



Academies Trust

**Co-op Academy
Delius**



Now Recruiting:
**Special Needs
Teaching Assistants**

Welcome

Dear Applicant,

It is a pleasure to welcome you to Co-op Academy Delius.

I have had the privilege of being the Headteacher of this fantastic academy since September 2021.



20 years of working within special education has provided me with the commitment and drive to provide the highest quality of education, environment and experiences for the exceptional pupils who attend the academy. The highly skilled and dedicated staff team I work with at Co-op Academy Delius are passionate about supporting our pupils, and each other and we recognise the importance of working in partnership with parents and other professionals as well as enhancing our links in our local community and beyond. As an academy we value and recognise the important role that the staff, governors, parents/carers and the wider community play in supporting our pupils and their school life.

At Co-op Academy Delius we strive to provide a personalised, ambitious and challenging curriculum with the highest of expectations where pupils are given a voice and are encouraged to be independent and actively participate in their education. Our curriculum is planned to promote pupils acquiring skills and knowledge which they are able to retain and recall, enabling them to live their lives to the fullest and access society. Our academy community is passionate and creates innovative learning opportunities in exceptional learning environments whilst promoting holistic as well as academic development.

It is my intention that the academy promotes an ambitious, positive, safe, stimulating and nurturing environment in which all staff and pupils feel valued and their successes and achievements are recognised and appreciated. I am very proud of our community, our pupils and their successes. Our academy is full of incredibly talented pupils and staff who are seen and known as individuals and I encourage you to explore our website further or arrange a visit to learn more about our academy which is a truly amazing place to learn or work.

Emma Hardaker | [Headteacher](#)

Our Co-op Academies Trust

Dear Applicant,

Thank you for showing interest in our academy and our Trust.

The Co-op Academies Trust is a multi-academy trust operating across three hubs: Greater Manchester; West Yorkshire; and Staffordshire and Merseyside. We currently have 33 schools across the regions including secondary, primary and special schools plus a sixth form college. This makes us one of the most diverse multi-academy trusts in England.

The Co-op Academies Trust is governed by a very experienced Trust board consisting of senior members within education and business; about half the members work in senior leadership positions within all areas of the Co-op. Our Trust has a commitment to deliver a three-year strategic plan, developed in 2022, which gives a strong direction of outcomes needed in all areas, community impact and a moral code of practice for all members of Co-op Academies Trust to adhere to.

All our academy governing councils have a Chair of Governors from the Co-op as well as two to four Sponsor Governors. Each hub is led by a Regional Director - a proven leader of schools and an outstanding practitioner with a track record of improvement in education.

Within our leadership team, we have a National Leaders of Education (NLE) and a former NLE. We have a well-developed school improvement offer, including access to 18 different specialist directors. We have the full support of the Co-op who offer a range of services to all our academies, including enrichment opportunities, seconded staff, resources and expertise in the areas of education that overlap with commerce.

Most of our academies have a history of being in very difficult circumstances with many of them serving deprived communities. As well as bespoke individual plans to support academies, we offer school improvement strategies across the Trust that includes school-to-school support, links to external sources of expertise and internal directors. We want the very best for our academies and the diverse communities we serve, with the highest of ambition and aspiration for all students.

Throughout all of our academies you will clearly see our strong core vision and values called the Ways of Being, giving the Trust an ethical code that every stakeholder buys into and engages with.

Good luck with your application and thank you for considering Co-op Academy Trust as the next stage in your career.

Best wishes,

Dr Chris Tomlinson | [Chief Executive Officer](#)

Our Co-op Values

All our values are based upon the values of the Co-op Group which will inform our behaviours.



- **Self-help:** We do not expect to be spoon fed – we will try to do things for ourselves in the right way and at the right time.

- **Self-responsibility:** Everyone should act in a responsible way around the academy site and in the local community. We take responsibility for our own learning; we

want to become independent learners. Self-help; Self-responsibility; Democracy; Equality; Equity; Solidarity.

