



Teaching Assistant (1:1 SEN Support)

Term Time plus 1 week
Application Pack

The successful candidate will support individual pupils on a one to one basis or groups of pupils to enable access to learning, contributing to the development and maintenance of a purposeful, nurturing learning environment in school.

Community First Academy Trust
Rivington Avenue, Platt Bridge, Wigan WN2 5NG
T. 01942 487999 | E. info@cfat.org.uk
www.cfat.org.uk

Required for September 2024
Platt Bridge Community School – June 2024



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Welcome Letter

Dear Applicant

Thank you for your interest in the position of Level 2 - Teaching Assistant (1:1 SEN Support) at our Primary School in Wigan.

All staff at Platt Bridge Community School are committed to ensuring that every child entrusted to our care achieves their full potential in a happy and caring environment. Platt Bridge Community School was the first full service extended school within the Wigan authority and as its name suggests we always aim to be at the heart of the community.

Our school motto of 'Promotes Belief Creates Success' which encapsulates our approach to learning, and our school values are underpinned by championing the success and life chances of all children ensuring Equality and Diversity through our Curriculum.

You'll be joining a team that offers:

- Pupils whose behaviour is excellent and who enjoy learning
- An exciting and caring environment in which to work
- A friendly and supportive staff who have high expectations of what can be achieved
- An ambitious and supportive leadership team with a clear vision for the school
- High quality support and professional opportunities
- Governors who are extremely supportive of the sole purpose to attain the highest standards in all areas
- A genuine opportunity to make a difference.

We are seeking to appoint someone who is:

- Ambitious, energetic and enthusiastic
- Committed to sharing good practice
- Committed to raising standards
- Committed to delivering excellence
- Self-motivated, has excellent organisational skills and has personal drive to complete tasks to required timescales.

Our vision is a simple one. We want to provide every child with the outstanding education they deserve and we believe that we can best do this by working together, sharing resources and encouraging excellence as standard. We aim to ensure that every pupil develops as a confident and competent person with the highest aspirations to be the best they possibly can be.

As we grow, we are delighted to welcome new and experienced employees into the trust each year, as well as the support staff that help our academies to thrive. If you are that individual, with the drive, inspiration and passion for learning and teaching who can work collaboratively with a dynamic Leadership Team to lead us forward into our next chapter, then we would welcome your application.

Yours faithfully

Mrs Sue Darbyshire
**Chief Executive Officer | National Leader of Education | Executive Headteacher
Community First Academy Trust**



Welcome Letter

Dear Applicant

Thank you for your enquiry in relation to our role of 1:1 Level 2 Teaching Assistant.

✓ Are you looking to join an ambitious supportive team?

✓ Are you driven, with determination to work hard?

We are seeking to appoint an additional 1:1 SEN Teaching Assistant – Level 2 to join our highly skilled and enthusiastic school team.

We recognise that our success is dependent on recruiting and developing the best and most talented staff.

Closing the gap between young people from disadvantaged backgrounds and their peers has always been a core mission of our charitable trust. The key to their futures is a high quality education. We want every child in Wigan to have the best possible education, enabling them to fulfil their potential and decide their own future. We look for motivated support staff who are committed to helping us transform lives and who will share our belief that every child has the potential to do well.

We consequently offer a friendly, vibrant working environment with great benefits and opportunities for development and progression for those people prepared to work for it.

What can we offer you?

- A generous annual leave entitlement;
- Access to either the Local Government or the Teacher Pension Scheme;
- Competitive pay, reward and benefits;
- A committed Voluntary Living Wage employer;
- Childcare voucher scheme;
- Trust-wide enrolment to Simply Health with pre-paid cover for a wide range of everyday healthcare treatments;
- Access to a range of Local, National and International career opportunities;
- Additional staff leave benefits to those in place nationally;

Closing date for applications: 9am on **[INSERT DATE]**

We look forward to receiving your application and thank you for your interest in our Trust and this position.

Should you have any questions about our Trust or School please do not hesitate to contact me on 01942 487999.

Yours faithfully

Mrs Carol Brockbank
Chief Finance Officer /
School Operations Director



Teaching Assistant Level 2 1:1

Platt Bridge Community School is seeking to recruit a self-motivated, flexible, enthusiastic and reliable School Administrator to join our highly skilled and enthusiastic main school office team to front pupil and main reception and support all in-school administrative and financial services.

We are an innovative team in which work is valued and there is a caring, family ethos. Our work is promoted through the school's values of **P**romotes **B**elief **C**reates **S**uccess 'PBCS'.

The successful candidate will work with individual pupils or groups of pupils to enable access to learning, contributing to the development and maintenance of a purposeful, nurturing learning environment.

