide a high standard of support and training. Our team has a shared goal – to improve the learning experience of all pupils and provides a great number of CPD opportunities for staff across our Trust.



Job Description

Job Purpose

To work with the teacher to plan and implement learning activities for children and to assist the teacher in assessing pupil performance whilst also maintaining the classroom environment. The post holder will also have some responsibility for administrative tasks. To work within the Primary phase to meet the needs of the school.

Main Responsibilities

- To support the wellbeing and social, emotional, pastoral and mental health needs of all pupils.
- Establish and maintain an appropriate learning environment selecting and adapting appropriate resources to facilitate agreed learning activities
- Work with the teacher to plan and prepare learning activities for individuals and groups of pupils, differentiating and adapting learning programmes to suit the needs of allocated pupils to ensure individual needs are met
- To actively support the teacher in the organisation and management of pupils to ensure learning activities run smoothly; promoting good behaviour and dealing promptly with incidents in line with established policy encouraging pupils to take responsibility for their own behaviour.
- Monitor and evaluate pupils' performance against pre-determined learning objectives, providing regular feedback to teacher in order to evaluate pupils learning and understanding.
- Contribute to the development and implementation of EHCP's including attendance at, and contribution to reviews to support pupils in response to their individual needs
- Supervise the class during the absence of the teacher delivering pre-prepared learning activities to ensure the teachers absence does not disrupt pupil's learning
- Contribute to and carry out appropriate routine record keeping ensuring records are accurately maintained
- To administer and mark routine tests under the guidance of the class teachers and in line with the schools feedback policy
- Assist the teacher with pastoral care to provide a supportive learning environment for pupils where individual needs are met
- Carry out clerical responsibilities to support the teacher e.g. photocopying, laminating, pupil displays etc.

- To maintain duties from both a Level One and Two Teaching Assistant job profile.
- Liaise sensitively and effectively with all stakeholders (internally and externally) as agreed with the teacher within your role/responsibility.
- To self-reflect on working practices through constructive feedback and undertake relevant CPD training and advice.
- To adhere to and comply with all Trust and individual school policies relating to safeguarding, health and safety and security, confidentiality and data protection. Report all concerns to the appropriate person (as named in the policy concerned).
- To provide intimate care, where required in line with the Trust intimate care policy.
- To ensure that all safeguarding policies and statutory guidance is read, understood and implemented.
- To promote a positive approach to a harmonious working environment.

Other Duties

The duties and responsibilities in this role profile are intended to describe the key accountabilities of the job role and are not exhaustive. The post holder may be required to undertake other duties that may be required from time to time in accordance with the general scope of the post.

Performance Standards Framework Competencies Essential to Basic Performance of Job Role

Commitment and Motivation
<ul style="list-style-type: none"> • Displays energy and enthusiasm for work and is motivated to achieve, demonstrates flexibility • Identifies own development needs and seeks learning opportunities understanding learning priorities that link with the academy's aims and objectives • Engages in every learning opportunity and reflects on and develops own practice • Liaises effectively with people demonstrating a willingness to share knowledge, learning and experience with others • Uses initiative within clearly defined guidelines and displays sound judgement, based on factual information when making decisions • Monitors own performance against high standards • Actively seeks feedback, to inform self-development plans
Problem Solving and Decision Making
<ul style="list-style-type: none"> • Shows openness to new ideas and makes timely, confident decisions on a day to day basis • Takes ownership and makes decisions that are achievable based on the appropriate information • Uses initiative to make decisions without formal guidelines • Gathers all relevant information to make informed decisions • Analyses statistical information based on issues / trends to support decision making • Takes ownership of problems and trials new approaches to reach a successful resolution
Planning and Organisation
<ul style="list-style-type: none"> • Plans, prioritises, implements, managing own workload with guidance using available resources • Identifies achievement and supports next steps planning

- Identifies barriers to learning and provides appropriate solutions
- Contributes to development plans and considers resource allocation
- Implements plans under minimal supervision, recommending revisions as required to achieve desired outcomes and objectives
- Provides written feedback and evaluation of progress against objectives
- Selects and prepares appropriate activities and resources

Implementing Change

- Contributes constructively to support change in own area of work with a view to improving performance
- Uses initiative and knowledge to implement given tasks or plans.
- Identifies and makes recommendations for improving performance in their own area of work
- Approaches change in a positive, flexible and enthusiastic manner

Managing Objectives

- Reflects and evaluates own practice to recognise own strengths and weaknesses
- Manages time effectively, setting and fulfilling short term individual and operational goals
- Recognises under performance and identifies a range of solutions to enable the achievement of goals
- Recognises effective performance and individual improvement
- Contributes to planning, implementing and evaluating activities that meet the needs of individuals and small groups
- Identifies priorities, using effective delegation to ensure deadlines are met
- Contributes to the values, learning styles, management styles and ethos of the academy and applies these in own and teams working practices
- Articulates values through expectations of staff and pupils
- Keeps up to date with trends and developments

