

**Closing Date: Friday 21st June 2024**

**Short Listing Date: TBC**

**Interview Dates: TBC**

**Teaching and Learning Assistant**

**Etruscan Primary School**

CANDIDATE INFORMATION PACK

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**Dear Candidate,**

Thank you for taking your time to download our application pack and expressing your interest in the post of Teaching and Learning Assistant at Etruscan Primary School.

At Orchard Community Trust, we work closely together to ensure that our schools feel supported to help them develop and improve. Through discussion and shared planning, together with bespoke visits, we strive for the very best outcomes across all our schools.

We are very aspirational and ambitious for our schools and are fully committed to ensuring the best education for all our pupils. Our headteachers work closely together as a group to support and challenge each other and they are passionate about their own schools and individual contexts, as well as supporting the Trust community as a whole.

As a Trust, we believe in working collaboratively to share ideas and effective practice, whilst ensuring each of our schools retains its commitment to its own community and surroundings. In this way, our schools can ensure that the curriculum, wider opportunities and experiences engage and motivate all our pupils and are relevant to their individual needs.

Our Trust consists of five primary schools and two special schools. The successful applicant will join a close knit and collaborative team and is expected to contribute to the wider group of schools. This is an excellent and very exciting opportunity to join a growing Trust and be able to help to shape the future of both Etruscan Primary School and Orchard Community Trust overall.

About Orchard Community Trust

As a Trust, we strive to create an inclusive environment that values diversity and equality, where all beliefs are respected. We are committed to providing our children with an exceptional education, inspiring them to cultivate a love of learning and empowering them with a strong foundation to thrive and accomplish their goals in life.

Our Moral Purpose and Values

Orchard Community Trust is fully committed to improving the life chances of all children, wherever they may be. This moral obligation, our mission, does not end at the school gates, within our own Local Authorities, or even within our own country. Where we have the capacity to make a difference, we are morally bound to do so.

Our vision and mission are to have fully inclusive schools working in our Trust, that fully embrace all stakeholders, and which celebrate individuality and success by offering a high-quality education and range of opportunities, where everyone makes excellent progress.

**Our moral purpose and our focus and determination are centred on the following:**

**TRUST RESPECT FUN**

**LEARNING OPENNESS EXCITEMENT**

**DIVERSITY COOPERATION INTEGRITY**

**RELIABILITY REPUTATION ACHIEVEMENT**

**Within our Trust:**

* We aim to set high standards for personal behaviour and self-regulation, and to promote courtesy, cooperation, consideration and respect for other people of all ages, gender, races, cultures, abilities and backgrounds.
* We aspire to deliver exciting and quality learning experiences in safe, secure and happy environments.
* We endeavour to achieve the very highest standards in every aspect of school life, by making the most efficient use of all the resources available.
* We seek to prepare each child to face life beyond the school with the confidence, skills and ability to be resilient, to cope and thus to succeed.

**If you would like to discuss aspects of the role further, then please do not hesitate to contact me for an informal conversation.**

This pack has been developed to provide you with a summary of the information you need to consider when applying for this job at Etruscan Primary School and with Orchard Community Trust.

Within this pack, you will find a job description, a person specification, an overview of the Trust and details of how to apply for this post, should you choose to make an application.

You can find further information about us:

* on our website at <https://www.etruscan.stoke.sch.uk/>
* or by contacting us direct at [recruitment@etruscan.org.uk](mailto:recruitment@etruscan.org.uk)
* or calling 01782 235711

I wish you every success with your application and look forward to meeting you in the near future.

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Description automatically generated**

**Rob Johnstone**

**Senior Executive Leader**

**Dear Candidate**

Thank you for your interest in our current vacancy. I would warmly welcome your application and I wish you every success with this.

Etruscan Primary School is a very special place. Our school is wonderfully diverse and full of incredible children.

We want only the best for our children; this includes the adults who work with them.

We are a very happy, passionate and committed team here at Etruscan and we work together to give all of our children an enjoyable, engaging and memorable experience every day.

Our team go above and beyond to ensure every child is happy, safe and wants to come to school.

We are proud to be part of the Orchard Community Trust and we work in collaboration with other schools to share best practice which strengthens our core offer to everyone, including our wider community.

Etruscan parents and carers are very special to us and are key in supporting the development of our children.

Our curriculum is exciting and bespoke to our school with an array of enrichment experiences and opportunities for our children to revisit prior learning and then build upon this.

