



Pathfinder

Multi Academy Trust

Providing an excellent education from age 2 to 19

School Assistant

Archbishop Holgate's School

Required as soon as possible

Closing Date: Wednesday 4 December, 8.00am

Interview Date: Thursday 12 December



Archbishop Holgate's School

A Church of England Academy Founded 1546

We are looking for a School Assistant to support students at Archbishop Holgate's School in a range of learning settings by fostering a positive working environment, so that students are engaged, on task and able to access the curriculum as fully as possible.

We believe that Archbishop Holgate's is 'no ordinary school' and is an excellent place to work, a view confirmed by Ofsted in our recent inspection, "Staff are incredibly proud to work here."

Our staff are friendly and supportive and our students are polite, hardworking and keen to succeed. As such this post represents an exciting opportunity to join a very successful, high-achieving, forward looking and fully-subscribed Church of England comprehensive, a school judged Outstanding in all areas by both Ofsted and SIAMS.

Successful candidates will be fully supported to develop in the role, benefiting from bespoke CPD opportunities both at Archbishop's and as part of the Pathfinder Teaching School Hub. In addition, colleagues will benefit from being part of the Pathfinder Trust Career Pathway and through working with colleagues across other Trust schools to develop skills and share innovative teaching and learning experiences.

Job Title

School Assistant

Reports to

SENDCo and Reflection Manager

Grade

Grade 4 (currently £18,333 this is the pro rata salary)
32.5hpw, Term Time Only

Additional Information

Completed application forms should be posted or emailed to:

Head's PA
Archbishop Holgate's School
Hull Road
York YO10 5ZA
jisissions@ahs.pmat.academy

Pathfinder Multi Academy Trust is an equal opportunities employer, committed to safeguarding and promoting the welfare of children. Enhanced DBS check required.

As part of our due diligence process, an online search will be carried out on all shortlisted candidates. These checks are carried out to determine suitability to work with children and keep them safe. If you wish further information regarding these checks please contact 01904 806000.





Archbishop Holgate's School

A Church of England Academy Founded 1546

"Archbishop Holgate's School is an exceptional place for pupils to learn. The school's values of justice, compassion, forgiveness and trust are at the heart of every aspect of school life."

Ofsted, October 2021

Archbishop Holgate's is a flourishing school signified by outstanding examination results, high quality teaching and learning, an inspiring curriculum complemented by sporting and musical achievements and a wide, varied programme of extra-curricular opportunities. We are a school committed to ensuring that our students develop in all ways and at the heart of all we do is a commitment to 'Values, Care and Achievement':

Christian values that underpin all we do

Outstanding pastoral care that sees each student as an individual

Maximum achievement for all students, at all levels

We have excellent students and a talented staff, colleagues who are committed to ensuring that the young people in our care achieve and succeed. Collectively, as a school community, we seek to nurture aspiration and promote excellence. We enrich our students in many different ways and when they leave Archbishop's they do so as well rounded young people with the skills, qualities and relevant qualifications to help them shape their own futures and also to benefit the communities they serve.

In November 2021 the school was delighted to once again be awarded outstanding judgements in all areas of the Ofsted Inspection.

Prior to the pandemic the school has consistently enjoyed some of the best results nationally at both GCSE and Post 16.

At KS5 the sixth form has over the past decade consistently performed in the top 10% of Post 16 providers. The last set of official data placed the school in the top 2% of post 16 providers for student progress.

At KS4 the school consistently performs significantly above the national average for all groups of students. The last set of official data placed the school in the top 4% nationally with an Progress 8 figure of +0.79 and +0.23 for disadvantaged students.

The school regularly features in the top ten of the Times 100 best schools.

Extracts from Ofsted report (October 2021):

"Leaders have established a culture of respect, dignity and inclusivity that allows every pupil to thrive."

"Pupils' behaviour is excellent. At all times, pupils are calm, orderly, and respectful."

