



Teaching and Learning Support Assistant - Secondary Phase

Application Pack

July 2023



Principal's Welcome

Thank you for your interest in our school and the post of Teaching and Learning Support Assistant in the Secondary phase at Caroline Chisholm School.

Our school is a dynamic and heavily oversubscribed all-through academy which covers an age range from 4 to 19. The school caters for over 2100 students across our Primary phase, Secondary phase, and Sixth Form. The school has an incredibly talented and motivated staff body and a supportive, bright, and extremely well-behaved student body.

We are currently seeking Teaching and Learning Support Assistants in the Secondary Phase within our fully inclusive, all-through learning community. Your role will be to support the students in a positive attitude both in the school and within our school community wider audiences.

The school is currently rated as 'Good' with 'Outstanding' features by Ofsted. Our early years foundation stage provision is judged to be outstanding. Our Progress 8 data for 2022 was the highest in our school's history and 80% of students obtained grade 4+ in both English and maths at GCSE, significantly above the national average (68%).

We continue to improve and aim to become one of the highest performing schools in the Northamptonshire area. We are a "High Performance Learning School" and in November 2021, we obtained the "High Performance Learning, World Class School Award". We are now part of the HPL global fellowship and collaborate with schools both locally and internationally.

My vision for the school is that it becomes a centre of excellence in developing innovative teaching as well as being a school that focuses on developing success, confidence, and ambition in all our students. It is therefore important that the successful candidate has a true passion and determination for improving attendance across the school and enabling students to fulfil their potential.

If you feel that our school ethos fits your ambitions, we would very much like to hear from you. This position is available as soon as possible.

Regards,

A handwritten signature in black ink, appearing to read 'David James', with a long horizontal stroke extending to the right.

David James
Principal



Our school

We are an oversubscribed, academically successful all-through school that strives to develop young people into ambitious, extraordinarily successful, happy, and resilient young adults.

Being an all-through school has a number of benefits for staff, students and parents; children to stay settled, staff can work together across all phases and parents can be assured with a consistent approach to their child's education.

We make learning enjoyable from reception right up to the sixth form. We provide a challenging academic curriculum, coupled with an incredibly supportive pastoral system that values the strengths and talents of the individual student. Our purpose built, modern facilities, provide students with a wealth of exceptional learning spaces, including specialist science laboratories, drama and music studios, a dedicated sixth form study centre and so much more.

Since our opening in 2004, we have progressed as a school to offer both excellent facilities and teaching. We are an Ofsted rated Good school and in 2021, we secured the prestigious World Class School Award following the High Performance Learning philosophy.

Our vision for the future

Our ambition is to become a top 10% school nationally, in all that we do. We are currently working well above this target in a number of areas and, with the help of our whole school staff body which you could be a part of, we continue to strive towards this goal against all measures to become one of the highest performing schools in the country.

*"Pupils are well supported for their next steps in education and training.
Opportunities for extra-curricular activity are highly regarded."*

Ofsted, 2020

Our vision and values

Our school is a safe, secure, and inspirational learning environment at the heart of our community where everyone is equally valued and respected - a community built on:

Ambition

By developing the school culture, where everyone:

- strives to be the best they can become
- aspires to ambitious goals
- nurtures and supports

Confidence

Where everyone develops self-belief by:

- overcoming challenges
- taking calculated risks
- upholding our shared values

Success

Where everyone is inspired to:

- become a high performing learner
- embrace a range of rich and diverse opportunities
- celebrate achievement in all its forms

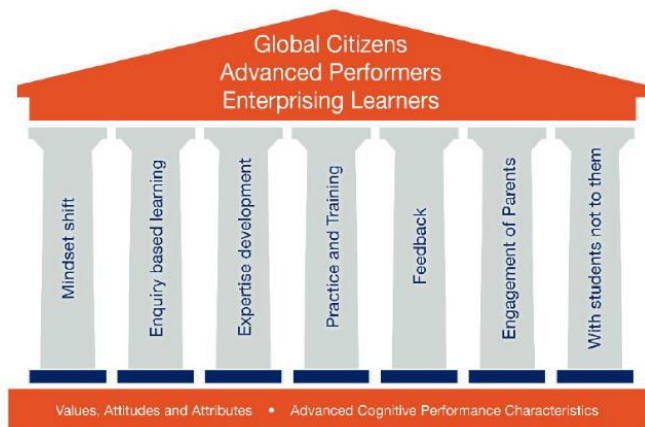
Our school ethos 'Everyone, Every Lesson, Every Opportunity' carries across all phases of our school. If our ethos fits with your ambitions, we would very much like to hear from you.



High Performance Learning

Our approach to Teaching and Learning is driven by the “High-Performance Learning Framework”. The framework is a practical method for schools and teachers to develop their students' intelligence. At the basis of the framework are the “Advanced Cognitive Performance Characteristics (ACPs)” and “Values, Attitudes and Attributes (VAAs)” that students can develop to become high performers.

The 7 Pillars of High Performance



The background to the “High-Performance Learning” philosophy is our growing understanding of how to create more high performing students. This requires a decisive move away from expecting only a small proportion of students to be able to achieve academic success and towards expecting high performance to be the norm in the school.