The Etruscan values of Respect, Enjoyment, Achievement, Collaboration and Honesty are upheld daily and celebrated weekly in our assemblies.

Behaviour and attitudes to learning in our school are excellent and there is a beautiful atmosphere around our classrooms and corridors.

We want all of our children to ‘Reach For The Stars’ and we do all that we can to empower them to do so.

If you would like to help us to do this, then please visit our school for a tour; you will be warmly welcomed.

We look forward to receiving your application.

Mr Chris Crook

**Headteacher**

**About Etruscan Primary School**

**School Context May 2024**

Etruscan is a larger than average primary school with 460 pupils on roll. From September 2020 the school expanded to two form entry to Year 6 with a 45 place Nursery,

In June 2020 Etruscan Primary academised as a founder member of the Orchard Community Trust. Etruscan was judged to be ‘Good’ at the most recent inspection in May 2017.

The school currently has 52% of pupils who have English as an Additional Language (EAL) and 92% of pupils are from minority ethnic groups, the majority of Pakistani heritage. The number of different languages spoken in school is 29.

Parents of the ethnic minority pupils often have no or very little English. Some families take extended holidays back to their home countries*.* This presents a considerable barrier to learning; children have little opportunity to practice their English at home, do not hear the language modelled appropriately and receive little support with reading or homework.

A higher than average percentage of pupils come from families with high levels of deprivation. The deprivation indicator is 0.32 compared with the national 0.24. In 21/22 academic year 38% of pupils are eligible for Pupil Premium.

Mobility is an issue across school but more so in some year groups than in others. The mobility for the year 22/23 was 32.2% for the whole school. Comprehensive data is held linked to both the stable pupils and in year admissions.

Support strategies for pupils include:

* Celebration of diverse backgrounds of pupils
* All staff having high expectations of every child that passes through our school
* Children are immersed in a language rich environment.
* There is an early emphasis on developing speaking and listening, with phonics being taught systematically from Reception through KS1 and into KS2 using Read, Write, Inc.
* Reading opportunities are planned, including guided reading sessions and access to e-books which support the assessment of reading.
* Pupils are encouraged to read daily at home and those needing additional support read three times weekly or daily to an adult in school.
* New Arrivals to the school join a group which has an emphasis on nurture and language acquisition for their first few weeks in school.
* The ‘Learning Challenge Curriculum’, links to other schools, visits, visitors and arts practitioners are all used to extend our pupils’ general knowledge and understanding of the world and to raise their aspirations.
* The school works with many outside agencies to support vulnerable pupils and their families offering Early Help when appropriate,
* Members of the Senior Leadership Team stand at the school door and gate at the beginning and end of each day and parents know that they can raise issues during this time or make an appointment.

**Job Description**

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| --- | --- |
| **Job Title:** | Teaching and Learning Assistant (Schools Generic) |
| **Directorate:** | Children and Family Services |
| **Grade**  **Hours**  **Salary** | Level 4 Pt 4-7.  32.5 hours per week. Monday-Friday 8.30am-3.30pm. Term Time.  £17,759 - £18,665 pay award pending. |

**Job Purpose**

**To provide classroom cover of up to 3 days during any short-term absence.**

To work with teachers to support teaching and learning, providing specialist support to the teacher in an aspect of the curriculum, age range or additional needs.

**Key Duties / Responsibilities**

* + - 1. Provide learning activities for individuals and groups of pupils under the professional direction and supervision of a qualified teacher, differentiating and adapting learning programmes to suit the needs of allocated pupils
      2. Assess, record and report on development, progress and attainment as agreed with the teacher
      3. Monitor and record pupil responses and learning achievements, drawing any problems which cannot be resolved to the attention of the teacher
      4. Plan and evaluate specialist learning activities with the teacher, writing reports and records as required
      5. Select and adapt appropriate resources/methods to facilitate agreed learning activities
      6. Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate
      7. Teaching Assistants in this role are expected to undertake at least one of the following:
      8. Provide specialist support to pupils with special educational needs, for example, learning behavioural, communication, social, sensory or physical difficulties
      9. Provide specialist support to pupils where English is not their first language
      10. Provide specialist support to gifted and talented pupils
      11. Provide specialist support to all pupils in a particular learning area (e.g. ICT, literacy, numeracy, National Curriculum subject).
      12. Establish and maintain relationships with families, carers and other adults, e.g. speech therapists
      13. Provide short term cover supervision of classes
      14. Be responsible for the preparation, maintenance and control of stocks of materials and resources
      15. Invigilate exams and tests
      16. Escort and supervise pupils on educational and out of school activities
      17. Guide and support pupils in their personal, emotional and social development
      18. Prepare and present displays
      19. Supervise individuals and groups of pupils throughout the day, including supervision in the classroom, playground and dining areas
      20. Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence
      21. To assist the SENCO and be involved in planning, organising and implementing individual development plans for pupils (such as Individual educational plans), including attendance at, and contribution to, reviews
      22. Work with pupils not working to the normal timetable.

