

PRINCE ALBERT COMMUNITY TRUST

RECRUITMENT PACK

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LETTER FROM THE CEO AND DEPUTY CEO

Dear Candidate

Thank you for taking the time to download the application pack and expressing your interest in the current vacancies at Prince Albert Community Trust.

This pack has been developed to provide you with a summary of all the information you need to consider when applying for a job within PACT and to decide whether we are 'right' for you.

Within the pack you will find a brief summary about the trust and details of how to apply for this post should you choose to make an application.

We wish you every success with your application and we look forward to meeting you soon.

Sajid Gulzar

Phillipa Sherlock-Lewis



WELCOME FROM OUR CEO



I was born and have grown up in inner city Birmingham. As a child I attended Highfield Junior & Infant School, a large Victorian built primary school in the Saltley area of the city. I was delighted when Highfield joined our family of schools, becoming the third member of the Prince Albert Community Trust (PACT) in 2016.My parents were first generation immigrants from Pakistan and from a very early age instilled in me the value and transformational power of education, a journey that I began at Highfield in 1978 as a four-year-old who spoke no English.

My background and experiences give me a unique insight into the communities I currently serve as Executive Headteacher and CEO of PACT. We have many children at our ever-growing group of PACT schools and I have the same high expectations for all of them. We understand that from time to time some of our children and families experience very challenging circumstances, we are clear in our belief however that there is no excuse for underachievement and that regardless of their situation; all of our students will fulfil their potential. It is this belief that was the genesis of the idea of Prince Albert High School and led to its conception.

PA High is without a doubt the most exciting project I have had the privilege to be involved in.The school opened in September 2021 next to the Athletes Village of the Birmingham Commonwealth 2022 Games. It will provide the opportunity for us to continue to educate our PACT primary aged children through to 16 and 18 years old. As educators and those responsible for building the foundations for future educational success for our children, we believe that everything that happens in our schools has to be good enough for our own children, if we are to accept it as good enough for the students that we serve. I insist that all staff have to buy into this philosophy. This message has been embraced by staff and as a result: all of the PACT schools provide an excellent quality of education led by a dedicated and talented Senior Leadership Team. I would be proud to send my own children to any of our schools.

I lead a highly committed and talented group of people who go above and beyond on a daily basis in order to ensure that our students get the most out of their primary school education. We value highly and invest heavily in staff development in order that we have the very best people working with our children. PA High will enable us to continue to do this and take the responsibility for preparing our children for adult life.

For many of our students, as it was for me, growing up in inner city Birmingham, this is their one chance to secure a future for themselves and their families. The gravity of our responsibility must never be underestimated.



Sajid Gulzar OBE

WELCOME FROM OUR DEPUTY CEO



I am a mom of five wonderful children and I passionately want the very best for each and every one of them, they are all unique individuals which means no one model suits them all. What I want for them is the same as any parent would want for their child; the very best. The best school, the best teachers, the best opportunities, the best sports coaches, the best dinner staff and the best pastoral care in order to ensure they are happy, safe and successful, today and in the future.

I have worked as a teacher and leader in numerous schools across Birmingham for the last 22 years. Being the Deputy Chief Executive Officer for The Prince Albert Community Trust is an exceptionally privileged position which enables me to strive and achieve for PACT children what I want for my own. One of our mantras is “we work this hard because we believe that our schools have to be good enough for our own children…we hope someone will work this hard for our children.”

Key to achieving our PACT vision of “united we are world class” is one of my core principles; developing people. I believe by inspiring and developing staff we will inspire and develop our students and so we work extensively to personalise the learning for all. I feel blessed to work with the children, staff, and trustees of the PACT. My role allows me to work with and for all of our schools. Having a strategic overview of their strengths and areas for development, we work tirelessly to support each other across the PACT working in true collaboration.

We actively seek and positively welcome challenge, feedback and suggestions. Please feel free to see any of our staff, myself, or our feedback section on our websites and help us on our journey. The door is always open.

Phillipa Sherlock-Lewis

OUR PHILOSOPHY

We want our school leavers to have a strong sense of purpose and for them to understand that they can benefit from society but more importantly can be a benefit to society. We want our pupils to be hard working, ambitious and resilient. They will understand their rights and responsibilities as British citizens and their roles in improving their neighbourhoods and communities. They will have every opportunity to develop their emotional intelligence and decision making skills. They will develop an understanding of local, national and international issues and will have an awareness and understanding of their position as global citizens.