"The school's personal development programme is comprehensive. Pupils experience a range of trips and visits to broaden their cultural horizons."

"The support provided for pupils with special educational needs and/or disabilities (SEND) is exceptionally strong."

"The Sixth Form curriculum is exceptionally strong."

"All staff feel valued. They refer to being part of a special community. Leaders proactively consider the workload and wellbeing of their staff."





Pathfinder

Multi Academy Trust

About Pathfinder Multi Academy Trust

Providing an excellent education from age 2 to 19



Setting the course



Leading the way



Serving and inspiring

Formed in August 2016, Pathfinder is a successful well-established Multi Academy Trust serving more than 6,000 children and their families.

We are a flourishing and supportive learning community. A partnership of like-minded Church and Community Schools, where a clear and ambitious vision of a high quality inclusive education **sets the course** and permeates across all areas of school life. Pathfinder has a proven track record of **leading the way**. We are a Trust with strong examination results, high

quality teaching and learning, an inspiring curriculum, excellent opportunities for personal development and a wide, varied programme of extra-curricular opportunities.

We understand that achievement comes in many different forms and work collectively to **serve and inspire**, nurturing aspiration and promoting excellence in all our pupils. We value the uniqueness and diversity of each of our schools, celebrating this distinctiveness and the contributions they make to the wider Pathfinder community.

Pathfinder Multi Academy Trust schools



**ACOMB
PRIMARY
SCHOOL**



**Archbishop
Holgate's School**
A Church of England Academy Founded 1546



Badger Hill
PRIMARY SCHOOL



**Clifton with
Rawcliffe**



Hempland
Primary School



Heworth
Church of England Primary School



Huntington
PRIMARY ACADEMY



Malton School
A Specialist Science School



New Earswick
Primary School



Poppleton Road
Primary School



Rufforth
Primary School
· Inspire · Care · Grow ·



St Barnabas
CHURCH OF ENGLAND PRIMARY SCHOOL



St Lawrence's
CHURCH OF ENGLAND PRIMARY SCHOOL



Tang Hall
Primary School



Welburn
COMMUNITY PRIMARY SCHOOL



Job Description

Main Purpose of Job

To support students at Archbishop Holgate's School in a range of learning settings by fostering a positive working environment, so that students are engaged, on task and able to access the curriculum as fully as possible.

Core Responsibilities, Tasks and Duties

- Under the leadership of the class teacher and within guidelines drawn up by the School's Inclusion Centre, to work with students in small groups and individually within both the Inclusion Centre and their normal classes.
- Under the leadership of the class teacher to assist with specific classroom activities.
- Provide student mentoring which may be on-site or supporting students engaged in off-site work based learning.
- Supervise students on site during the lunchtime break (we do not employ separate MSAs). To include supervising students as they come in to, and queue for, lunch; in the dining area whilst students eat and then general supervision of a specific part of the school site or of specific named pupils.
- Provision of administrative support including the organisation, preparation and storage of learning materials. Inputting of student assessment data, collation of student and other aspects of administrative support for a particular subject area or school-wide function.
- Follow the school's policies and procedures, in particular: All Safeguarding, health and safety policies, Behaviour Management Policy, Inclusion Policy, Equalities Policy and Data Protection Policy.
- Participate as required in the school's performance management and supervision systems and take part in appropriate training and development activities.
- Contributes to the overall ethos, work and aims of the school.

Supervision/Management of People

None.

Creativity and Innovation

- Monitors and is responsive to students' learning and behaviour and supports accordingly to maximise access to learning and the curriculum.
- Monitors and is responsive to students' personal needs and adapts accordingly.
- Communicates effectively with teachers, other professionals and parents whenever the need arises.

Contacts and Relationships

Internal

- Enables students' access to the planned curriculum and meets personal and social needs - daily. Takes part in school, departmental or whole team meetings as required.

External

- Provides information about student's progress, strategies and issues with any external agencies involved as required.



