



BRIGSHAW
LEARNING PARTNERSHIP

SEN Teaching Assistant

Applicant Brief: November 2024



Monitoring and Review of this Document:

The Trust shall be responsible for reviewing this document from time to time to ensure that it meets legal requirements and reflects best practice.



The Brigshaw Learning Partnership is an exempt charity regulated by the Secretary of State for Education. It is a company limited by guarantee registered in England and Wales, Registered Company Number 10301662, whose registered office is at The Brigshaw Learning Partnership, Brigshaw High School, Allerton Bywater, Castleford WF10 2HR

Providing a cradle to career education that allows our children to enjoy lives of **choice** and **opportunity**



Welcome from Aidan Sadgrove, CEO

Dear Applicant,

Thank you for your interest in the post of **SEN Teaching Assistant, Kippax North Primary School**. It's an exciting time to join us on our journey to raise standards of education in the communities we serve.

We serve over 3000 children from the ages of 2 all the way through to 18. All of our schools are located within a few minutes' drive of each other, and have worked closely together for many years. Between 80% and 90% of children join our high school from one of our Trust primary schools each year. This context gives us a unique opportunity to shape a child's journey from infancy all the way through to university or a high quality alternative. This is a huge privilege and a responsibility we take very seriously in our seven schools, who share a common commitment to improving outcomes and raising aspirations for all pupils.

Our mission is to provide a cradle to career education that allows our children to enjoy lives of choice and opportunity. By the age of 18, we want every child to have the option of university or a high quality alternative. This means that we aim for life changing personal and academic outcomes, with no child left behind.

To achieve this, we know that pupils, staff and our schools themselves must strive for continual improvement, each and every day. Our people are our greatest resource and we will only be able to deliver on our mission by attracting, developing and retaining the very best.

Our work is underpinned by our core values of **Equality, Integrity and Resilience**. In our schools, teachers spend time ensuring that each child is known and cared for. We aim to create environments where our children are happy, inspired and eager to attend each day.

We aim for every child, no matter what their background, to be given the ambition, and the practical tools, to succeed academically, giving them the basis from which any career or academic goal is achievable.

I hope this pack gives you a flavour of the BLP MAT. I very much look forward to meeting you and working with you to ensure that we provide a transformational education for the young people in our care.

Please complete the online application form that can be found on the Brigshaw Learning Partnership website www.brigshawlearningpartnership.com/job-vacancies

Further information can be found on our Trust website www.brigshawlearningpartnership.com. Should you require any further information or to book a visit, please give us a call and we'd be happy to arrange this.

I would draw your attention to the sheet within the pack which outlines the requirements of the Asylum and Immigration Act 1996 and the relevant document required, if you are invited for an interview.

The closing date for applications is **Wednesday, 4th December at 11:59pm** and interviews will be held on Monday 9th December 2024.

Mr Aidan Sadgrove
CEO

The Brigshaw Learning Partnership - Background

We serve communities in Outer East Leeds and have for over a decade collaborated to ensure all children can enjoy lives of choice and opportunity.

In 2010, the schools formed a Co-operative Trust, committing themselves to working with and for each other, underpinned by co-operative values. In 2016 our schools cemented this collaboration through the formation of the BLP, a Multi-Academy Trust of 7 schools educating over 3000 children in East Leeds.

Our mission is to provide a cradle to career education that allows our children to enjoy lives of choice and opportunity.

We are immensely proud of our reputation for being a highly inclusive Trust. We believe that with the right combination of love, structure and high expectations, all children can achieve, regardless of their socio economic status, background or any barriers they may face.

We aim to establish great schools that develop knowledge, character and cultural capital to prepare children to play an anchor role in our community.

Our Values

- **Equality:** we are one team with one goal, unapologetically ambitious for all in the belief that every child can achieve, regardless of their background or socio economic status. We work with each other and for each other.
- **Resilience:** We give 100% effort. We don't make excuses or give up when it's hard, embracing challenges as opportunities for growth. We know success is achieved incrementally.
- **Integrity:** we are open about our successes and areas for growth and take responsibility to become better, every day.

Our strategic anchors

- **Aspirational Culture:** love, structure and high expectations for all
- **Building great teachers:** high impact school improvement, CPD and instructional coaching
- **Powerful cradle to career curriculum:** knowledge rich, raises aspirations and builds cultural capital
- **Highly effective support systems:** allow school leaders to focus on improving the quality of education and culture in their schools



Our schools

We are one team with one goal, committed to our vision to provide a transformative education from 2-18. We serve 3000 children and young people. Approximately 1600 children aged 3-11 attend our six primary schools, spread across the villages that make up our locality. The majority of our primary pupils attend our secondary phase, Brigshaw High school. This presents a unique opportunity for us to cohere a powerful cradle to career journey for our children and communities. Our schools are:

Allerton Bywater – 433 pupils serving the village of Allerton Bywater

Brigshaw High School – 1400 pupils

Kippax Ash Tree – 341 pupils serving the central part of the village of Kippax

Kippax Greenfield – 164 pupils serving the western side of Kippax

Kippax North – 244 pupils serving the northern side of Kippax

Methley – 427 pupils serving the village of Methley

Swillington – 178 pupils serving Swillington village

Two local church schools are associate members of the BLP, ensuring all children within our community have access to the same offer, whichever school they attend.

