



Abbey Multi Academy Trust

Manston St. James C of E Primary Academy



Recruitment Application Pack

Teaching Assistant (1:1) MSJ46

Permanent



Contents

Welcome Letter	Page 3
Advert	Page 4
Application Process	Page 5
Job Description	Page 6
Person Specification	Page 8

Welcome Letter

Dear Colleague,

Thank you for your interest in the role of Teaching Assistant (1:1) for Manston St. James C of E Primary Academy.

We hope you will find all the information you need to inspire you to join our team. This pack contains information about the Teaching Assistant (1:1) role, from which we hope you will gain an understanding of our ethos and approach and the high aspirations we have for ourselves and our pupils.

“To work in partnership to educate, nurture and empower”

Our vision is that the academies, supported by Abbey MAT, will provide an environment which is welcoming, caring, calm, disciplined and purposeful and will stretch our young people academically, support them pastorally and help them develop socially and spiritually.

We are committed to raising the skills base across our communities by ensuring a focus on quality, encouraging innovation and strengthening the ethos of the academies as distinctive schools. The framework will strive to maintain academies which will retain their own independent culture and ethos whilst operating within a strategic partnership to improve quality, share best practice and operate effectively and efficiently.

If you are seeking a truly distinctive role within a unique environment, please come and visit us and see what Manston St. James and Abbey MAT have to offer.

We look forward to meeting you and reading your application.

Helen Pratten & Catherine Garrett
Co-CEOs

Advert

Position: Teaching Assistant (1:1)

Reference: MSJ46

Salary: B2 NJC6 – NJC7 (£20,043 - £20,444 FTE)
Term time only. Actual pro-rata £15,109.40 - £15411.69

In Partnership to Educate, Nurture & Empower

Manston St James Primary Academy are seeking to recruit a committed **Teaching Assistant** to work on a 1:1 basis who is passionate about the development of children. As a school, we are committed to ensuring the best possible outcomes for our children.

We are looking for:

- A talented individual who can work as part of our thriving team
- Someone who is passionate about education and learning
- Has the confidence to work one to one with pupils
- Someone who has high expectations
- Someone supportive of our Christian Ethos
- Willing to work flexibly

We can offer:

- A climate that values innovation and commitment
- Fantastic children who are willing learners
- A warm, welcoming and supportive community
- A commitment to your professional development

Abbey Multi Academy Trust is a Trust consisting of eight academies (three secondary, five primary) in the geographical areas of the Anglican Diocese of Leeds and Calderdale.

All our academies share in the Trust's mission to work **In Partnership to 'Educate, Nurture and Empower'**. For more information about us or our primary academies please visit the following links:

<http://www.abbeymat.co.uk/>

For more information on the academy please visit <http://www.manstonstjames.co.uk/>

For all other enquiries please contact Recruitment Team via phone on 0113 3201423 or via email at recruitment@abbeytrust.org

To apply please send your completed application form and equal opportunities form to the Recruitment Team at recruitment@abbeytrust.org by or before the closing date.

Closing date: **Sunday 22 May 2022**

Interview date: **to be advised**

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be subject to a Disclosure and Barring Service check. We promote diversity and want a workforce which reflects the population of Leeds.

Applications

Applications will only be accepted from candidates completing the Trust's Application Form.

Please note all sections of the Application Form should be completed. Supporting statements should evidence skills and experience against the requirements of the job description and person specification.

Completed applications should be returned by email to recruitment@abbeytrust.org

CVs will **not** be accepted in place of a completed Application Form.

All applications will be acknowledged within 24 hours. Should you fail to receive confirmation of receipt please call 0113 320 1423

Invite to Interview

After the closing date, short listing will be conducted by a Panel.

Candidates selected for interview will be informed after shortlisting and full details of the interview programme will be provided. If you do not hear from us within 14 days of the closing date of this position, unfortunately you have been unsuccessful on this occasion.

Candidates will be selected for interview entirely on the content of their application form. Candidates are advised to read the job description and person specification carefully before completing an application form.