We are proud to be awarded the World Class School for High Performance Learning (HPL) award, prestigious, globally recognised award that celebrates the achievements of schools which are amongst the best in the world. Achievement of the award is a confirmation of the school’s ability to provide an exceptional level of education for its students; using the High-Performance Learning approach to enable them to reach high levels of academic performance.

- We believe that everyone in the school, regardless of background or starting point, can achieve the highest academic standards.
- Every member of staff works hard to ensure that students will be equipped with the values, attitudes and attributes that will serve them well in their next endeavours - be that university, apprenticeship, the workplace, and their lives.

Staff joining are given CPD and support to help them implement the High-Performance Learning Framework in their own classroom as part of our induction programme.





Job description: Teaching and Learning Support Assistant – Secondary Phase

Reporting to: Assistant Principal

Hours per week: 32.5, 39 weeks per year

Salary: Grade D 3 – 4

FTE rate: £20,812 - £21,190, salary pro rata per annum is between £15,706 – £15,991

(A higher salary is paid for those with post 5 years continuous service)

Main duties and responsibilities

Support for the pupils

- Support the academic achievement of students.
- Support the personal, social and emotional development of students.
- Provide positive feedback to students in relation to progress and achievement.
- Support individual pupil learning and personal development both within/outside the classroom environment as required.
- Attend to students' personal needs/care, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters as required.

Support for the teacher

- Undertake structured learning activities and teaching programmes as directed.
- Create and maintain a purposeful, productive and inspiring learning environment.
- Prepare, provide and manage learning resources and equipment as required.
- Maintain records as requested.
- Administer routine tests and assessments as required.
- Ensure health and safety and good behaviour of students at all times.
- Communicate effectively with parents and teaching staff.

Support for the school

- Contribute to the overall ethos and aims of the school.
- Be aware of and comply with policies and procedures relating to child protection, health, safety, security and confidentiality, reporting all concerns to an appropriate person.
- Be aware of and support differences and ensure all students have equal access to opportunities to learn and develop.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training, other learning activities and performance management as required.
- Provide supervision of pupils during lunchtime and out of lesson times such extra –curricular activities, including educational trip and visits.




Notes:

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.


Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.





“This is a “World Class” school that is keen to progress further. In fact, I think it is a ‘wow’ school that could be a real beacon for how HPL can impact on learning in an Academy.”

Russel Ellicott – HPL accreditor



Person specification

Person Specification – Teaching and Learning Support Assistant				
Essential/ Desirable	Requirements	Application	Interview	Appointed
	Experience			
D	Experience in working with children/young people		√	
D	Experience in supporting colleagues in an educational setting		√	
D	Experience in carrying out administrative or resource production tasks		√	
D	Experience in working to an agreed performance level and taking part in performance reviews		√	
D	Experience in working with children and young people with developmental and/or social and emotional difficulties		√	
	Personal qualities			
E	Able to demonstrate outstanding interpersonal skills	√	√	√
E	Able to be an effective team player	√	√	√
E	Able to work effectively with diverse groups of people	√	√	√
E	Positive and caring approach to pupils	√		
E	Able to organise time efficiently and work to deadlines	√	√	√
	Education, training and skills			
E	Good education with minimum of grade 4/C pass in GCSE English and Maths or O Levels at Grade C or above.	√	√	
E	Competence in the use of ICT to a level appropriate to the post applied for	√	√	√
E	Able to communicate effectively using both the spoken and the written word	√	√	
E	Ability to prioritise own workload and make decisions for the best outcome for the role.	√	√	√
	Applicable to all staff			
E	Undertake training as required to fulfil the requirements of the role	√	√	
E	Genuine interest in the education of young people and ability to contribute more widely to the life and community of the school	√	√	
E	Play an active role in terms of safeguarding all students and adults	√	√	√



How to apply

To apply, please download the application form and attach a supporting statement to tell us about your experience and suitability for the post with reference to the job description and person specification.

An on-line search will be conducted for all shortlisted candidates prior to interview.

If you have any immediate questions, or you are interested in visiting the school prior to application, please do not hesitate to email Jane Trelvelick, Payroll and HR Coordinator via: jtrelvelick@ccs.northants.sch.uk

Please note that all applications must be submitted by **midday on Thursday 27th July 2023**

If you have not heard from the school within 2 weeks of this deadline, please assume that your application has not been successful on this occasion. References will always be requested before interview.

Interview

Interviews for the post will take place **w/c 4th September 2023**

The school reserves the right to interview strong candidates at an earlier date to ensure we secure the best person for the post.

Caroline Chisholm School



Ambition Confidence Success
Everyone Every Lesson Every Opportunity

Principal: Mr David James

Vice Principals: Mr Andrew Fisher, Mrs Elizabeth Husband, Mr Gary Wakefield

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Facebook: [CarolineChisholmSchool](https://www.facebook.com/CarolineChisholmSchool)

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Twitter: [@CCS_UK](https://twitter.com/CCS_UK)

Website: www.ccs.northants.sch.uk