



Teaching Assistant Applicant Pack

Courtlands School



Headteacher Welcome

Dear Candidate,

Courtlands is a friendly and ambitious school which is part of Transforming Futures Trust in Plymouth which caters for primary aged children (4-11) with Moderate Learning Difficulties and Social, Emotional and Mental Health needs. Our innovative curriculum is based on meeting individual's needs rather than schemes of work, and it provides a wide range of curriculum and therapeutic input.

Our children love coming to school and enjoy all that we have to offer, through their therapies to the extra-curricular clubs and activities, but most of all the personal relationships they have with their peers and us. They tell us that they feel very safe and well cared for and proud when they make progress. They behave exceptionally well when calmly and consistently supported to reflect on their own needs and learn to empathise with others and to be proud of their own achievements.

We are looking to recruit outstanding people to join the team. We are looking for individuals with a real passion for working with complex but rewarding children in a supportive and compassionate environment. You will need high levels of emotional resilience, and effective coping strategies born out of successful experience of teaching and supporting children with complex needs including Social, Emotional and Mental Health Difficulties including ADHD and attachment disorders; Communication and Interaction needs including autism and speech & language difficulties. This could be in either a special school or mainstream school, with mainstream experience being an advantage.

We can offer you a motivated and skilled staff team and a real opportunity to make a difference to the future of our wonderful children and school. We look after our staff with award winning care for their wellbeing (National Wellbeing in Schools Award 2019). You won't be taking marking home to do in the evening, and you will be given the freedom to meet the needs of the pupils in your class, along with the resources to do it. You will receive training in a wide range of SEND and real time support and mentoring from a leadership team whose door is literally open all the time.

For the last three years we have been on a journey to become a trauma informed community, responding to the adverse childhood experiences of many of our pupils, including challenging school experiences before being matched with the right setting for them. Three of our staff are qualified as Trauma Informed and Mental Health Practitioners through the TISUK post graduate diploma and all our staff have received extensive training and support on relationships which place playfulness, acceptance, curiosity, and empathy at the heart of our work alongside our pupils. We believe that *every* interaction, no matter how fleeting, is the opportunity for an intervention to help our pupils grow as people who know how awesome and valued, they are, especially at times they are struggling and communicate through unkind or unsafe behaviour. We want staff who see the children's challenges for what they are, who can use PACE with the best of them, and can remain calm under pressure.

Thank you for your interest and good luck with your application.

Headteacher
Courtlands School

Courtlands School - who we are

Courtlands School caters for primary aged children who have Moderate Learning Difficulties, Social, Emotional and Mental Health Difficulties (SEMH) and other complex needs including autism, ADHD, speech, and language difficulties and those impacted by trauma.

Courtlands is a remarkable school with a real feel of positivity, acceptance, and camaraderie. You see targeted therapies many other schools do not offer and a curriculum that is designed to meet the additional needs of our pupils. You see learning organised to meet the developmental needs of the children and we have the confidence to buck the trend, stand out, and to aim for the outstanding.

We have a maximum of 95 children here at any one time ranging in age from 4 to 11 years old. We take pupils from Plymouth, Devon and Cornwall and we welcome prospective visits from interested parents, SENDCos or Local Authority Officers.

We have small classes of no more than ten children with high levels of adult support so that our children can make excellent progress. We look at the whole child and help them to improve both their academic achievement and their personal wellbeing. This means that we help them to socialise, eat and play independently, become more active and have better coordination. We help them to learn to swim, ride a bike and look after themselves in every way. Our children make excellent progress and really enjoy coming here as can be seen through their smiles and obvious love for learning.

The levels of progress made by our pupils is significantly above national expectations for like pupils, our attendance is in the top 1% of special schools nationally and our exclusion levels in the lowest 1% nationally. We are a truly inclusive school who believe that the children have a right to have their needs met and not feel excluded from anything.

Our curriculum has been designed from the 'ground up' to meet the needs of the children. Whilst it is based on the National Curriculum, we have adapted and added to what you could expect in a mainstream school. We use specialist approaches such as TEACCH, ELKLAN, Theraplay, Makaton, Attention Autism, Precision Instruction, and many more to help our children to access the curriculum. We have a unique outdoor environment and we have won national recognition for its innovative use of the outdoors to teach children the value of relationships and transferable skills. We use outdoor activities such as forest school, mountain biking, and problem solving to enhance our wellbeing curriculum and teach our pupils resilience, teamwork, adaptability, and perseverance – all life skills that they will need to be successful in the 21st century jobs market.