In addition to candidate's ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people;
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people;

Abbey Multi-Academy Trust is robust in promoting the safeguarding of children and is rigorous in its recruitment checks. An enhanced disclosure from the DBS and Barred List check will be required for this post.

Standard Checks

All candidates invited to interview must bring the following documents:

- Documentary evidence of right to work in the UK;

- Documentary evidence of identity that will satisfy DBS requirements;
- Documentary proof of current name and address;
- Where appropriate any documentation evidencing change of name;
- Documents confirming any educational or professional qualifications that are necessary or relevant for the post.

Please note that originals of the above are necessary, photocopies or certified copies will not be accepted.

Pre-Employment Checks

Any offer to a successful candidate will be conditional upon:

- Verification of right to work in the UK;
- Receipt of at least two satisfactory references (if these have not already been received);
- Verification of identity checks and qualifications;
- Satisfactory Enhanced DBS Check;
- Verification of professional status;
- Satisfactory completion of a Health Assessment;
- Satisfactory completion of the probationary period;
- Where the successful candidate has worked, or been resident overseas in the previous five years, such checks and confirmations as may be required in accordance with statutory guidance.

Abbey Multi Academy Trust is committed to safeguarding children. This means that all employees (on either a paid or voluntary basis) require an Enhanced DBS check and/or Barred List check.

References & Verifications

We will seek references on shortlisted candidates and may approach previous employers for information to verify experience or qualifications before interview.

Any relevant issues arising from references will be taken up at interview.

Queries

If you have any queries on any aspect of the application process or need any further information or you would like the opportunity to have an informal discussion, please contact us via the Recruitment@abbeytrust.org email address.

Application Process

Closing Date: 12 pm Sunday 22nd May 2022

Interviews: To be held shortly after

Completed applications should be returned by email to:

recruitment@abbeytrust.org

All applications will be acknowledged within 24 hours. Should you fail to receive confirmation of receipt please call 0113 3201423

We will contact successful candidates after the closing date with details of the interview process.

Abbey Multi-Academy Trust is robust in promoting the safeguarding of children and is rigorous in its recruitment checks. An enhanced disclosure from the DBS will be required for this post.

Queries

If you have any queries on any aspect of the application process or need any further information please contact Recruitment@abbeytrust.org

Equality and Diversity

Abbey Multi Academy Trust promote diversity and want a workforce which reflects the population of Leeds and Calderdale. We are committed to creating and sustaining a positive and supportive working environment for our staff, and an excellent teaching and learning experience for our students. We aspire that staff are equally valued and respected, and students are encouraged to thrive academically.

As a provider of employment and education, we value the diversity of our staff and students. We are committed to providing a fair, equitable and mutually supportive learning and working environment for our students and staff.

We acknowledge the following basic rights for all members and prospective members of our community:

- to be treated with respect and dignity
- to be treated fairly with regard to all procedures, assessments and choices
- to be encouraged to reach one's full potential

These rights carry responsibilities and we require all members of our community to recognise these rights and act in accordance with them. In addition, we will comply with all relevant legislation and good practice.

No individual will be unjustly discriminated against. This includes, but is not limited to, discrimination because of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex and sexual orientation.

Job title: Teaching Assistant (1:1)

Salary: B2 NJC6-NJC7

Reporting to: Senior Leadership

Overall purpose of the post:

To work under the direct instruction of teaching/senior staff, usually in the classroom with the teacher but sometimes in another area of school, to support access to learning for pupils and provide general support to the teacher in the management of pupils and the classroom.

Key responsibilities:

- To attend to the pupils' personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters
- To supervise and support pupils ensuring their safety and access to learning
- To establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs.
- To promote the inclusion and acceptance of all pupils
- To encourage pupils to interact with others and engage in activities led by the teacher
- To encourage pupils to act independently as appropriate
- To prepare classroom as directed for lessons and clear afterwards and assist with the display of pupil's work.
- To be aware of pupil problems/progress/achievements and report to the teacher as agreed.
- To undertake pupil record keeping as requested
- To support the teacher in managing pupil behaviour, reporting difficulties as appropriate
- To gather/report information from/to parents/carers as directed
- To provide clerical/administrative support - photocopying, typing, filing, collecting money etc.
- To support pupils to understand instructions
- To teach small groups or individual children following plans and programmes prepared by the class teacher.
- To Supervise or teach larger groups of children whilst the class teacher teaches a small group.
- To provide class cover for short periods of time as in agreement with senior leaders and as appropriate to the salary grade.
- To assist the teacher including; observing children's achievements, updating and keeping records and liaison with parents / carers.
- To spend time with the class teacher to understand planning and its implications.
- To be responsible for the supervision of individual children with Special Educational Needs as agreed with the class teacher.
- To take part in the playtime and lunchtime duty rota with other teachers and teaching assistants.
- To attend school and team meetings including in-service training.

Note:

This Job Description provides the overall strategy and remit of the post holder. This Job Description will be reviewed annually and may be subject to amendment or notification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the post holder's professional responsibilities and duties. Elements of this Job Description, and changes to it, may be agreed at the request of the Co-CEOs or the incumbent of the post.

I have read the Job Description and agree to all the terms and conditions set out therein. I also agree to comply with all Abbey Multi Academy Trust Policies, Child Protection and Health & Safety regulations. I understand that this Job Description is not an exhaustive list and I agree, when required, to undertake any reasonable request made by the Co-CEO/ Headteacher/Member of SLT.

Name:

Signature:

Date:

TEACHING ASSISTANT PERSON SPECIFICATION CRITERIA								
Qualifications		ESSENTIAL			DESIRABLE			
1	NVQ Level 2 (or above) Teaching Assistant Award or appropriate level of experience of operating in the classroom environment	A	R					
2	Training in relevant learning strategies eg literacy, numeracy	A	R					
3	Maths and English GCSE Grades A* - C or equivalent	A	R					
Professional knowledge, skills and abilities		ESSENTIAL			DESIRABLE			
1	Understanding of relevant policies, codes of practice and awareness of relevant legislation	A	R	I				
2	Basic understanding of young child development and learning	A	R	I				
3	Experience of working with or caring for young people of primary school age	A	R	I				
4	General understanding of the national/foundation stage curriculum and other basic learning programmes/strategies	A	R	I				
5	Good numeracy and literacy skills	A	R	I				
6	Ability to use ICT effectively to support learning	A	R	I				
7	Ability to use other equipment and technology ie video, photocopier to support learning	A	R	I				
8	Ability to relate well to children and adults	A	R	I				
9	Ability to work constructively as part of a team	A	R	i				
Experience		ESSENTIAL			DESIRABLE			

1	Successful working relationships with students, staff, parents and carers	A	R	I			
Professional Attributes, Qualities and Values		ESSENTIAL			DESIRABLE		
1	An enthusiastic and innovative teaching assistant, passionate about teaching and learning	A	R	I			
2	Ability to build appropriate and effective professional relationships with all	A	R	I			
3	Possess personal integrity, warmth, a willingness to grow and learn.	A	R	I			
4	Ability to reflect critically, and respond to, performance and feedback	A	R	I			
5	Enabling the highest levels of student achievement through translating vision, ethos and values into practice	A	R	I			
Professional Attributes, Qualities and Values continued		ESSENTIAL			DESIRABLE		
6	Ability to articulate, communicate and support the Christian ethos and values of the Academy			I			
7	Think creatively in order to anticipate and problem solve			I			
8	Excellent interpersonal, written and oral communication skills			I			
9	High level of emotional intelligence and self-awareness		R	I			
10	Excellent time manager		R	I			
11	Personal resilience		R	I			
12	Inspire, challenge, and motivate students towards a shared vision		R	I			
13	Foster an open, fair and equitable culture, managing conflict where necessary		R	I			

14	Prioritise, plan and organise self and others		R	I			
15	Willingness to make a positive contribution to the wider life of the school/Academy and community		R	I			

The criteria will be evidenced as indicated:

'A' refers to the candidate's application form and letter,
 'I' to interview and
 'R' to reference.

Candidates should address at least all items marked 'A'; referees are asked to comment on items marked 'R'.

Where many candidates meet the essential criteria, the desirable criteria will be used to shortlist for interview