Decisions – Discretion and consequences

- Communicates information effectively to teachers, other professionals and parents whenever the need arises.
- Recognises when it is necessary to make adjustments to planned activities in order to enable the student to access the curriculum fully and make progress.
- Responds to on-the-spot incidents requiring immediate attention/decisions on/off school premises and/or without direct contact with a senior member of staff.

Resources

May have responsibility for the preparation and storage of subject specific learning materials.

Work Environment

Work demands

- Work may be subject to frequent change and interruption.

Physical demands

- Involves some sitting with students in classroom and Inclusion Centre environments but may have sustained periods of physical activity, involving bending, crouching, lifting, walking and running e.g. PE lessons.

Working conditions

- Majority of work takes place in classrooms and the Inclusion Centre
- Staff will be involved in outside activities e.g. supervision of students at lunch time, sports field activities, off-site educational activities in all weather conditions as required.

Work context

- Risk of verbal abuse and physical harm from a minority of pupils and members of the public who behave aggressively.

Knowledge and Skills

- Experience of relating well to young people
- An understanding of safeguarding requirements in a school setting
- Willingness and ability to support the school in providing a secure, ordered environment based on courtesy and mutual respect
- Ability to command the respect of students through personal warmth combined with firmness
- Excellent communication and interpersonal skills
- Good literacy and numeracy skills – preferably GCSE in Maths & English to Grade C level or equivalent
- Ability to work with colleagues as a team; displaying the qualities of flexibility, enthusiasm, tact and a positive “can-do” attitude to work.
- ICT capability – to assist with preparation of resources and the input of pupil data
- Understanding of data protection and confidentiality requirements of working with sensitive and personal information.
- Must be committed to furthering the school’s strategic aims, values, policies and procedures including such areas as:
 - Valuing the unique strengths of each student as an individual
 - Traditional values including punctuality and smart personal appearance
 - Maximising the development and achievement of all of the students in our care
 - Positive relationships based on firmness and fairness
 - Personal commitment to own continuing professional development

Position of Job in Organisation Structure

This post is part of the team of School Assistants that is lead and co-ordinated by the school’s SENDCo and the Reflection Manager .



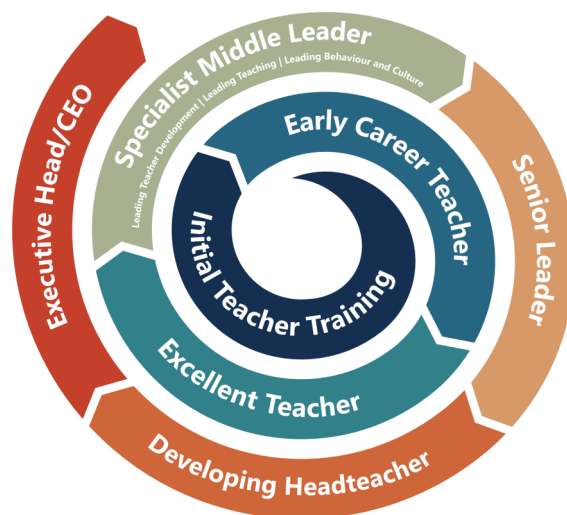
Staff development

We are committed to the professional development of all our staff and have created a bespoke career pathways programme to ensure we recruit, develop and retain the very best colleagues.

Career Pathways

For our teaching staff we have a career pathways programme which starts with Initial Teacher Training and progresses through to Executive Headteacher/CEO. At Pathfinder we:

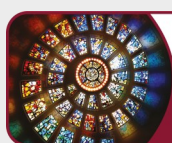
- create a bespoke pathway to develop each person's individual talents and ambitions.
- provide our staff with the highest quality research-proven CPD training.
- offer access to skilled leaders and mentors.
- give staff opportunities for development from Initial Teacher Training to senior management.
- provide capacity for in-school practitioners to model and coach.