We have a team of complementary therapeutic workers who provide for the wider needs of our pupils from their emotional needs, through their medical needs to their sensory needs. We use expertise from our school-base occupational therapist and play therapist, and other professionals such as speech and language therapists, CAMHS and paediatricians to design bespoke packages for some of the most disadvantaged children in the area.

We have a reputation for flexibility and making the impossible possible.

Working for us

At Courtlands there are a number of benefits for all employees that work with us.



1. Health shield

Health Shield provide our employees with a range of benefits including paid for Physiotherapy sessions and counselling sessions, member discounts, great deals and cashback on shopping, travel, and restaurants and free eye tests.



2. Well-being committee

Once each term staff are given opportunities to take part in well-being activities ranging from group sporting, cultural or social activities, through themed activities such as creative afternoons to individual activities such as beauty therapy and massage.



3. Training and induction

All new staff take part in an induction programme with a focus on safeguarding, trauma responsive ways of working and MAPA. Following this, you will take part in weekly training in a range of topics including SEND, emotional wellbeing, professional skills and other relevant topics according to the needs of the children and the school development plan.

About the role

Job Title: Teaching Assistant

Grade: D (NJC)

Salary Range: £15,685.40 Per Annum

Hours per week: 32.5 (Suitable for job share)

Weeks per year: 39

Contract Type: Permanent

Closing Date: 9th October 2022

Interview Dates: TBC

Start Date: Pending pre-employment checks

Role Summary

An exciting opportunity has arisen at Courtlands School for teaching assistants to join the team. The ideal candidate will have previous TA experience and should have a desire to make a difference and help our young people access their education. You should have experience of working with young people who have a wide range of behavioural and learning difficulties and you will need to have the ability to work on your own initiative as well as part of a wider team.

This post is subject to an enhanced Disclosure and Barring check, which will be undertaken before an offer of employment is made.

For more information or to arrange an informal discussion about the role please contact the Recruitment Team by email at TFTRecruitment@deltaservices.co.uk

Teaching Assistant Job Description

Job Title: Teaching Assistant

Academy: Courtlands School (part of Transforming Futures Trust)

Reporting into: Headteacher / Line Manager

Grade: D point 8 Actual Salary £15,685.40 per year

Hours: 32.5 per week or part time hours will be considered, 39 weeks per year (Job share to be considered)

Contract: Permanent

Job Purpose

To contribute to the school's passionate belief that behaviour is a form of communication and as such be committed to relationships with children which foster empathy and are based on playfulness, acceptance, and curiosity. Under the direction/instruction of Senior Staff, provide general support to students and staff, including preparation, routine, and maintenance of resources/equipment.

Responsibilities

Support for students in accessing learning activities across the curriculum including Learning Outside the Classroom, as directed by Teacher/Senior Staff to include: -

- Support and encourage students to engage in learning activities, and promote positive relationships between all in the school community
- Assist with the supervision of students during off-site activities,
- Be aware of, and comply with Policies and Procedures relating to: - Child Protection; Health & Safety; Security; and Confidentiality – reporting all concerns to the Designated Person/s
- Be aware of, and support difference, and ensure all students have equal access to opportunities to learn and develop
- Be an effective model of the expected behaviour of students, communicated through the use of trauma informed and trauma sensitive strategies.
- To support in the development of Individual Education Plans

Support for the Academy to include:-

- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals, and maintain positive working relationships
- Attend relevant meetings as required
- Participate in training, learning activities, performance development, and maintain record of own professional development

General Duties

- Promoting independence
- Employing a range of strategies to recognise and reward achievement of self-reliance for pupils/students
- Using specialist (curricular/learning) skills/training/experience to support pupils
- Assist with the development and implementation of Individual Education Plans (I.E.Ps)
- You will be responsible for keeping and updating records and for the marking of pupils' work
- recording achievement/progress
- encouraging pupils to interact and work co-operatively with others and engage all pupils in activities
- Undertake activities to assist teachers in the delivery of the curriculum
- Promote and ensure the health, safety and appropriate behaviour of pupils/students at all times