All trusts will say they face an 'exciting' future, but in the case of the BLP it has never been clearer.



Kippax North Primary School – About Us

This is a 'snapshot' view of Kippax North School. We hope it will give you a flavour of our vision, values and some of our current priorities.

Kippax North is a popular and thriving primary school where pupil places are in high demand because it is a wonderful place to learn and to work! We have a reputation for excellence and outcomes for pupils are above national. We benefit from truly outstanding grounds and facilities, with football fields, ponds, wigwams, a cycle track, chicken coop, STEM lab, scrap shed, wind turbine and even a bird-watching hide! These are used to maximise experiences and lessons for children throughout the school day.

Our ethos statement of ***“Digging deep, aiming high!”*** runs through every aspect of our school culture and sets a tone of aspiration and determination for every member of our community, from our youngest pupils to the governing body.

This statement is underpinned by our *Aiming High* values- *individuality, kindness, pride, integrity, resilience and equality* which drive us in a shared direction. Our pupils know them, understand what they look like in action and can describe how they help them to be successful. Our values also apply to staff, and reflect our high expectations.

This year, with a new leadership team in place, we are working hard to embed our “Aiming high” curriculum and are looking for a talented and dedicated classroom teacher and subject leader to be a key part of that journey. We are committed to growing and developing our staff and for the right candidate, there will be leadership opportunities, subject leader release time which will be supported by a member of the Senior Leadership Team. Ideally, we would seek to place the successful candidate within KS2, but can be flexible depending on the successful candidate’s strengths.

We pride ourselves on strong partnerships between home and school from the day a pupil enters our doors, so that each child is wrapped in supportive relationships. Together, our staff and governing body are committed to growing independent, confident and successful young people who *“Aim High”* in all that they do.

We are a one-form entry school with a nursery. We serve the north part of Kippax primarily. Our school offers holiday clubs and wrap-around provision which are well-attended.



Dear Applicant,

Re: SEN Teaching Assistant 32.5 hours TTO

We are looking to appoint an outstanding Teaching Assistant to join our successful team as soon as possible. This is an opportunity to be part of an established and experienced team and to become a part a wonderful school at the heart of the community.

Kippax North pupils are justifiably proud of our school and our culture of high expectations has resulted in excellent behaviour and attitudes across the school.

We are looking for an assistant to work with a small number of children based in one or two classes. You will have the ability to follow specific learning plans, work inside or outside of the classroom and keep written notes to track progress. Support from the SENDCO will be in place and there will be professional development opportunities for the right candidate. Experience with visuals to support communication and intensive interactions would be advantageous.

Kippax North is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Details can be obtained from the school by telephone: 0113 2869427, e-mail: kippaxnorth@brigshaw.com or downloaded from our website www.brigshaw.com

Please complete the online application form that can be found on the Brigshaw Learning Partnership website. www.kippaxnorth.leeds.sch.uk and on our Academy Trust website www.brigshawlearningpartnership.com

The closing date for applications is 11:59pm on **Wednesday 4th December 2024** and interviews will be held on **Monday 9th December 2024**. Unfortunately, although we appreciate the time you have spent completing the application form, it is not possible for us to respond to all unsuccessful applicants. Therefore, if you do not receive a response to your application within four weeks of the closing date, please assume that on this occasion, your application has been unsuccessful, however I wish you well in your future job-hunting.

I look forward to receiving your application if you decide to apply.

Yours sincerely

Mrs B Burland
Headteacher

Job Description

Job Title:	Teaching Assistant
School:	Kippax North Primary School
Pay Range:	A1/B1 32.5 hours TTO
Responsible to:	Senior Leadership Team & Class Teacher

Role:

To work under the direct instruction of teaching/senior staff, to support access to learning for pupils and provide general support to the teacher in the management of pupils and the classroom.