- **Equality:** We are proud to be part of a very multicultural academy, with students from all over the world; it is important that we treat each other with respect and accept that others may be different from ourselves. We should all have equal chances to succeed.
- **Equity:** We want to look for the best in each other. Rewarding others fairly to encourage all types of achievement.
- **Democracy:** We will contribute our ideas to make the academy a success.
- **Solidarity:** We can achieve more by working together, rather than as individuals.

We strive to demonstrate the following ethical values in everything we do:

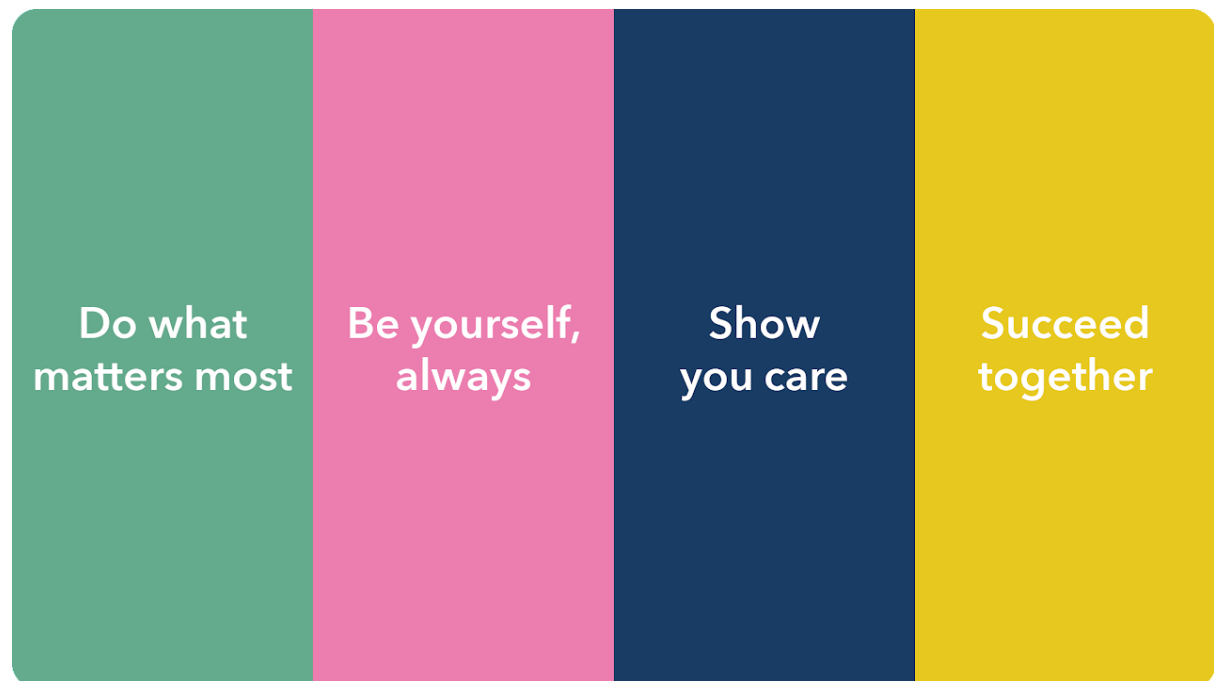
Openness – we believe in being open with colleagues in our schools and beyond, children and their families, sharing information and ideas to raise standards and life chances

Honesty – we act in a professional and respectful manner in our dealings with everyone

Social responsibility – we maximise our impact on the people in our communities while minimising our footprint on the world

Caring for others – we treat everyone as we wish to be treated ourselves, understanding that children only have one childhood

We use our simple ‘Ways of Being Co-op’ to demonstrate our values:





Job title: Special Needs Teaching Assistant

Salary / grade range	<p>Band 5 SCP 4-6 (Full time equivalent £23,114pa - £23,893pa) (Actual Pay: £17,464 pa - £18,052pa)</p> <p>32.50 hours per week, Monday to Friday start and end times will be directed by the academy to meet the needs of the children.</p> <p>Term time only, plus one week (5days)</p>
Location	Co-op Academy Delius
Reports to	Senior Leadership Team

