



St. Michael's CE Academy
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RECRUITMENT PACK

Educational Teaching Assistant (Special Educational Needs)



Part of Enhance Academy Trust | Encourage | Help | Achieve | Nurture

INTRODUCTION

St Michael's is a friendly, safe and encouraging place where everyone feels that they are a part of something bigger. We are an academy where achievement is expected and celebrated; where success of all kinds is noticed so we can take pride in all the lovely things that we do and experience. Most of all, we care about each other, work well together and encourage each other to be the best we can. We are blessed with a diverse range of wonderful pupils and an extremely dedicated staff who work very hard to provide high quality learning experiences - be that in the school building, out on our extensive and well-resourced premises, out in our local community or out and about in the world as a whole.

As a Church School, we are driven and led by our Core Christian Values. Everything we do at St Michael's reflects our commitment to these values. This in turn shapes our distinctive character as a Church School and the spirit in which we meet the needs of our children. We want our children to enjoy coming to school every day and we want to support our community to get the most they can from the professionals, resources and facilities within our organisation.

St Michael's CE Academy occupies a large site less than 2 miles from the centre of Wakefield. Almost all children come through our own Nursery/Lower Foundation Unit, but there is a large number who have either moved to the area at a later stage or have come from outside the catchment area. Most live within walking distance of the academy

Vision, Values and Aims **Together Everyone Achieves More**

We are committed to building the skills, knowledge and positive attitudes necessary to help all our pupils become responsible, respectful and tolerant citizens of the future. Through our shared aims, mutual respect and working together, we will believe in ourselves and develop as individuals who make a positive impact on each other and the world around us.

St Michael's CE Academy provides education in accordance with the principles and practices of the Church of England. Worship, religious education and spiritual development are at the heart of every aspect of our experience.

At St Michael's CE Academy, we aim to provide all of our pupils with a high-quality education within a caring Christian environment where Christian values of trust, forgiveness, friendship, truthfulness and perseverance, hope, responsibility, thankfulness, justice and peace are embedded. Collective worship and Religious Education are effective in communicating the Christian values and are specifically linked to the half termly worship and PSHCE themes. Pupils develop a growing understanding of these Christian values as they progress through the school and this is reflected in, and impacts on, their behaviour and attitudes to each other, the whole school, the wider community and their daily life.

The school aims to help the children develop lively and enquiring minds, to question and debate, to apply themselves with confidence to tasks, to gain in physical skills, to have respect for the opinions of others, to find enjoyment and fulfilment in their activities and to gain satisfaction from their achievements.

To achieve our vision of outstanding teaching and learning we aim to:

- Provide high standards of teaching and learning for all pupils.
- Actively explore the role of Faith in their own lives and in the lives of the wider community.
- Provide an inclusive environment which educates, develops and prepares all our pupils for life in a diverse society.
- Recognise and build on pupils' previous knowledge, experience and understanding.
- Encourage independence, self-esteem and natural curiosity.
- Celebrate achievement.
- Embed a stimulating curriculum to develop lifelong learning.
- Recognise all children as individuals with their own rights and responsibilities.
- Value and encourage parental partnerships with exchange of ideas and information.
- Actively involve members of the local and wider community, valuing their positive contribution to the learning experience of all.

SEN EDUCATIONAL TEACHING ASSISTANT

To Start: September 2024
Salary: Scale SCP 5/6 Actual Salary £14638 to £14883 (27 ½ hrs)
Monday to Friday, 8.50am to 3.20pm (1hr for lunch) Term Time only

Enhance Academy Trust is seeking to appoint a Teaching Assistant to work at St Michael's CE Academy. The ideal candidate will be a professional who is committed to supporting children to be the best they can be.

We pride ourselves in providing a safe, happy and caring environment, where all pupils are nurtured and valued with a distinctive and inclusive ethos. At St Michael's we believe that everyone matters. Each child is a unique and, like a tree, we all have the potential to grow and flourish. We are constantly striving to provide high-quality learning opportunities which engage, challenge and inspire all our pupils with the vision of our church school.

The successful candidate will have:

- ✓ a calm, caring, sensitive nature with a good sense of humour
- ✓ previous experience working with children within a school environment
- ✓ the ability to communicate well, with good interpersonal and organisational skills
- ✓ a professional manner at all times
- ✓ willing to contribute ideas and share good practice
- ✓ committed, enthusiastic, professional and able to work as part of a team
- ✓ have a commitment to continuing professional development
- ✓ support the Christian Ethos, vision and values of the school.

We can offer you:

- ✓ a warm, welcoming, inclusive school with a friendly, enthusiastic and dedicated team of teachers, support staff and governors
- ✓ opportunities to develop professionally and grow in your role
- ✓ a genuine opportunity to make a difference.

To find out more about the Academy please visit our website: www.stmichaelsceacademy.org.uk

We only accept applications made on the Enhance Academy Trust Application Form.

The completed forms should be returned to headteacher@stmichaelsceacademy.org.uk

Closing date: Thursday 22nd August 2024 – 5.00pm
Shortlisting: Friday 23rd August 2024
Interviews: Thursday 29th August 2024

Job Description

Job title: Educational Teaching Assistant – Inclusive of SEN (SCP 5-6)

Please note the job description for a teaching assistant is very much the same regardless of whether they are class based or working with SEN children. The characteristics identified in the desirable section of the job specification clarify any specific skills or experience that would support a successful application.