Main Duties:

1. To attend to the pupils' personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters
2. To supervise and support pupils ensuring their safety and access to learning
3. To establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs.
4. To promote the inclusion and acceptance of all pupils
5. To encourage pupils to interact with others and engage in activities led by the teacher
6. To encourage pupils to act independently as appropriate
7. To prepare classroom as directed for lessons and clear afterwards and assist with the display of pupil's work.
8. To be aware of pupil problems/progress/achievements and report to the teacher as agreed.
9. To undertake pupil record keeping as requested
10. To support the teacher in managing pupil behaviour, reporting difficulties as appropriate
11. To gather/report information from/to parents/carers as directed
12. To provide clerical/administrative support - photocopying, typing, filing, collecting money etc.
13. To support pupils to understand instructions
14. To support pupils in respect of local and national learning strategies - literacy, numeracy, early years, as directed by the teacher
15. To support pupils in using basic ICT as directed



- 16.** To prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use.
- 17.** To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- 18.** To be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- 19.** To contribute to the overall ethos/work/aims of the school
- 20.** To appreciate and support the role of other professionals
- 21.** To attend relevant meetings as required
- 22.** To participate in training and other learning activities and performance development as required.
- 23.** To assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes.
- 24.** To accompany teaching staff and pupils on visits, trips and out of school activities as required.



Person Specification

Detailed below are the types of skills, experience and knowledge that are required of applicants applying for the post. The 'Essential Requirements' indicate the minimum requirements, and applicants lacking these attributes will not be considered for the post. The points detailed under 'Desirable Requirements' are additional attributes to enable the applicant to perform the position more effectively or with little or no training. They are not essential, but may be used to distinguish between acceptable candidates.

Skills	Essential Attributes	Desirable Attributes	*MOA
Good numeracy/literacy skills	✓		A & I
GCSE Maths and English grades A-C		✓	C
Use basic technology – computer, photocopier	✓		A & I
Ability to relate well to children and adults	✓		A & I
Ability to work constructively as part of a team	✓		A & I

Knowledge/Understanding	Essential Attributes	Desirable Attributes	*MOA
Working with or caring for children of relevant age	✓		A & I
Understanding classroom roles and responsibilities and your own position within these	✓		A & I
Appropriate knowledge of first aid		✓	A & I
To be aware of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection.		✓	A & I

Qualifications and Training	Essential Attributes	Desirable Attributes	*MOA
Completion of DfES Teacher Assistant Induction Programme			A & I
Participate in development and training opportunities	✓		C



****Method Of Assessment (MOA):***

A = Application Form

T = Test

I = Interview

C = Certificate

Any Special Conditions of Service:

- **Term time working**
- **There may be a need to occasionally work outside of school hours and off school premises, as required by the school**

PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL BRIGSHAW LEARNING PARTNERSHIP POLICIES.

THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS, INCLUDING A SATISFACTORY **ENHANCED** DISCLOSURE BEFORE AN OFFER OF APPOINTMENT IS CONFIRMED. FOLLOWING APPOINTMENT, THE EMPLOYEE WILL BE SUBJECT TO RECHECKING AS REQUIRED FROM TIME TO TIME BY THE BLP.

Issues arising from references will be taken up at interview; all appointments are subject to satisfactory reference.

Requirements of the Asylum and Immigration Act 1996

In order to comply with the requirements of the Asylum and Immigration Act and to confirm your eligibility to work in the UK you will be required to produce one or more of a statutory list of documents. A photocopy will be taken of the documentation before your interview and will be destroyed in the event that you are unsuccessful in your application. If you are appointed, the photocopy of the document confirming your identity will be placed on your personal file.

The documents that you may use are listed below:

- United Kingdom passport
- European Economic Area passport
- National Identity Card
- United Kingdom residence permit

OR

An official document with a National Insurance Number

PLUS

One of the following:

- A full birth certificate from the United Kingdom, Channel Islands, Isle of Man or Ireland
- A letter from the Home Office
- An Immigration Status document endorsed by the Home Office

The original document will be returned to you as soon as it has been photocopied.