Purpose of role:

- To complement and proactively support the teacher in planning, delivering and assessing a differentiated and suitably challenging curriculum.
- To complement and proactively support personalised programmes: interventions and therapies (including feeding, personal hygiene, mental health, physical health and behavioural).
- Work within school policies, procedures and code of conduct under the direction and guidance of line manager and within an agreed system of supervision. This will include but is not limited to;
 - 'Safeguarding and Child Protection Policy' in line with Part 1 of the statutory guidance in Keeping Children Safe in Education.
 - 'Supporting children with Medical Conditions Policy' including infection control policies and procedures including Bare below the Elbows.'
 - Acting in accordance with the Data Protection Act and maintaining confidentiality at all times e.g. access to staff, pupil, parent and carer files.





Job title: Special Needs Teaching Assistant

Key accountabilities (and specific duties / responsibilities):

- To work under the instruction/guidance of teaching/senior staff and the supervision of your line manager. Training and supervision relating to healthcare interventions will be provided by NHS professionals.
- To be accountable for the support, progress and supervision of pupils within the scope of the role. The post holder will be accountable for compliance with all school policies and procedures e.g. raising safeguarding concerns at the earliest opportunity and participation in school reporting protocols.
- Supervise and provide particular support for pupils with special needs and disabilities, ensuring safety and access to learning activities.
- Assist with the implementation of individual pupils' Education Health and Care Plans (EHCPs), Behaviour Plans, and NHS Care Plans – including personal hygiene, moving and handling, health, physiotherapy, eating and drinking, communication, sensory, de-escalation and physical intervention needs.
- Deliver health interventions deemed appropriate to the role. (see Appendix 1)
- Respond appropriately to the pupils' needs to ensure physical and emotional wellbeing, and social development, taking into account diversity e.g. language, culture, ability, race and religion.
- Be adaptable and responsive, promote self-esteem, engage and motivate pupils.
- Prepare, create and maintain a purposeful, orderly and supportive learning environment to minimise barriers to learning. Take responsibility for the care, storage, preparation, maintenance and use of equipment, including specialist resources such as communication aids, multi-sensory equipment, moving and handling aids, physiotherapy and medical equipment.
- Ensure familiarity with pupils' learning intentions and the school's recording system in order to proactively and accurately contribute to the assessment of progress. Feedback constructively to pupils, the teacher and other relevant colleagues.
- Provide classroom support through administrative systems and resources
- Actively participate in team meetings, planning and discussions.
- Ensure familiarity with pupil's Behaviour Support Plans in order to de-escalate potentially challenging behavior at earliest opportunity e.g use positive strategies.
- Support with physical interventions whenever required following Team Teach training. Report incidents of challenging behaviour in line with the school's policy and reporting systems and offer prompt assistance to colleagues as/when required.
- Communicate and where appropriate, establish constructive relationships with members of the public, other professionals and organisations to support achievement and progress of pupils. This includes teaching staff, parents/carers, governors, Ofsted representatives, school reviewers & other professional partners.



Job title: Special Needs Teaching Assistant

- Gather/report information from/to parents/carers as directed, taking into account parental/carer concerns, dealing with them sensitively under the direction of the teacher.
- Liaise with parents and other partners as directed by teachers and senior staff
- Support pupils with their use of ICT, as directed by the teacher, and develop pupil's competence and independence in its use.
- Use IT to support the teacher and other senior staff with recording and reporting e.g. uploading photographs and data input for assessment purposes.
- Support pupils outside of lessons e.g. support learning during lunch/break times, accompany staff and pupils on visits and out of school activities; taking responsibility for a group under the leadership of the teacher.
- Continue to promote learning and development during lunch and break times.
- Contribute positively to our school ethos and the overall vision, values and guiding principles of the Academy and Trust.
- Engage professionally with training courses and opportunities provided either by the school or external providers. Cooperate fully with training schedules in order to keep skills, knowledge and certification up to date. This will involve collaboration within class teams, taking an active part in team meetings and planning discussions.
- Participate in your own performance development, identify and address any training needs and monitor performance development through active engagement with line manager.
- Comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting any concerns.
- Put pupils first and their safety foremost.
- Contribute to a positive safety culture.
- Follow Standard Operating Procedures (e.g. fire evacuation procedure) and contribute to their review.
- Carry out any other reasonable request as and when required.