**Person Specification**

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| --- | --- |
| **Job Title:** | Teaching & Learning Assistant |

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| **ATTRIBUTES** | **ESSENTIAL** | **DESIREABLE** | **HOW IDENTIFIED** |
| **Education and training** | Meeting the national occupational standards (NOS) in Supporting Teaching and Learning Level 3 | Experience of working with children who have a wide variety of educational needs | Application, Interview. |
| **Knowledge, Understanding and experience.** | * how to support children in literacy and numeracy. * Knowledge and compliance with policies and procedures relevant to child protection and health and safety. * how children learn and how to motivate. * School experience | * supporting children with Special Educational Needs. | Application, Interview. |
| **Skills** | * work with an individual or a group. * Teach new concepts as agreed with the class teacher; * Provide strategies for spelling, reading, number skills; * Extend children’s thinking skills; * Assess children’s understanding of text and reading skills * Discuss with children their understanding of learning objectives; * Suggest ways of developing learning; * Encourage social skills; * Develop relationships between home and school, encouraging parents to support their children’s learning effectively. * Update assessments and Individual Education Programmes * Liaise with the SENCO and outside agencies. |  | Application, Observation, Interview. |
| **Personal Qualities** | * Willingness to work in a close team situation * Positive attitude. * Have high expectations for themselves and the children in their care. * Be highly motivated, enthusiastic and inspire learning. * Able to be flexible and adaptable. |  | Observation and Interview. |
| **Additional Factors** | * Enhanced DBS Clearance. * Display awareness, understanding and commitment to the protection and safeguarding of children and young people. | * A good sense of humour. | Observation and Interview. |

The Selection Process

Applications

The job information pack and application form can be requested by email from [recruitment@etruscan.org.uk](mailto:recruitment@etruscan.org.uk).

The application form should be accompanied by a covering letter which needs to include the following:

* An outline of why you feel you are suitable for the post and what has attracted you to it. CVs will not be accepted.

Shortlisting

We assess all applications against the person specification criteria using the evidence you provide in your application. This is done by a panel of Senior Staff and Trustees. We carefully check all applications for anomalies.

Candidates who best meet the person specification will be invited to an interview. We will notify you by telephone with e-mail confirmation to follow. If you have not heard from us within 3 days of the shortlisting date, you have not been successful at this stage.

References

We request references for all candidates who are invited to interview. Requests will be made at the time candidates are invited to interview. Your first referee should be your current or last employer.

Interview Process

Final Selection

Following the formal interview process, we will use the person specification as a guide to select the most suitable candidate for our Trust. We will then telephone each candidate to inform them of the outcome. We will give brief feedback during this telephone conversation.

Offer of Employment

We will make a verbal offer of employment by telephone on the day of the interview and this will be confirmed in writing. Any offer is made subject to:

* Satisfactory references
* Suitable DBS check
* Proof of identity and qualifications

Timeline

**Closing Date:**

**Shortlisting Date:**

**Interview Date:**

**Please return your completed application form via email to Julie Brookes at: recruitment@etruscan.org.uk**

The post is considered to *be* a regulated activity and as such is subject to an Enhanced Disclosure and Barring check. Additionally, applicants are to be aware that an overseas criminal record check, or certificate of good behavior, will be required before appointment, from candidates who have lived overseas for a period of 3 months (including aggregated time) over the age of 16 in the previous 10 years.

***In line with the Keeping Children Safe in Education (KCSIE) guidance which outlines that schools should carry out online searches on shortlisted candidates.  I can confirm that the online check will be carried out on all shortlisted candidates only as part of the process of assessing your suitability to work with children.***

***Orchard Community Trust is committed to safeguarding and promoting the welfare of young people and requires all staff and volunteers to share this commitment***

**Etruscan Primary School Safeguarding Procedures**

Please acquaint yourself with the Safeguarding and Child Protection Policy.

Safeguarding is the responsibility of every adult in the school including teachers, all support staff, volunteers and outside agency workers.

