



Enquire Learning Trust Application Pack

SEND/EHCP Teaching Assistant

Buckingham Primary Academy

Buckingham Street, Hull, HU88UG

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The Enquire Learning Trust

We are a multi-academy trust currently responsible for 32 academies in four clusters across the North of England; North East Lincolnshire, Hull, Manchester, Teesside and North Yorkshire.

We work in complete collaboration with each of our academies and place a strong emphasis on school-to-school support and learning. Our academies work in collaboration with one another, sharing both their talent and ideas with others, giving employees the opportunity to learn from individuals within our other academies.

We recognise that the most important assets we have are our employees, and for our academies to succeed we need to ensure we employ the very best people in every single role. Our core values and beliefs are consistent throughout all of our academies, and our keys to success are at the heart of everything we do.

Every role across the Trust is valued, appreciated and purposeful. We believe that the outcome of every role across the Trust should improve the education each of our learners receive. Whether teaching, support or leadership, every single role is vital to the success of our academies.

We also recognise that all of our academies are different, and we encourage individuality. Whilst we believe our academies should work together to support best practice and to share ideas, we don't believe that implementing blanket priorities and objectives is pertinent to a successful academy, and we encourage autonomy for academy leaders wherever possible.

Values

- We believe that all learners can be powerful learners given access to extraordinary learning experiences. We want children and the academies they attend to be confident, successful and ambitious.
- We envisage a Trust where well led, highly skilled and committed professionals collaborate, learn and innovate together to ensure that all academies are successful and where all learners have access to effective and innovative provision that meets their needs and aspirations.
- We want to add value to achievement and raise standards. We also want to change lives. We know this requires our provision and our practice to be world-class – because of the distance we have to travel, we understand that good will not be good enough and that we need to develop a shared appreciation of excellence and then strive to enact this every day.
- We take learning seriously and work together to create a vibrant culture in which this can happen. We know that it's what we do that counts and that our thinking must be visible in classrooms if it is to have leverage. Children are at the forefront of all that we do and aspire to do. We take serious steps to engage them, to hear their voice in authentic ways and then to use their insight and expertise to develop radical pedagogies that tap into their passions and interests and use the potential of emergent technologies.



About the Academy

Buckingham Primary Academy converted to academy status in June 2014, however children from East Hull have been educated on the same site since 1883. The current building dates back to 1988 and we are fortunate enough to have ample outdoor learning space including 3 playgrounds, a sports field and gardens. The academy has undergone extensive refurbishment in recent years and this is expected to continue on a rolling programme.

Values and Ethos

At Buckingham Primary Academy we believe, persevere and achieve.

Our mission is to ensure that our young people leave us as confident and adaptable learners who are imaginative, intelligent and independent ready to be responsible, respectful and aspirational members of their community and the wider world.

We are proud to offer a purposeful, inspiring, broad and aspirational curriculum which is accessible and inclusive for ALL with a wide range of enquiry questions, high aspirations and a belief to achieve through collaboration. There is a clear progression of skills from when a child starts to when a child leaves at the end of primary in readiness for secondary education. Our curriculum provides connections and webs of knowledge through careful task design.

Our children's cultural capital is varied as our children come from a wide range of backgrounds. Our curriculum aims to close the cultural capital gap for the most disadvantaged children in our community. This will enable ALL our children to actively contribute to the community and their wider society in a positive way.

Staff work hard to enable pupils to become confident, responsible and successful learners and we believe working with parents and carers ensures the best outcome for everyone. Through collaboration, our children will leave Buckingham Primary Academy with personal pride and respect for one another and have a deepened understanding and the emotional intelligence to keep themselves and their community safe in an ever changing society.



'Pupils are happy and smiling, and they enjoy coming to school because they enjoy their learning.'
OFSTED November 2019

'It does not take long for a visitor to the school to experience the warm and caring relationships that exist between teachers and pupils.'
OFSTED November 2019

'The Principal and her dedicated team of staff are all proud to be part of this calm and inclusive school.' OFSTED November 2019

'Leaders are ambitious about what pupils can achieve, and staff have high expectations.' OFSTED November 2019

'Parents and carers are very positive about the school.' OFSTED November 2019

Health and Wellbeing Package

The Enquire Learning Trust offers an extensive health and wellbeing package to support employees in maintaining health and wellbeing including:

- an employee assistance programme through Westfield Health;
- a mental health first-aid programme;
- access to formal supervision through Applied Psychologies;
- access to a wide range of training and development opportunities;
- subsidised gym/sports facilities;
- a stress risk assessment;
- employee wellbeing support plan;
- special leave arrangements;
- opportunities for flexible working;
- support for workers with disabilities;
- counselling for all employees through Westfield Health;
- counselling through Education Mutual
- support from trade union representatives.



The Trust offers a cash plan through Westfield Health which allows you to claim money back, up to set limits, towards the cost of your essential healthcare, as well as providing access to valuable health and wellbeing services.