We have a fundamental and strongly held belief that our pupils have the potential to achieve the highest academic standards and to compete with high achieving pupils locally, nationally and internationally. We want to prepare our children for the very best job opportunities the world has to offer, to make this possible we are developing working partnerships with leading universities and business regionally, nationally and globally. The success of our schools is built on the relationship we enjoy with our families based on mutual trust and an understanding that we only want the very best for our pupils.









OUR PURPOSE, AMBITION AND VALUES

OUR PURPOSE

Enable every pupil to succeed at school and in life

OUR AMBITION

- ***Exceptional pupil welfare***
- ***Exceptional education***
- ***Exceptional people***
- ***Exceptional infrastructure***
- ***Sustainability***



OUR VALUES

In all that we do we demonstrate:

Passion – inspiring a love of learning and being determined to make a difference

Aspiration – wanting the very best for our pupils, our families, our communities and our staff

Collaboration – working positively with each other, with parents and carers, other stakeholders and partners to achieve our goals

Trust – acting with integrity, being reliable and caring to create a safe and respectful environment for all to learn and work in

SAFEGUARDING POLICY

CHILD SAFEGUARDING POLICY

The Trust is committed to Safeguarding and Promoting the Welfare of all its students. Each students' welfare is of paramount importance. We recognise that some children may be especially vulnerable to abuse e.g. those with Special Educational Needs, those living in adverse circumstances.

We recognise that children who are abused or neglected may find it difficult to develop a sense of self-worth and to view the world in a positive way. Whilst at PACT, their behaviour may be challenging, we will always take a considered and sensitive approach in order that we can support all our students.

The Trust's Child Safeguarding Policy applies to all adults, including volunteers, working in or on behalf of the Trust.

Everyone in the education service shares an objective to help keep children and young people safe by contributing to:

- Providing a safe environment for children and young people to learn in education settings; and
- Identifying children and young people who are suffering or likely to suffer significant harm, and taking appropriate action with the aim of making sure they are kept safe both at home and in the education setting'

KEEPING CHILDREN SAFE IN EDUCATION 2022

The Trust pays full regard to 'Keeping Children Safe in Education' guidance 2022. We ensure that all appropriate measures are applied in relation to everyone who works for the Trust who is likely to be perceived by the children as a safe and trustworthy adult including e.g. volunteers and staff employed by contractors. Safer recruitment practice includes scrutinising applicants, verifying identity and academic or vocational qualifications, obtaining professional and character references, checking previous employment history and ensuring that a candidate has the health and physical capacity for the job. It also includes undertaking interviews and an Enhanced DBS check.

Please visit each school's website by clicking on the images below for their full policy.

SEND SUPPORT TEACHING ASSISTANT

GRADE 2, SCP 3 - 8

33.5 HOURS PER WEEK, TERM-TIME ONLY

TEMPORARY FOR 12 MONTHS

ACTUAL SALARY £16,701 - £18,699

The Prince Albert Community Trust (PACT) wish to appoint a SEND Support Teaching Assistant to join our team and start as soon as possible. The successful candidate will be based at Prince Albert High School initially. We are a forward thinking and innovative Multi Academy Trust (MAT) with fantastic pupils and Trustees, supportive governors and a great community. We place bespoke professional development and support at the heart of all we do. We are relentless in the pursuit of excellence for all our stakeholders and firmly believe in the coaching model. We are passionate about children's learning, creative in our approach and constantly reflective in our philosophy. Our family of schools consist of Prince Albert Primary School, Heathfield Primary School, Highfield J&I School, Birchfield Primary School, Sutton Park Primary School and Prince Albert High School. We are a developing MAT, growing steadily with the opportunity for further internal promotion.

We wish to appoint staff who :

- Have a passion for ensuring the very best for our children
- Can show initiative and can work as part of a team.
- Are motivated, enthusiastic and adaptable.
- Are confident to deal with the public and parents tactfully and courteously and establish and maintain cooperative and effective working relationships
- Can communicate with children, parents and staff effectively
- Have excellent communication skills, both oral and written.
- Are willing to train and continue own learning and assist others in their duties
- Demonstrate good literacy and good numeracy skills.

We are proud to offer a supportive and experienced leadership team to work alongside a hard-working and enthusiastic group of staff, a well-resourced MAT and a smile every day. If you believe you possess the qualities to take on this exciting challenge then we would be delighted to hear from you.

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

If you wish to arrange a visit, please contact the PACT HR department via HR@the-pact.co.uk where the HR team will make the necessary arrangements. Further information about the schools, our outcomes and philosophy can be found on our Trust website www.pact.bham.sch.uk

To apply for this role, please visit the link **here**

"This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role"

Closing date: Friday 2nd December 2022.

Shortlisting: W/C 5th December 2022

Interviews: 12th December 2022

ROLE INFORMATION

Post: SEND Support Teaching Assistant
Salary: Grade 2
Responsible to: Head Teacher, Trust Lead for Inclusion, Lead Practitioner for Inclusion

JOB DESCRIPTION: SEND SUPPORT TEACHING ASSISTANT

Job Description:

Prince Albert Community Trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff to share this commitment. This post is subject to safer recruitment measures, including a DBS check.

Core Purpose

- This level is applicable to experienced teaching assistants whose working role calls for competence across a varied range of responsibilities.
- To support teaching staff in the development and education of pupils including the provision of specialist skills as appropriate.

Support for pupils (either individually or in groups)

- Support the activities of individuals or groups
- Establish and maintain relationships with individual pupils and groups.
- Support pupils during learning activities.
- Contribute to the health and well-being of pupils.
- Support children with specific Special Educational Needs (where appropriate to the focus of the role)
  - Sensory and/or physical difficulties
  - Cognition or learning difficulties
  - Behavioural, emotional and social development needs
  - Communication and interaction difficulties
- Manage the personal care needs of children, where appropriate in line with the school Intimate Care Policy and advice from PDSS.
- Provide support for bilingual/ multilingual pupils (where appropriate to the focus of the role).
- Support pupils to access the curriculum.

Support for the teachers

- Support the teacher in planning and evaluating learning activities.
- Support the delivery of learning activities
- Observe and report on pupil performance
- Contribute to the planning and evaluation of learning activities.
- Support in preparing and maintaining the learning environment.
- Contribute to the management of pupils' behaviour.
- Support in maintaining pupils' records
- Support the maintenance of pupils' safety and security.
- Undertake routine marking in line with school policy
- Provide general administrative support, for example, photocopying, collecting money, administer coursework.

Support for the school

- Provide support for colleagues and work effectively as part of a year group team and the wider Inclusion Team
- Develop and maintain working relationships with other professionals
- Develop a positive relationship parents as appropriate
- Review and develop own professional practice
- Work as required across the Trust and in all Key Stages within the Trust

Support for the curriculum

- Support the use of information and communication technology in the classroom
- Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
- To ensure their tasks are carried out with due regard to Health and Safety
- To participate in appropriate professional development including adhering to the principle of performance management.
- To adhere to the ethos of the school
- To promote the agreed vision and aims of the school
- To set an example of personal integrity and professionalism
- Attendance at appropriate staff meetings and parents evenings
- Any other duties as commensurate within the grade in order to ensure the smooth running of the school

Special Conditions of Employment

Rehabilitation of Offenders Act 1974

This job is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant convictions cautions, and reprimands being considered. Any arrests, convictions caution or reprimands of relevance, obtained by the jobholder after enhanced DBS clearance has been acquired, must be disclosed to the Headteacher by the jobholder. Failure by the jobholder to do so, or the obtaining by the jobholder of a relevant conviction caution or reprimand, may be managed in accordance with Prince Albert Community Trust's Disciplinary Procedure.

Health And Safety

The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in Prince Albert Community Trust's Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager and must be observed.

Equality and Diversity

Prince Albert Community Trust is committed to equality and values diversity. As such, it is committed to fulfilling its Equality Duty obligations and expects all staff and volunteers to share this commitment. This Duty requires the Trust to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age gender, race and faith, and people who do not share them. Staff and volunteers are required to treat all people they encounter with dignity and respect and are entitled to expect this in return.

Training and Development

The Academy has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their own continuous professional development and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting their safeguarding and general obligations.

PERSON SPECIFICATION: SEND SUPPORT TEACHING ASSISTANT

Criteria	Essential	Desirable
Qualifications & Training	• A good standard of education including English and Maths	• Other relevant training
Experience	• Experience of working with children • Some experience of using Information Technology to support teaching and learning • Some experience of supporting children in English and Maths. • Some experience of working with children with Special Educational Needs. • Knowledge of policies and the SEN Code of Practice 2014.	
Skills & Abilities	• ·A good standard of education particularly in English and Mathematics • ·The ability to make effective contributions to the team as appropriate. • A good understanding of child development and learning processes. • The ability to follow instructions from the teacher and also be able to work independently • Ability to take initiative, grasp new concepts and adapt to change • An understanding that each child is unique and deserves to be treated in a kind, caring and compassionate way • Ability to consistently use 'positive' behaviour management skills as appropriate to young children • Ability to establish positive relationships with children and their families and understands the importance of links with home • Ability to carry out systemic observations of pupils knowledge, understanding and skills and feedback to teacher • Ability to keep clear and up to date records of children's development • Ability to work within and apply all school policies e.g. child protection	