Raising Standards

- Recognise when results are not being achieved to the required level and take appropriate action
- Consider, in conjunction with wider team alternative ways of working
- Undertakes systematic observations to gather evidence or progress to support development and ongoing improvement of delivery
- Gathers and analyses data to inform planning
- Takes ownership of problems in their own area of responsibility
- Set and support achievement of challenging & measurable targets and monitors quality
- Check own and team performance against outcomes, make improvement suggestions or take corrective action

Customer Focus

- Develops positive relationships and contributes to the prevention and management of challenging behaviour / promotes positive behaviour.
- Effective at drawing out information and understanding varying needs
- Contributes to planning and assessment of needs
- Observes and reports on progress
- Delivers under direction
- Takes ownership of issues, focus on providing the right solution depending on needs and abilities, keeping pupils and stakeholders up to date with progress
- Ensure that levels of service are maintained – identifying risks or concerns in order to meet pupil & stakeholder requirements
- Responsible for the safeguarding and welfare of pupils
- Has a good understanding of H&S legislation. Produces risk assessments, ensuring a safe working / learning environment

Communication

- Communicates confidently using a variety of methods at different levels of ability and understanding

- Structures discussion in a logical way
- Interprets and analyses information to construct basic written reports including recommendations as appropriate
- Prepares materials for others to use
- Selects the most appropriate communication method for the topic and audience including those with complex needs
- Creates and delivers effective presentations
- Uses appropriate questioning techniques
- Actively listens and encourages open discussion
- Explains this clearly and concisely giving clear instructions

Impact and Influence

- Recognises behaviour patterns and implements agreed management strategies.
- Actively supports positive interaction with colleagues and has an awareness of fairness and diversity.
- Anticipates likely responses to situations, tailoring actions to create intended impact
- Responds to questions in a clear and concise manner appropriate to the recipient and work related procedures.
- Respects the opinion of others and accepts feedback.
- Develops and participates in networks and partnerships to achieve academy's aims and objectives.

Team Working

- Follows agreed instructions and takes personal responsibility and ownership for own actions, performance and delivery
- Shows willingness and ability to work cooperatively with a range of stakeholders
- Contributes to dialogue regarding aims and objectives
- Provides effective support to colleagues and responds well to guidance

Post Information

Salary: Grade 4 Points 7-11, x1 £21,189-£24,054 Per annum

Actual Salary: £15,883-£18,031 Per annum

Closing Date: Monday 20th March 2023 at 12 noon

Start Date: April 2023

Employee Benefits:

Trust staff are entitled to the following:

- Termly well-being mornings or afternoons
- Access to an employee benefits portal which includes a number of discount vouchers for shopping, entertainment and dining
- Cycle to work scheme
- Free will-writing service
- Free telephone counselling and online access to our employee advice and assistance portal

Visits to the school:

Applicants are encouraged to visit our academy before applying. To arrange a visit, please contact Alison Travis at a.travis@sledmere.perryhallmat.co.uk or by calling 01384 476150.

Applying:

Please complete our application form which can be found on the WM jobs website.

Safer Recruitment:

Within all PHMAT schools, our first priority is the welfare of all our children and we follow a strict safer recruitment procedure for any new appointments.

All staff in every role are committed to the highest standards in protecting and safeguarding the children entrusted to our care, at all times.

Recruitment Privacy Notice

Recruitment and Candidate Information

What is a Privacy Notice?

The Data Protection Act 2018 gives everyone the right to be informed about how their information is used by organisations. This Privacy Notice explains how schools in Perry Hall Multi Academy Trust use information about its employees, volunteers, individuals attending work or training placements and members of the governance boards/committees. If you can be identified from the information we hold, then this is known as “personal data”.

This Privacy Notice explains:

- why we use your personal data
- the reasons we need to do this
- what kinds of personal data we use
- where we collect your personal data from
- who we will share your personal data with
- how you can find out more.

About this Privacy Notice

This privacy notice explains how we collect, store and use personal data about individuals who apply for posts with our academies, as part of our central Trust team.

Personal data is any information that can be used to identify you. It may include information you provide as part of an application process, information we already hold about you if you are already an employee, or information we collect from other organisations, or during online searches as part of pre-employment checks. When we use your personal data, this is known as “processing”

Under data protection law, individuals have a right to be informed about how we collect, use and share personal in relation to these processes. We comply with this right by publishing a privacy notice and making this available to you before you take part in our recruitment process.

Perry Hall Multi-Academy Trust is registered as a ‘data controller’ with the Information Commissioner’s Office (ICO), meaning that we are responsible for determining how your personal data is used.

We have a Data Protection Officer (DPO) to help us comply with our data protection responsibilities. Our DPO is provided by Services4Schools Ltd and they can be contacted at DPO@perryhallmat.co.uk. You can contact them directly, if you need any further information about how we use your personal data.

What information do we collect?