PURPOSE OF JOB

To work under the guidance of Teaching/Senior Staff to implement and oversee agreed work programmes with individuals/groups, in or out of classroom. This could include those requiring detailed and specialist knowledge in particular with Special Education Needs children.

KEY AREAS

- Teaching support
- pupil support
- Curriculum Activities
- General

DUTIES AND RESPONSIBILITIES

Teaching Support

- To undertake duties in accordance with school practices and procedures, ensuring the job holder actively upholds and promotes the philosophies of the school.
- To work under the guidance of the Class Teacher/Line Manager to plan and monitor pupils learning. Ensuring the progress is clearly recorded in the relevant systems and relates to the learning objectives/goals for pupil.
- under the guidance of the Teacher provide one-to-one support to pupils or working with groups of pupils on pre-planned activities, to reinforce the Teacher's approach.
- To assist where required in the planning of learning activities.
- Under the guidance of the Teacher, ensure equipment or materials are suitable for the learning activities.
- Prepare materials and teaching aids where necessary.
- Under the guidance of the Teacher, work with individuals or groups of pupils in accessing school library and in the use of the ICT and other relevant resources to support learning.
- To participate in and assist in supervision of educational visits, in conjunction with the Teacher/Line Manager.
- To assist in classroom and school displays of work.
- To undertake routine clerical duties including bulk photocopying etc
- Promote good behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- To provide specialist knowledge or expertise to support the learning activities of pupils either individually or in a group or within whole classes

Pupil Support

- Provide support and guidance on a one-to-one basis or to work with a group of pupils in their core skills and curriculum needs, and per school practices.
- To actively encourage the inclusion of all pupils to participate in the life and activities of the school and access the national curriculum to the best of their ability.
- To provide individual assistance of assistance within groups through implementing behaviour plans, Individual Education Plans and teaching strategies etc, to maximise their achievements.
- To assist with the personal needs of pupils including social, health, physical, hygiene, first aid and welfare matters.

Curriculum Activities

- To contribute in the presentation of pupils' work and maintenance of display areas.
- To assist with the preparation and tidying of the classroom and upkeep of resources.
- To attend and contribute to duty related meetings as required.

- To assist in the planning and implementation of structured and agreed learning activities/teaching programmes

General

- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos / work / aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Carry out your duties with due regard to current and future School / Trust policies, procedures and relevant legislation.

The above list is not exclusive or exhaustive, and the school may require the job holder to undertake duties commensurate with the level of the role.

As part of your wider duties and responsibilities you are required to promote and actively support the School's/Trust responsibilities towards safeguarding.

Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn't just about the very old and the very young, it is about everyone who may be vulnerable. Enhance Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointments made are subject to an Enhanced Check by the Disclosure and Barring Service.

Person Specification		
	Essential	Desirable
Qualifications/ Training	• Level 2 Numeracy and Literacy	• Support Work in Schools (S.W.I.S.) Level 2. • Supporting pupils with S.E.N. Level 2 or 3 qualification
Knowledge	• Good numeracy/literacy skills • Working and caring for children • Effective use of resources	• First Aid certificate • Child Protection issues • Health & Safety & Security issues. • GDPR issues & regulations
Experience	• Working with SEN children with complex needs • Energy, enthusiasm and drive • Ability to work under pressure • Flexibility • Attention to detail • Excellent role model • Sense of humour • Willingness to support and contribute to school events both in and out of school.	
Physical Skills	• Effective use of resources	
Competencies and other skills required	• The ability to relate well with children and adults • The ability to work as a member of a team.	

ENHANCE ACADEMY TRUST

Enhance Academy Trust is a Church of England Multi-Academy Trust, comprising of ten primary schools located across Wakefield and Kirklees and a post-16 performing arts free school. The Trust was established in 2012, as a sponsor of Church of England and Community Schools that needed support. Eight of its ten primary academies have been sponsored or transferred into the Trust. The Trust works very closely with its academies and encourages them to help each other, whilst at the same time allowing them a reasonable amount of autonomy. It has kept to this model whilst expanding and wants to continue to follow similar principles in the future. Our vision is to deliver improved educational outcomes and learning skills, to enable our young people to live well in the world around them. We also aim to allow our academy leaders and staff to develop the individual character of our academies, so they can best serve their local communities.

For further information, visit www.enhanceacad.org.uk



Enhance Academy Trust follows safer recruitment processes which all applicants will be subject to. This includes the interview process containing questions about the safeguarding of children and the disclosure of criminal records and other vetting checks.

An enhanced DBS check is required for the successful candidates, this process is completed by an online third-party company.

The position is also subject to two satisfactory references. Shortlisted candidates will be asked to provide details of any unspent convictions and those that would not be filtered, prior to the date of the interview. We are committed to treating all applicants fairly.

Enhance Academy Trust is wholly committed in ensuring that all employees, future employees and applicants are treated equally regardless of age, disability, gender reassignment, marriage and civil partnership, maternity, race, religion and belief, sex and sexual orientation.