PERSON SPECIFICATION: SEND SUPPORT TEACHING ASSISTANT

Criteria	Essential	Desirable
Skills & Abilities	• Knowledge of the legal requirements for maintaining the health, safety and security of yourself and others in the learning environment	
Personal Qualities	• A flexible and positive attitude • A good sense of humour • Enjoy working with children • Competent and organised • Patient • Fun!	
Training	• Willingness to participate in further training and developmental opportunities offered by the PACT to further knowledge	
Other	• Willingness to maintain confidentiality on all school matters	
Suitability to work with children	• Responsible for promoting and safeguarding the welfare of children and young persons for whom you are responsible or come into contact with • Not barred from working with children	

EXPLANATORY NOTES

Applications will only be accepted from candidates completing the Trust's Application Form. Please complete ALL sections of the Application Form which are relevant to you as clearly and fully as possible. CVs will **not** be accepted in place of a completed Application Form.

SAFEGUARDING CHILDREN AND YOUNG PEOPLE

We are committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment and to undergo appropriate checks, including an enhanced DBS check.

- Candidates should be aware that all posts in Prince Albert Community Trust involve some degree of responsibility for safeguarding children and young people, although the extent of that responsibility will vary depending on the nature of the post. Please see the job description enclosed in this Application Pack for further details.
- Accordingly, this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as "spent" must be declared.
- If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offence, including those related to children or young people (whether disciplinary sanction is current or time-expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any investigation or disciplinary proceedings. If you are not currently working with children, but have done in the past, that previous employer will be asked about these issues.
- Where neither your current or previous employment has involved working with children, your current employer will be asked about your suitability to work with children, although it may be answered not applicable where it is appropriate; if your duties have not brought you into contact with children or young people for instance.

INTERVIEW PROCESS

After the closing date, short listing will be conducted by a Panel. You will be selected for interview entirely on the contents of your application form, so please read the Job Description and Person Specification carefully before you complete your form.

All candidates invited to interview must bring the following documents:

- Documentary evidence of right to work in the UK
- Documentary evidence of identity that will satisfy DBS requirements
- Documentary proof of current name and address
- Where appropriate any documentation evidencing change of name
- Documents confirming any educational or professional qualifications that are necessary or relevant for the post

Please note that originals of the above are necessary, photocopies or certified copies are not sufficient.
We will seek references on shortlisted candidates for Trust based positions and may approach previous employers for information to verify experience or qualifications before interview. Any relevant issues arising from references will be taken up at interview.

CONDITIONAL OFFER: PRE- EMPLOYMENT CHECKS

Any offer to a successful candidate will be conditional upon:

- Verification of right to work in the UK
- Receipt of at least two satisfactory references (if these have not already been received)
- Verification of identity checks and qualifications
- Satisfactory Enhanced DBS Check
- Satisfactory completion of a Health Assessment
- Satisfactory completion of the probationary period (where relevant)
- Where the successful candidate has worked, or been resident overseas in the previous five years, such checks and confirmations as may be required in accordance with statutory guidance

HOW CAN I APPLY?

Please complete the online application form available **here.**

Adverts Open
Monday 21st November 2022

Shortlisting
w/c 5th December 2022

Deadline for Applications
Friday 2nd December 2022

Interviews
12th December 2022

All applications will receive an email confirmation within 48 hours of receipt of application; if you do not receive this please contact the **PACT HR team** on **HR@the-pact.co.uk.** The candidates selected for interview will be informed after shortlisting and full details of the interview programme will be provided. If you do not hear from us within 10 working days of the closing date of this position, unfortunately you have been unsuccessful on this occasion. Please note that PACT does not provide feedback to applicants who have not been shortlisted for a post.

Prince Albert Community Trust pays full regard to 'Keeping Children Safe in Education' guidance 2022. We ensure that all appropriate measures are applied in relation to everyone who works for the Trust. Safer recruitment practice includes scrutinising applicants, verifying identity and academic or vocational qualifications, obtaining professional and character references, checking previous employment history and ensuring that a candidate has the health and physical capacity for the job. It also includes undertaking interviews and an Enhanced DBS check.

The information supplied in your application, as well as any supporting documents provided at the application or interview stage, will be used as part of the PACT recruitment and selection process. All information is stored securely and all data submitted by unsuccessful candidates will be destroyed responsibly after 6 months from the date of interview.

We reserve the right to withdraw from this recruitment process at any given point.

CONTACT US

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