Perry Hall Multi-Academy Trust only collects information about you that is necessary to support our recruitment and candidate management processes. This includes:

- your name, address and contact details, including email address and telephone number;

- details of your qualifications, skills, experience and employment history;
- information about your current level of remuneration, including benefit entitlements;
- whether or not you have a disability for which we need to make reasonable adjustments during the recruitment process;
- information required to conduct statutory safeguarding checks
- information relating to your performance and conduct from current and previous employers in the form of references
- information about your entitlement to work in the UK; and
- equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health, and religion or belief.

How do we collect your information?

When you apply for a job with us, Perry Hall Multi-Academy Trust collects your information in a variety of ways. For example, data might be contained in application forms, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

Perry Hall Multi-Academy Trust will also collect personal data about you from third parties, such as references supplied by former employers, information from employment background check providers and information from criminal records checks via the Disclosure & Barring Service.

Where will your data be stored?

Data will be stored in a range of different places, including on your application record, in paper records, on our management systems, on our cloud-based IT infrastructure and on other internal IT systems (including email).

Why we process your personal data?

Perry Hall Multi-Academy Trust needs to process your personal data as part of the recruitment process. In some cases, we need to use your information to ensure we are complying with our legal obligations. For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts.

We also have statutory duties to undertake in relation to safeguarding. This includes using your personal data to conduct online checks for shortlisted candidates in line with the safer recruitment guidance in Keeping Children Safe in Education 2022.

We have a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows us to manage the recruitment process, assess and confirm a candidate's suitability for employment, and decide to whom to offer a job. We may also need to process data from job applicants to respond to and defend against legal claims.

Where we have relied on legitimate interests as a reason for processing data, we have considered whether or not those interests are overridden by the rights and freedoms of applicant and potential employees and have concluded that this is not the case.

Perry Hall Multi-Academy Trust processes health information if it needs to make reasonable adjustments to the recruitment process for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment.

Where we process other special categories of data, such as information about ethnic origin, sexual orientation, health or religion or belief, this is for equal opportunities monitoring purposes.

As education providers, Perry Hall Multi-Academy Trust and our schools are obliged to seek information about criminal convictions and offences. Where we seek this information, it does so because it is necessary for us to carry out our obligations and exercise specific rights in relation to employment.

We will not use your data for any purpose other than the recruitment exercise for which you have applied.

Who has access to your data?

Your information will be shared internally for the purposes of the recruitment exercise. This includes members of the recruitment panel, interviewers involved in the recruitment process, managers in the area with a vacancy and IT staff if access to the data is necessary for the performance of their roles.

Perry Hall Multi-Academy Trust will share your information with our Human Resources provider (Services 4 Schools Ltd), where they have been requested to support with the recruitment process.

Perry Hall Multi-Academy Trust will also share your data with third party providers such as the disclosure and barring service to obtain necessary criminal records checks.

We will share your personal data with the organisations you have nominated to provide references in line with safer recruitment practices.

We will share your personal data with the organisation appointed to undertake statutory background and right to work checks in line with the requirements of Keeping Children Safe in Education.

Perry Hall Multi-Academy Trust will share your data with our legal representatives if a legal process determines it necessary to do so, or we are required to do so by a UK court.

We will share your personal data with other official bodies (for the purposes of preventing and investigation of criminal activities, including fraud).

Perry Hall Multi-Academy Trust will not transfer your data outside the UK without obtaining your consent or before ensuring there are appropriate contractual and security provisions in place.

How does the Trust protect personal data?

Perry Hall Multi-Academy Trust takes the security of your data seriously. It has internal policies such as a Data Protection Policy and Records Management Policy in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties. These policies can be viewed on our Trust website: <https://www.perryhallmat.co.uk/documents/>

How long do we keep recruitment data?

If your application for employment is unsuccessful, we will hold your data on file for 6 months after the end of the relevant recruitment process. At this point it will be disposed of securely in line with our Records Management Policy.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment.

The periods for which your data will be held will be provided to you in a new privacy notice once you are employed by Perry Hall Multi-Academy Trust.

What if you do not provide your personal data?

You are under no statutory or contractual obligation to provide data to Perry Hall Multi-Academy Trust during the recruitment process. However, if you do not provide the information, we may not be able to process your application properly, or at all.

You are under no obligation to provide information for equal opportunities monitoring purposes and there are no consequences for your application if you choose not to provide such information.

Your rights

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request;
- require us to change incorrect or incomplete data;
- require us to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
- object to the processing of your data where we are relying on legitimate interests as the legal ground for processing; and
- ask us to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override our legitimate grounds for processing data.

If you would like to exercise any of these rights, please contact our Data Protection Officer via email: DPO@perryhallmat.co.uk You can also make a subject access request by emailing this address.

If after contacting our DPO, you believe that we have complied with our data protection obligations, or upheld your rights appropriately, you can complain to the Information Commissioner at <https://ico.org.uk/make-a-complaint/>

Last Review

This Privacy Notice was last updated in September 2022

Contact Details

Address

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Call

01384 476150

Email

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Visit

www.sledmere.org



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