**If you have a concern about a child**

* Record your concern on a blue form, copies of which are located on the noticeboard by the staff room.
* Pass the blue form immediately to the Designated Safeguarding Lead, Christopher Crook. If he is not available, pass to Mandy Cox, Home School Link Worker, Karla Thorley, Assistant Head Teacher or Laura Tranter, Deputy Headteacher (Deputy Designated Safeguarding Leads).
* Do not discuss this matter with anyone.
* You can also refer a concern directly to the Children’s Advice and Duty Team (ChAD) at the Stoke-on-Trent Safeguarding Children Partnership on 01782 235100.

**If a child makes a disclosure to you**

* Listen to them, stay calm and reassure them.
* Do not promise that you will keep what they say a secret and tell them that you may have to tell someone else in order to keep them safe.
* Do not ask direct or leading questions – use only open questions, if necessary, to clarify what is being said or how something has happened (TED questions).
* Write exactly what they have said on a blue form and pass to the Designated Safeguarding Lead or a Deputy Designated Safeguarding Lead immediately.
* Try to include all information disclosed by the child without including any opinion.
* Do not discuss the matter with anyone except the Designated Safeguarding Lead or a Deputy Designated Safeguarding Lead.

**If a visitor raises a concern about a child**

* Direct visitors to the Designated Safeguarding Lead or a Deputy Designated Safeguarding Lead

**Child protection is the responsibility of every adult in the school**

**Code of Conduct for Adults in School**

At Etruscan Primary School we recognise and value each individual and strive to apply the values of respect, equity and inclusion in our daily interaction with children, colleagues and visitors to the school.

In order to achieve this we have agreed this code of conduct to which we aspire, in order to fulfil our daily mission in maintaining a happy, harmonious and successful learning community.

* Be a positive role-model for children, colleagues and parents/carers.
* Listen to and value each individual.
* Acknowledge the feelings and anxieties of others.
* Listen to and respect the opinions of others during meetings and discussions.
* Maintain confidentiality at all times, including out of school hours.
* Never enter into discussion about individual children in public or in the staffroom. Observe school protocol and refer any concerns to the appropriate member of staff.
* All complaints should be dealt with in the appropriate manner, either in private or within a formal meeting. Avoid public displays of negative attitudes or behaviour, particularly in front of children.
* Praise and encourage children for their behaviour, efforts and achievements.
* Discussions about school matters should be conducted appropriately, in private, never in front of children or other adults.
* The school operates a ‘whistle-blowing’ policy to ensure consistency of practice in behaviour management, safeguarding all pupils, and preserving the positive well-being of staff.
* All adults are expected to maintain confidentiality and demonstrate sensitivity and respect for others at all times.
* Respect the right of every child to privacy.
* Never discuss individual or groups of children in view or hearing of other pupils or adults. Show discretion and sensitivity.
* Staff should address colleagues formally and professionally within the public domain and treat each other with respect at all times.
* Follow the social media and Mobile Phone Protocols.

**Communication with Parents/Carers**

Parents/carers can be assured that school staff will listen courteously and investigate and address any issues promptly or refer the matter to the Headteacher.

In discussing issues or concerns with staff in school, it is expected that parents are in agreement with the school ethos of respecting the dignity of other adults and children. **The school operates zero tolerance regarding any form of negative behaviour towards school staff, other adults or children.** Serious matters involving confrontation, threatening behaviour or intimidation towards others on the school premises may result in the involvement of the Board of Governors or Orchard Community Trust, who reserve the right to ban those responsible from the school premises.

**The school has a policy of zero tolerance of racism and follows the Local Authority policy to formally record and investigate all incidents of racism occurring on the school premises. Any incidents involving threatening behaviour or aggression towards members of staff are formally recorded and forwarded to the Chair of Governors.**

**How to apply:**

Application packs are available by email: [recruitment@etruscan.org.uk](mailto:recruitment@etruscan.org.uk) or by contacting the school office. For more information please contact Julie Brookes, School Business Manager on 01782 235711.

**The post is considered to be a regulated activity and as such is subject to an Enhanced Disclosure and Barring check. Additionally, applicants are to be aware that an overseas criminal record check, or certificate of good behaviour, will be required before appointment, from candidates who have lived overseas for a period of 3 months (including aggregated time) over the age of 16 in the previous 10 years.**

**In line with the Keeping Children Safe in Education (KCSIE) guidance which outlines that schools should carry out online searches on shortlisted candidates. I can confirm that the online check will be carried out on all shortlisted candidates only as part of the process of assessing your suitability to work with children.**