Application Process and Safeguarding Requirements

<i>Making an Application</i>	<i>Interview and Selection Process</i>
<p>Application form</p> <p>If you wish to be considered for this post, please complete the online application form providing full details of your education and employment history, including any unpaid or voluntary work. Where there are gaps in your employment please state the reasons why (e.g. gap year, career break, unemployed, etc). The person specification, provided with the details of the post, lists the essential and desirable criteria against which each application will be assessed at each stage of the Recruitment and Selection Process.</p> <p>You will note that we require details of two referees, one of which must be your current or most recent employer.</p> <p>CVs are not accepted as part of the application process.</p> <p>Supporting information</p> <p>This section of the form is very important. It gives you an opportunity to explain why you are applying and why you are the best person for this job. Use the job description and person specification as your guide and give specific examples, where possible, to demonstrate how you match the requirements for this post. If you do not have enough space, please attach a separate sheet.</p>	<p>Those candidates who meet all the requirements for the post will be shortlisted and details of the interview programme will be confirmed in writing. As part of the selection process, in addition to assessing your skills and knowledge against the requirements of this role, specific questions will be asked to assess your suitability to work with children. Under the Disability Discrimination Act 1995 and 2005, we are legally required to consider making reasonable adjustments to ensure that disabled people are not disadvantaged in the recruitment and selection process. We are therefore committed to meeting, wherever possible, any needs you specify on the application form. Please contact the school if you need to discuss this in any detail.</p> <p>We will consider any reasonable adjustments under the terms of the Disability Discrimination Act to enable an applicant with a disability (as defined under the act) to meet the requirements of the post.</p> <hr/> <p style="text-align: center;"><i>Induction and Continuous Professional Development</i></p> <hr/> <p>The Headteacher and governing body are committed to ensuring your well-being and continuous professional development in this role. On appointment the appropriate Line Manager will discuss an appropriate induction programme with you that will help familiarise you with the culture of the school, local practices, policies and expectations. You will be offered the opportunity to further develop your professional knowledge by participating in local training events and, where appropriate, working towards further qualifications.</p>



Pre-employment checks	School Policies
<p>References</p> <p>If you are shortlisted, we will normally take up references before the interview date. One of your referees must be your current or most recent employer. Two satisfactory references must be received before we confirm any offer of an appointment. The information we request will relate to salary, length of service, skills and abilities, suitability for the job, disciplinary record and suitability to work with children.</p> <p>Copies of references or references that are addressed “to whom it may concern” will not be accepted. On receipt of references, your referees may be contacted to verify any discrepancies, anomalies or relevant issues as part of the recruitment verification process.</p> <p>DBS & Disqualification checks</p> <p>Employment at this school is subject to an enhanced check with children’s barred list through the Disclosure and Barring Service. Employment is also subject to a childcare disqualification check. All such checks must be satisfactory before we confirm any offer of appointment.</p> <p>Under the Rehabilitation of Offenders Act 1974 (Exemption Amendment) Order 1986, there are a number of jobs where we must take account of convictions, even though they are ‘spent’. All posts at this school are regarded as such. However, spent and/or unspent convictions may not necessarily make you unsuitable for appointment. Please ensure you complete the Criminal Record Declaration Form and submit this alongside your completed application form.</p> <p>Prohibition checks (Teaching posts only)</p> <p>Prior to confirming an offer of employment, the school is required to make a mandatory check to ensure a new employee does not have any prohibitions, sanctions and restrictions that might prevent the individual from taking part in certain activities or working in specific positions. The check is undertaken by the school using the Teacher Services, DfE Secure Access Portal.</p>	<p>Child Protection</p> <p>This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We have a designated senior member of the leadership team who is responsible for referring and monitoring any suspected case of abuse. All members of staff will receive training in line with our child protection policy.</p> <p>Whistle Blowing</p> <p>We recognise that children cannot be expected to raise concerns in an environment where staff fail to do so. Therefore, our policy is to ensure that all staff are made aware of their duty to raise concerns about any inappropriate attitude or actions of colleagues.</p> <p>Code of Conduct and Personal Behaviour</p> <p>The school believes that it is essential for standards of conduct at work to be maintained to ensure delivery of quality services and also to protect the well-being of all its employees and pupils.</p> <p>The Headteacher and governing body regard everyone working at our school as a role model to our pupils. As such employees should conduct themselves with integrity, impartiality and honesty. Furthermore, everyone in the school has an absolute duty to promote and safeguard the welfare of children.</p> <p>Equal Opportunities</p> <p>We are committed to promoting best practice in our efforts to eliminate discrimination and to create a working and learning environment where all are treated fairly and with respect.</p> <p>We take action to ensure that nobody is treated less favourably than anyone else because of their colour, race, ethnic or national origin, religion, gender, sexual orientation, disability or age.</p> <p>Full details of all these policies are available in school.</p>



Validation of Qualifications

All short listed candidates will be asked to bring original certificates of relevant essential qualifications for the role to interview. These will be photocopied and kept on file and may be confirmed as genuine with the relevant awarding bodies.

Right to Work in the United Kingdom

Under the Asylum and Immigration Act 1996, it is a criminal offence to employ anyone who is not entitled to live or work in the United Kingdom. Applicants can expect us to ask for proof of this at the interview stage, where you will be asked to provide some original documentation to confirm that you are eligible to work within the UK. Photographic proof of identity will also be required.

Medical Assessment

A satisfactory medical assessment will be required for newly appointed staff before we confirm any offer of an appointment.



The Brigshaw Learning Partnership Schools Map

-  Kippax Ash Tree Primary School
-  Kippax North Primary School
-  Kippax Greenfield Primary School
-  Allerton Bywater Primary School
-  Swillington Primary School
-  Methley Primary School
-  Brigshaw High School