- Support the teacher by assisting in the production of lesson/work plans, worksheets etc. within an agreed system of supervision
- Liaise with parents/carers as agreed with the teacher
- Provide objective feedback and reports, as required, to the teacher on pupil achievement, progress and other matters
- Prepare and maintain curriculum equipment/resources as directed by the teacher to meet lesson plans/relevant learning activities
- May be required to assist in the handling of small amounts of money related to various school events, which are then handed over to school office staff for processing
- Operate office equipment in the provision of clerical and administrative support e.g. photocopier
- Provide short term cover for the absence of the teacher
- Support the intimate care and administering medicines to identified individuals within an agreed safeguarding structure
- Undertake other duties appropriate to the grade of the post

Experience & Job Knowledge

- Post holder will be required to solve varied problems, such as those arising from classroom management and the care and support of pupils. In conjunction with the class teacher the post holder will be devising work plans and lessons up to several weeks ahead.
- Post holder will be advising and guiding the pupils on a daily basis. Effective written and oral communication skills required to liaise with pupils, other staff, and parents and outside agencies and professionals.
- Keyboarding skills required to support the use of ICT in learning activities. Post holder may be required to use specialist equipment/resources and aids to support individual students.
- Act at all times in accordance with appropriate legislation and regulations, codes of practice, the provisions of the Trust's constitution and its' policies and procedures.
- Undertake all duties with due regard to the equalities policy and relevant legislation.
- Work within the requirements of the Trust's Health and Safety policy, performance standards, safe systems of work and procedures.

Qualifications

Essential

- Minimum GCSE English and Maths (A*-C) or Adult Literacy & Numeracy Level 2 equivalent
- Minimum Level 3 qualification in working with children or young people

Personal Qualities and Attributes

- Patience, acceptance, curiosity, and empathy with and for the children
- Team player
- Punctuality and reliability are essential
- High levels of emotional intelligence and resilience
- Confidentiality
- A strong work ethic will need to be demonstrated

Trust Standards

The post holder is, at all times, required to work within the Trust's:

- Health and Safety Policy, performance standards, safe systems of work and procedures
- Act in accordance with the appropriate legislation and regulations, codes of practice, the provisions of the Trust's constitution and its policies and procedures.

Trust Vision & Values

Vision

We stand for excellence in education, uncompromising professionalism, and solution-focussed support, with our pupils at the heart of everything we do.

Values

- Professional excellence in all we do
- Valuing the individual and our service to them
- Valuing growth and releasing potential
- Celebrating Success
- Compassion and caring for everyone

This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change and the above list is not exhaustive. The person in the post may also be asked to carry out other duties commensurate with the grade as may be necessary from time to time.

Transforming Futures Trust

Transforming Futures, Changing Lives.

Transforming Futures Trust works with children for whom mainstream education is not right: young people with behavioural challenges; children with mental health concerns; students who find the traditional setting of a school intimidating. It is not an exaggeration to say that we change these young people's lives. Our extraordinary staff can connect with these children and apply the principles of trauma informed care to enable them to reach their potential.

Transforming Futures Trust's core aim is to create 'positive futures for all'. We are building a culture of Trauma Informed Practice in all our schools which supports the wellbeing and development of all children and young people, Headteachers, School staff, parents/carers and stakeholders and the wider communities they are a part of. We have proven educational practice and strong leadership which has enabled us to develop new provisions across the southwest to meet the needs of children and families which have not been met in existing schools in the area. Since it was established, TFT has developed a highly effective internal capacity to support schools in their work with children and young people, helping them to make the biggest difference to their life chances.

Transforming Futures Trust was formally set up on 1st June 2016 (previously known as ACE Schools Multi Academy Trust) with the aim of growing from a single educational provision in Plymouth into a group of Schools across Devon and Cornwall. Our simple aim is to support the development and improvement of the education for all pupils within the Trust and beyond through school-to-school support.

In addition to **Courtlands School**, there are two other schools in the Trust:

ACE Schools

An alternative provision for children from 4-18 with sites across Plymouth, Cornwall, and Devon.



ACE Tiverton

A new 11-16 special school, which opened in September 2019 with 35 students across Years 7-11. A Free School with a designation for supporting students with high functioning Autistic Spectrum Condition and related Social, Emotional and Mental Health needs.