Mosaic Health Cash Plan:

- 12 healthcare benefits and services
- Money back towards your everyday healthcare bills
- 100% reimbursement, up to set limits, with one year benefit periods
- Health & wellbeing services
- Voluntary upgrades and partner cover available by Direct Debit

Key Features:

- No medical required before joining
- No limit on number of claims, up to limits of your cover level
- Pre-existing medical conditions covered for all eligible employees
- Worldwide cover on most benefits
- Dependent children covered on key benefits at no extra cost



Job details

Job title: SEND/ EHCP Teaching Assistant

Salary: NJC 3-7 dependent on experience

Hours: 32.5 hours

Contract type: Fixed to EHCP funding. Named Teaching Assistant for children with an Education, Health and Care Plan (EHCP). If the named children were to leave the school, the contract would terminate as per the Enquire Learning Trust's notice period.

Reporting to: Principal, SENCO, Class teacher

Application Deadline: 20/08/2024

Shortlisting: 21/08/2024

Interview Date: 29/08/2024

We are seeking to appoint three enthusiastic, knowledgeable, and experienced Teaching Assistants to join our team from September 2024.

This will be the perfect role for individuals who are kind, caring and compassionate.

Working closely with the Principal, SENCo, Class teachers and other Teaching Assistants to support children who have complex medical and special educational needs.

Buckingham Primary Academy is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Safeguarding

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

Any offer of employment will be subject to the receipt of a satisfactory Disclosure & Barring Service check (DBS) and other statutory checks.

The Amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website. All applicants are required to provide any information about unprotected criminal records in a separate

'Confidential-Disclosure' The forwarding address is Miss C Archibald, Academy Business Manager,

c.archibald@buckingham.hull.sch.uk

Important: references will be obtained before interview, please note on your application if you do not wish for your current employer to be contacted before interview.

Job Description

Main purpose

The SEN teaching assistant (TA) will:

- › Provide learning and care support for pupils with special educational needs (SEN)
- › Work with the teacher to plan and deliver activities
- › Support pupils with routines, transitions and behaviour management

Duties and responsibilities

Supporting pupils

- › Build positive relationships with pupils, promoting high self-esteem and independence
- › Adapt communication style to respond to pupils according to their individual needs
- › Support pupils with their social, emotional and mental health needs, escalating concerns where appropriate
- › Promote high standards of behaviour, responding to incidents in line with the school's behaviour policy and guidelines on physical intervention
- › Assist with the development and delivery of individual plans to ensure education, support and care requirements are met

Teaching and learning

- › Contribute to the planning of differentiated learning activities for individual or small groups of pupils with special educational needs (SEN), delivering activities inside or outside the classroom
- › Support the teaching of a broad and balanced curriculum aimed at pupils achieving their full potential in all areas of learning
- › Use IT skills to advance pupils' learning
- › Through observations, provide regular feedback to teachers on pupil progress, attainment and barriers to learning
- › Support class teachers with maintaining good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment
- › Monitor, record and report on progress and attainment
- › Supervise a class if the teacher is temporarily unavailable
- › Contribute to the overall ethos, aims and work of the school
- › Undertake any other relevant duties given by the class teacher or SEN co-ordinator (SENCO)

Working with staff, parents/carers and relevant professionals

- › Share knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision
- › Communicate effectively with parents and carers under the direction of teachers
- › Contribute to meetings with parents and carers by providing feedback on pupil progress, attainment and barriers to learning, as directed by teachers
- › Collaborate and work with colleagues and other relevant professionals within and beyond the school
- › Develop effective professional relationships with colleagues

Professional development

- › Help keep their own knowledge and understanding relevant and up to date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness

- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- Take part in the school's appraisal procedures

Other areas of responsibility

Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Promote the safeguarding of all pupils in the school

Please note, this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the postholder will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher, SENCo or line manager.

Person Specification

CRITERIA	QUALITIES
Qualifications and training	<ul style="list-style-type: none"> • GCSE or equivalent level, including at least a Grade 4 (previously Grade C) in English and Maths • Teaching Assistant Qualification
Experience	<ul style="list-style-type: none"> • Experience working in a school environment or other educational setting • Experience working with children / young people with special educational needs (SEN) • Experience of working with children with an EHCP • Experience planning and delivering learning activities • Experience of working with children that have complex special educational needs • Experience of working with children that have complex medical needs
Skills and knowledge	<ul style="list-style-type: none"> ➤ Good literacy and numeracy skills ➤ Good organisational skills ➤ Ability to build effective working relationships with pupils and adults ➤ Skills and expertise in understanding the needs of all pupils ➤ Knowledge of how to help adapt and deliver support to meet individual needs ➤ Subject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and pupils ➤ Excellent verbal communication skills ➤ Ability to work as part of a team and to be flexible in their approach to daily routines ➤ Active listening skills ➤ The ability to remain calm in stressful situations ➤ Knowledge of guidance and requirements around safeguarding children ➤ Good IT skills, particularly using IT to support learning

**Personal
qualities**

- Enjoyment of working with children
- Sensitivity and understanding, to help build good relationships with pupils
- A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school
- Commitment to maintaining confidentiality at all times
- Commitment to safeguarding pupil's wellbeing and equality
- Resilient, positive, forward looking and enthusiastic about making a difference
- Capacity to inspire, motivate and challenge children and young people

Notes:

This job description may be amended at any time in consultation with the postholder.

Last review date: 23/07/2024

Headteacher/line manager's signature:

Date:

Postholder's signature:

Date:
