



NORTHAMPTON
PRIMARY ACADEMY TRUST



Blackthorn Primary School

**Level 2 SEN Teaching Assistant
Special Unit**





Welcome from the Chair of the Board of Trustees

We are delighted that you are interested in applying for a position at the Northampton Primary Academy Trust (NPAT).

The Northampton Primary Academy Trust Partnership was founded in August 2012 and was built on the vision of five Headteachers to bring together like-minded schools to provide quality-first teaching and learning to all children across member schools, delivered and supported by passionate personnel of the highest professional calibre. Our member schools come in many shapes and sizes, from small to large, split-site primaries and cover a diverse geographical range and socio-economic mix.

Our vision is to achieve “educational excellence; creating opportunities and enriching lives”. To achieve this, our mission is to develop a Multi-Academy Trust of highly effective and sustainable schools. NPAT schools all share a common vision and are committed to the NPAT values, whilst retaining the freedom to innovate and develop their own identity and character.

The Trust is built on the principle of synergy; that a collaboration of vibrant and successful schools can achieve collectively what a single school couldn't achieve alone. NPAT improves our schools using teamwork and innovation through partnership working that brings together children, parents, teachers, governors and school leaders.

From the original five schools we have seen progressive growth, with fourteen schools currently on board. Whilst we grow in size, the Trustees and Executive Team are keen to ensure that we retain the values and ethos upon which our Trust was originally built.

Joining our Trust will mean that you will benefit from excellent opportunities to learn and further your career, through strong collaboration and good career progression opportunities across our school network, and you will have great fun along the way.

We are on an amazing journey and we would be delighted to welcome you on board to be an integral part of it!

Thank you

Jeremy Stockdale

‘Achieving Extraordinary Things’

Dear Applicant

Thank you for your interest in furthering your career at Northampton Primary Academy Trust. We aim to appoint and retain the highest calibre of staff at all levels. We work hard to ensure that our staff have every opportunity to develop as professionals throughout their career.

We are committed to developing the best working practices for our staff and ensure that staff working conditions, workload and well-being are at the heart of our thinking.

Our NPAT Staff Pledge shows our ongoing commitment to our workforce and we try to ensure that anyone working in an NPAT schools can expect:

- A fair and reasonable workload.
- High quality training and CPD opportunities that meet the needs of individual members.
- A fair pay and reward package at least equal to the national agreement for teachers, and the Local Authority pay scale for support staff.
- Support and incentive to ensure positive well-being.
- Higher priority placement in the school that you work at for the admission of staff children.

NPAT is committed to providing the most innovative, creative and inclusive education possible. We pride ourselves on high expectations and outcomes for our children through a curriculum which is aimed at nurturing the whole child academically and personally.

We are committed to the personal and professional development of our staff, offering innovative, collaborative and supportive approaches to training and development courses in priority areas. We are always keen to hear about the professional needs of our staff, so please feel free to let us know of any areas that you feel we could support you with.

NPAT always aims to be at the forefront of the latest educational thinking and research, including our current work on curriculum development which will provide clarity to teachers about wider curriculum content so that their valuable time can be spent concentrating on delivery and personalising this to meet the needs of their learners. We aim to work with the very best educational researchers and give our staff every opportunity to hear the latest research evidence tied in to our education strategy and priorities.

We hope that you will join us in one of our NPAT schools and look forward to working closely with you.

Yours sincerely,

Julia Kedwards, OBE

NPAT Chief Executive Officer

Follow us on Twitter: @NPATrust, **Telephone/text:** NPAT Office 07741 654181

Email: recruitment@npatschools.org, **Website:** <https://npatschools.org/index.php>

“The Northampton Primary Academy Trust (NPAT) is committed to safeguarding and promoting the welfare of children and young people and requires all staff, governors and volunteers to share and demonstrate this commitment. The successful candidate will have to meet the requirements of the person specification and will be subject to pre-employment checks including the right to work in the UK, a health check, an enhanced DBS check and satisfactory references.”



The Northampton Primary Academy Trust (NPAT)

NPAT was formed in 2012 by a group of five Northampton Schools who believed that by working together, they could achieve something truly special for children across Northampton Town. NPAT is now a collaboration of 14 schools representing more than 4500 fabulous children and 800 amazing staff. Our schools are:

Abington Vale Primary School
Blackthorn Primary School
East Hunsbury Primary School
Ecton Brook Primary School
Headlands Primary School
Langland Community School (Milton Keynes)
Lings Primary School
Park Junior School (Wellingborough)
Rectory Farm Primary School
Simon de Senlis Primary School
Stanton Cross Primary School
Thorplands Primary School
Upton Meadows Primary School
Weston Favell Primary School

NPAT is driven by a vision of innovation, high aspiration and achievement, and a commitment to sport and the arts. This approach is encapsulated in our motto:

'Achieving Extraordinary Things'

NPAT schools all share a common vision - ***to achieve educational excellence, create opportunities and enrich lives*** - and are committed to shared principles and approaches whilst retaining the freedom to innovate and develop their own identity and character. Our schools span a range of communities and locations across the town, and we are able to offer staff opportunities to collaborate with others across the Trust.

The partnership is built on the principle of synergy; our collaboration of vibrant and diverse schools can collectively achieve more than a single school working alone. NPAT schools improve using collaboration and innovation through partnership working that brings together children, parents, teachers and school leaders, with the understanding that we are one organisation with many different sites:

'My school is your school; your children are 'our' children.'

Within the partnership, schools will have a range of strengths and needs and will be at different stages in their improvement journey. All schools are committed to an ethos of mutual support, sharing of best practice and co-creation of NPAT policies and curriculum approaches.



Located on the Eastern district of Northampton, Blackthorn is a one-form entry primary school with a nursery and special provision. Our school is driven by a passion to provide educational excellence for the children in our community.

The children at Blackthorn are polite, respectful and keen to learn. Our team of dedicated staff believe that children achieve their best in a safe, secure and happy school community and we work hard to make sure this is the case for our learners every day. We strongly believe that good relationships between people in our school community are essential in securing success for your child, as such, an effective partnership between home and school will benefit your child's learning. We are proud to be a member of Northampton Primary Academy Trust (NPAT) with whom we work closely to provide opportunities for our children to broaden and enrich their time at primary school through the arts, sport and wider curriculum.

Becca Williams – Executive Headteacher



**Working together as a school community
to achieve educational excellence for all.**



NORTHAMPTON
PRIMARY ACADEMY TRUST



Blackthorn Primary School

Job Description

Post Holder: **Level 2 SEN Teaching Assistant, Special Unit.**

Up to 37.5 hours per week; 38 weeks per year, plus September's 2 training days

Grade E point 4-5, Salary £21,189 - £21,575 FTE, pay award pending

Full time, Core Hours 8am – 4pm, Monday to Friday

Responsible to: **Special Unit Lead and Executive Headteacher**

This job description may be amended at any time following discussion between the Executive Headteacher and member of staff. The job description will be reviewed annually.

Areas of Responsibility and Key Tasks-

Purpose of job:

- Assist with the development and implementation of IBP's and EHCP targets.
- To observe and monitor pupils progress and adapt agreed approaches to their particular needs.
- To provide support and assistance for pupil's independence and medical needs when necessary (e.g. dressing, going to the toilet, the changing of nappies or the administration of an Epipen)
- To assist in the maintenance of pupil's records.
- To carry out specific administrative/ procedural tasks to support the class teacher.
- To promote the school's values and ethos.
- Supervise and provide support for pupils, ensuring their safety, well-being and access to learning activities, using specialist skills in behavioural management.
- Establish productive working relationships with pupils, acting as a role model and setting high expectations.
- Promote the inclusion and acceptance of pupils within the classroom.
- Support pupils consistently whilst recognising and responding to their individual needs.
- Provide information, support and advice to enable pupils to make choices about their own behaviour and learning.
- Encourage pupils to interact and work co-operatively with others and engage pupils in activities.
- Challenge and motivate pupils, promote and reinforce self-esteem.
- Promote positive reinforcement and provide positive feedback in relation to progress and achievement.
- To be directly involved in the process which includes TEAM TEACH/withdrawal of pupils from the classroom in order to manage volatile situations and ensure the well-being of all pupils and staff.

To undertake all of the following:

- Work proactively as part of a team and assist the class teacher to ensure quality education for the children.
- Through organising, running and evaluating interventions with the guidance of the unit lead/class teacher and Inclusion Lead
- Assist in the personal, social and emotional development of children through the promotion of the school's values and for individuals through the implementation of learning plans, behaviour plans and/or personal care plans to ensure all children are well cared for in accordance with the school's policies and high expectations.
- Be aware of and support school policies and procedures.



- Establish a safe, supportive and stimulating learning environment.
- Assist with planning, evaluating and adjusting learning activities as appropriate.
- Where necessary, cover the teaching of small group lessons.
- Under the guidance of the Unit Lead and class teacher, run interventions as set out by professional or specialist support staff involved in the children's education.
- Build and maintain positive and constructive relationships with pupils, parents/ carers exchanging information and providing support.
- Report any concerns regarding children's welfare or education, to the Class Teacher.
- Be aware of safeguarding responsibilities, referring such matters to the appropriate designated person for further action and recording of information.
- Monitor, feedback, record and report on pupil progress, including feedback to pupils, and participate in the completion of pupil profiles and records of attainment to maximise pupil development.
- Assist with the preparation of resources e.g. photocopying, repairing books, filing of work, making games and the creation and mounting of displays for children's work.
- Assist and attend enrichment activities e.g. trips, visits, parents' evenings.
- Attend appropriate staff meetings and training days/events as requested.
- Provide clerical/admin support e.g. making telephone call, photocopying, laminating, making certificates etc.

We are committed to safeguarding and promoting the welfare of our children and expect all members of staff to share this commitment.

Signature of SEN Teaching Assistant: _____ Date: _____

Signature of Head of School: _____ Date: _____

Level 2 Teaching Assistant SEN

Person Specification

Category	Essential	Desirable
Health	<p>Good general health.</p> <p>High Level of energy and stamina.</p>	
Qualifications and Experience	<p>Experience of working with children who need support with their SEMH development.</p> <p>Experience of supporting children with regulating their behaviour.</p> <p>Experience of working with children with EHCP's</p> <p>Good basic education to GCSE level in maths and English or equivalent.</p> <p>A willingness to undertake further training relevant to the role.</p>	<p>Training undertaken on a variety of learning and behaviour-management strategies. Experience of working with children with significant language and communication difficulties.</p> <p>Level 2 or 3 teaching assistant qualification</p> <p>First Aid training</p> <p>Any relevant qualifications specialising in SEND, i.e. sign language, ASD, Nurture</p>
Knowledge and Understanding	<p>Awareness of</p> <p>How children develop.</p> <p>Behaviour-management strategies.</p> <p>How to support children in literacy and numeracy</p> <p>The different ways in which children learn and how to motivate them.</p> <p>Knowledge and experience of completing intervention records and involvement in the evaluation process and setting new targets.</p>	<p>Experience of observing children to assess their learning.</p> <p>Experience of working with children with SEND.</p>
Skills	<p>Able to:</p> <p>Communicate effectively.</p> <p>Contribute to a range of teaching, learning and pastoral activities.</p> <p>Work with an individual or group of children, also work as a member of a team.</p> <p>Explain tasks simply and clearly.</p> <p>Reinforce teaching points during teacher input;</p> <p>Support new concepts as agreed with the class teacher.</p>	<p>Able to use Office 365.</p> <p>Up-to-date Team Teach training– Training and experience of Team Teach philosophy for de-escalation and how to support children.</p>

	<p>Supervise children and be a positive role model.</p> <p>Encourage good social skills. Work with guidance, but under limited supervision.</p> <p>Liaise and communicate effectively with others and maintain confidentiality at all times.</p> <p>Demonstrate good organisational skills.</p> <p>Get involved in professional development and attend courses; Display work effectively and make and maintain basic teaching resources.</p>	
<p>Personal Qualities</p>	<p>Maintain professional working relationships with staff.</p> <p>Works well as part of a team.</p> <p>Excellent interpersonal, communication and organisational skills.</p> <p>Proactive in areas of responsibility.</p> <p>To have an open minded and flexible attitude to problem solving.</p> <p>An ability to use and understand discretion, confidentiality and professionalism.</p> <p>An ability to learn from mistakes and take advice.</p>	<p>A positive and energetic approach to work.</p> <p>Ability to self-evaluate and seek learning opportunities.</p>

This job description is a broad overview of the post. It is not an exhaustive list of all possible duties, and it is recognised that jobs change and evolve over time. Consequently, this is not a contractual document and the post holder will be required to carry out any other duties that are necessary to fulfil the purpose of the job.

Statement of Equality

Northampton Primary Academy Trust is committed to promoting equality of opportunity for all staff and job applicants. We aim to create a supportive and inclusive working environment in which all individuals are able to make best use of their skills. Applications are invited from all members of the community. We do not discriminate against staff on the basis of age; race; sex; disability; sexual orientation; gender reassignment; marriage and civil partnership; pregnancy and maternity; religion, faith or belief (Equality Act 2010 protected characteristics). The principles of non-discrimination and equality of opportunity also apply to the way in which staff and Governors treat visitors, volunteers, contractors and former staff members.

Safeguarding

Nothing is more important than keeping all our children safe, especially the most vulnerable. The NPAT Partnership is fully committed to ensuring that children with SEND, those eligible for Pupil Premium funding and other vulnerable groups are able to achieve as highly as possible. Schools within the partnership will have the most rigorous and updated procedures and policies which help keep children in our care safe. We



will ensure that all vulnerable groups of children achieve highly, when compared to their peers nationally, through the following measures:

- All schools will be subjected to an annual safeguarding audit
- All schools will hold the Inclusion Quality Mark (IQM)
- Behaviour and Safety of children will be outstanding in all our schools

Our Trust policy can be found here:

<https://www.npatschools.org/index.php/about-us/npat-documents>

GDPR Recruitment Privacy Notice:

<https://www.npatschools.org/our-trust/our-policies-financial-information>

How to Apply

To apply for this position, please complete the attached Trust Application Form and submit, together with a letter of application of no more than two sides of A4 supporting your application.

Please return by email to samchambers@blackthornprimary.net or by post to Mrs S Chambers, Blackthorn Primary School, Waingrove, Northampton, NN38EP.

Closing date: Wednesday, 20 September 2023.

Interview Date: Tuesday, 26 September 2023.

Start Date: as soon as possible.

Visits to the school:

We encourage and welcome visits to the school where there will be the opportunity to discuss the role further with the Head of School. Please contact Sam Chambers in the school office to book a visit.