Learning, Training and Development

Support staff in our schools benefit from our Learning, Training and Development programme which aims to ensure that all staff are equipped with the necessary skills, qualifications and resources to fulfil their roles to the highest standard. At Pathfinder our support staff will:

- be confident in fulfilling all aspects of their role to the highest level.
- have an understanding of how their role fits into the wider organisation.
- act as a source of support, advice and guidance to their colleagues.
- identify any training and development needs for themselves and staff they manage.
- be guaranteed an interview for roles within the Trust in they fulfil the job criteria.
- be given support and advice to develop their skills to progress to posts at the next level.





Benefits of working at Pathfinder

Our range of employee benefits aims to support the health and wellbeing of our staff ensuring they are valued and supported throughout their time at work.

Staff benefits platform

Our dedicated employee benefits platform Vivup provides staff with access to all of our benefits in one easy to use and convenient place. Vivup also provides exclusive benefits through their platform, including discounts from major retailers as part of the lifestyle savings benefit and the option to spread the cost of purchasing items straight from your salary through the home and electronics and cycle to work benefits.



Lifestyle savings

Save on everyday essentials, enjoy money off at the movies and browse frequently updated deals across retail, food, shopping, travel, family essentials, dining out, leisure activities and much more. The lifestyle savings benefits include:

- Frequently updated discounts from the UK's leading retailers
- Updates to offers and discounts sent directly to your email
- New offers, brands, retailers and discounts added on a weekly basis

Home and electronics

Spread the cost of purchasing a range of tech, homeware and essential appliances from Currys, John Lewis and more with payments taken automatically from your salary. The home and electronic benefits include:

- An alternative to expensive credit cards and pay day loans with no deposit or credit check required
- Spread the cost of essential items via fixed monthly salary reductions
- Access a huge range of products for the home and garden including the latest tech products
- Fast home delivery within days of authorisation

Cycle to work

Save up to 42% on the latest bikes, high-vis clothing and safety accessories for your commute to and from work. The cycle to work benefits include:

- Staying fit, healthy and focused
- Avoid expensive petrol, parking and public transport costs
- A huge range of tax free bikes and safety equipment from one convenient location
- Spread the cost throughout the year with manageable reductions direct from your salary

TES Magazine subscription

All Pathfinder employees have unlimited access to the online TES magazine keeping you up to date with the latest education news, analysis and teaching and learning knowledge.



Pension Scheme

As an employee of Pathfinder Multi Academy Trust you are offered membership of either the Teachers' Pension Scheme; or for support staff, the Local Government Pension Scheme. As well as employee's paying contributions into the scheme (banded, based on earnings level) Pathfinder also pays into the scheme on your behalf at the following rates (regardless of earnings):

Support Staff Pension Scheme

Pathfinder contributes an additional 20.5% of your salary

Teachers' Pension Scheme

Pathfinder contributes an additional 23.68% of your salary

Employee Assistance Programme

Making sure everyone at Pathfinder gets the support they need whatever their worries, the Employee



Assistance Programme provides specialist counselling and resources 24 hours a day, 365 days a year. The service is completely confidential and provides support by telephone or online from specialist call handlers and counsellors who understand the demands of working in education. You can also access:

- Emotional support and counselling
- Specialist information on work-life balance
- Financial and legal advice
- Management consultation to support those responsible for managing others
- Up to six sessions of face to face or telephone counselling
- Access to online Cognitive Behavioural Therapy (CBT)
- Information on local services such as elder care and childcare

Discounted bus travel

As part of the First Bus Commuter Travel Club, Pathfinder staff benefit from discounts on work and leisure travel using First Bus services. The benefits of the Commuter Travel Club include:



- Savings on discounted monthly bus tickets
- Unlimited bus travel within your chosen zone
- Mobile tickets delivered straight to the free First Bus App
- Automatic monthly ticket renewal
- Spread the cost of annual travel
- Price frozen for 12 months