This is an outline of the main responsibilities and duties of the post however; this list is not exhaustive and may be reviewed as business needs change.



Job title: Special Needs Teaching Assistant

Personal attributes		
Attributes	Essential (E) Desirable (D)	How measured: Application form (A) Interview (I) Written task (W)
Qualifications <ul style="list-style-type: none"> • NVQ2 for Teaching Assistants or equivalent qualification • GCSE English and Mathematics Grade C/4 or equivalent • Qualifications relating to post e.g. health, children, practical skills, first aid, minibus driving, food hygiene. • Meet the intermediate Threshold Level of English fluency (Immigration Act 2016) 	Desirable Essential Desirable Essential	A A A A
Experience <ul style="list-style-type: none"> • Experience of working with pupils with special educational needs • Experience of working as part of a team • Experience of positive behaviour management and physical intervention • Team Teach trained • Experience of using of hoists and physical positioning equipment • Trained in Moving and Handling • Experience of therapy and health interventions • Experience of contributing to planning and recording pupil progress 	Essential Essential Desirable Desirable Desirable Desirable Desirable Desirable	I/A I/A I/A I/A I/A I/A I/A I/A



Job title: Special Needs Teaching Assistant

Skills, Ability, Knowledge		
<ul style="list-style-type: none"> • Evidence of previous personal development 	Essential	A/I
<ul style="list-style-type: none"> • An understanding of the needs of pupils with Special Educational Needs, and the challenges they may face 	Essential	A/I
<ul style="list-style-type: none"> • Willing and able to meet the physical and personal needs of pupils e.g. by using hoists and completing personal care 	Essential	A/I
<ul style="list-style-type: none"> • The ability to provide a range of care including some medical interventions (with training) 	Essential	I
<ul style="list-style-type: none"> • Understanding of child development and learning 	Essential	A/I/W
<ul style="list-style-type: none"> • Familiar with strategies specific to Autism, ADHD, sensory impairment, alternative communication systems, developmental play, early literacy and numeracy strategies. 	Desirable	A/I
<ul style="list-style-type: none"> • Must be able to perform all duties and tasks, with reasonable adjustment, where appropriate, in accordance with the Equality Act 2010. 	Essential	A/I
<ul style="list-style-type: none"> • It is a core component of the role for the post holder to be willing, capable and possess the physical abilities to undertake the duties associated with the post by: <ul style="list-style-type: none"> ○ working with pupils who have profound physical difficulties and challenging behaviour ○ undertaking manual and handling of pupils within school policies and practices ○ actively participating in the pool during hydrotherapy or swimming lessons 	Essential	A/I
<ul style="list-style-type: none"> • Meeting the hygiene and personal care needs of pupils within school policies and practices. 	Essential	A/I



Job title: Special Needs Teaching Assistant

Personal Qualities		
<ul style="list-style-type: none">• Willingness to undertake development and training and then apply the skills and knowledge within the role• Ability to relate well to students and adults• Ability to work constructively and proactively as part of a team: share the workload, remaining calm under pressure,• Good co-operative, interpersonal and listening skills• Flexibility and readiness to respond constructively to change• Mental resilience to meet demands of role e.g. extended periods of challenging behaviour or multiple personal care duties• Adaptability & readiness to participate enthusiastically alongside pupils in all activities, including sport and performance• Takes pride in role and the environment worked in	Essential	A/I/
	Essential	A/I/W
	Essential	A/I/W
	Essential	A/I/W
	Essential	A/I/W
	Essential	A/I/W
	Essential	A/I
	Essential	A/I

Co-op Academies Trust as an aware employer is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust on its behalf. This post is subject to an enhanced DBS check.

All our colleagues are expected to demonstrate a commitment to co-operative values and principles, and the Ways of Being Co-op.

Co-op Academies Trust is committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage or civil partnerships.



Job title: Special Needs Teaching Assistant

Appendix 1

Bradford District Achievement Partnership Agreed Delegate tasks

Learning Support Assistant - Level 2

It is a requirement that the post holder will undertake the following health tasks;

- Administer medicine in accordance with prescribed medicine, with pre-calculated dosage provided via naso-gastric tube, gastrostomy tube, orally or applied to skin, eyes and/or ears.
- Administer adrenaline auto-injectors (e.g. Epipens).
- Administer Buccal or intranasal midazolam and Hypo Stat or Gluco Gel.
- Assist with inhalers, cartridges and nebulisers.
- Emergency treatments covered in basic first aid training, including airway management.
- Nasal or oral suctioning which does not go beyond the back teeth and where there is an effective cough.
- Assist with prescribed oxygen administration, including oxygen saturation monitoring where required.
- Non-invasive ventilation care for a child with a predictable medical condition and stable ventilation (Non-invasive includes Constant Positive Airway Pressure (CPAP) and Bi-level Positive Airway Pressure (BiPAP)).
- Monitor blood glucose and carbohydrate counting as agreed by the pupil's lead nursing /medical practitioner, e.g. GP, Paediatrician, Children's Diabetes Nurse Specialist.
- Bolus or continuous feed via naso-gastric tube or gastrostomy.
- Bolus or continuous feed using a pump via gastrostomy or jejunostomy.
- Stoma care including requirement to maintain including requirement to maintain patency in an emergency. (colostomy/flange) (ask carol e.g ileostomy).
- Catheter care

Note: This list of delegated tasks is derived from the Royal College of Nursing advisory list of procedures that may be delegated to non-health support workers. This is within a robust framework of clinical risk assessment and governance as advised in the document 'Meeting the Health Needs in Educational and other Community settings: A guide for nurses caring for children and young people,' Royal College of Nursing, 2018.

Wellbeing & Benefits

- Excellent opportunities for personal and career development within the Co-op Academies Trust;
- Employee benefits such as retail discounts, reduced gym membership, cycle to work scheme and much more;
- Free access to a confidential 24/7 Employee Assistance Programme;
- Effective, supportive and dynamic leadership;
- A superb, school building with a flexible and creative ICT rich working environment;
- A welcoming, friendly, supportive, effective and efficient professional/Continuing professional development.

How to apply

Applications are accepted via TES recruitment site.

For an informal chat about the role and the academy, and/or to arrange a visit, please contact Delius Human Resources: hr-delius@coopacademies.co.uk

Completed applications should be submitted to hr-delius@coopacademies.co.uk

In line with our Safer Recruitment processes, appointment to this post is subject to an enhanced DBS disclosure.

Recruitment Timescales

The closing date for applications is: 09.00 am Tuesday 14 May 2024

Recruitment selection date: Wednesday 22 May

Co-op Academy Delius

Our address at BD3:

Barkerend Road, Bradford, West Yorkshire, BD3 8QX

Telephone: 01274 666472

Our address at BD7:

Princeville Street, Bradford, West Yorkshire, BD7 2AH

Telephone: 01274 062580

Co-op Academies Trust as an aware employer is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust on its behalf. Our Academy is committed to the safeguarding and welfare of children and young people and expects all its employees and volunteers to share this commitment. This post is exempt under the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020, and the successful applicant will be subject to an enhanced check by the DBS and will be subject to satisfactory references. All our colleagues are expected to demonstrate a commitment to co-operative values and principles.

The Trust is also committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage or civil partnerships.