Salary:	Grade 3 SCP 3 £11.78 to SCP £12.18 per hour plus automatic enrolment into the CFAT Wellbeing Plan
Phase:	Key Stage 2 & 1 role in Key Stage 1 (MAT Leave)
Start Date:	September 2024
Contract Type:	Temporary in the first instance
Working Pattern:	Monday to Friday 8.45am to 3.45pm with one hour for lunch (30 hours)
Actual Salary:	£15,077.45 to £15,589.43 actual annual salary based on 42.6640 term time weeks
Closing Date:	9am on Friday 29th November 2019

- ✓ Are you a qualified Level 2 Teaching Assistant?
- ✓ Do you have a passion for supporting children through their learning journey?
- ✓ Do you wish to work in a supportive and ambitious school environment? We are an innovative school where team work is valued and there is a caring, family ethos.

Candidates need to be committed to delivering the best learning opportunities for every child. The main areas of responsibility will be:

- To supervise and provide particular support for identified pupils including those with SEND, on a 1:1 basis, group ensuring their safety and access to learning.
- To assist in the development of appropriate resources, schemes of work and teaching strategies, working with the teacher to ensure the provision supports each identified student's learning needs.
- To assist in evaluating identified pupils' progress through agreed assessment activities.
- To provide detailed and regular feedback to teachers on pupils' achievement, progress and needs.
- To lead small group sessions and interventions as appropriate and as directed by the class teacher.
- To attend to the pupils' personal needs where required, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters.
- To support with behaviour management, using appropriate strategies in line with school policy.
- To contribute to creating a purposeful and supportive learning environment.
- Undertake structured and agreed learning activities/teaching programmes as appropriate, adjusting activities to ensure achievement of learning goals.
- To assist with the supervision of pupils out of lesson times, including playtimes and undertaking lunchtime duty and after school wrap around duties (after school club) as required.
- 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 be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- To support pupils with their learning and development in respect of local and national strategies as directed by the teacher.
- To encourage pupils to interact with others and engage in activities led by the teacher.
- To set challenging and demanding expectations, promoting self-esteem and independence.
- To prepare the classroom as directed for lessons and clear afterwards and assist with the display of pupils' work.
- To prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use.
- To undertake pupil record keeping as requested.
- To establish and maintain positive relationships with parents/carers, gathering and reporting information as directed.
- To provide clerical/admin support as required e.g. photocopying, typing, filing.

- To ensure the effective/efficient deployment of resources as appropriate.
- To attend relevant meetings as required.
- To accompany teaching staff and pupils on visits, trips and off site activities as required.
- To contribute to the School Improvement Plan and its implementation.
- To contribute to the whole school planning activities

Applications are welcome from recently qualified and experienced practitioners. This vacancy is initially for a fixed contract of twelve months as it will be linked to government funding.

We are seeking to appoint an outstanding Teaching Assistant to work on a 1 to 1 with SEND who has:

- Successful experience of working with children in a school or nursery setting
- Knowledge about and experienced in implementing current good practice across all areas within the classroom.
- Enjoys teaching and learning and have a desire to contribute to the development of the school under the direction of a class teacher and wider school leadership team.
- A commitment to be part of a team to secure the best outcomes for children

We are looking for applicants with:

- Classroom practice and experience of working through the primary range;
- Effective communication skills and a commitment to a collaborative team approach;
- Excellent organisational skills;
- Energy, loyalty, passion and integrity;
- An ambition to develop classroom skills and qualities;
- High aspirations for all children, themselves and a desire to raise standards;
- Hold a Level 2 Teaching Assistant qualification.

For a confidential discussion about this post, or more information or to arrange a visit, please contact the school on 01942 487999. We look forward to receiving your application.

Community First Academy Trust are committed to rigorous safeguarding procedures and consistently promoting the welfare of children. All appointments will be subject to satisfactory Enhanced DBS Disclosures. Any offer of employment is subject to a satisfactory enhanced criminal record with barred list through the Disclosure and Barring Service (DBS), medical clearance, references and verification of your qualifications satisfactory to the Trust. In line with Keeping Children Safe in Education 2023, as part of our recruitment process, we will carry out an online search on shortlisted candidates to identify any comment, image or other content that could cause reputational damage to the trust and/or give rise to a safeguarding concern. If we discover anything during our searches this will be passed on to the recruitment manager and discussed during interview. This role is subject to an Enhanced DBS plus Children's Barred List Check. Pre-employment checks will be undertaken before any unconditional appointment is confirmed.

Vision and Values

The whole purpose of a school is that children come first, and everything we do must reflect this goal. We work strategically together to deliver long-term sustainability through efficiencies and savings that release resources to improve the rate of progress for all our children. This enables us to deliver the excellence in education that our communities deserve by sharing best practices and delivering continuous and sustained improvement.

At Platt Bridge Community School, our vision and values underpin everything we do. Working together, we will make a difference, raising aspirations and improving life chances within a welcoming environment.

We each work according to the school values of **Promotes Belief, Creates Success**. Together, as a school community, we use these values as the basis for our decisions and our behaviour in our school, and we live them out in our daily lives.

Applicants should be aware that Platt Bridge Community School is in the process of joining Achievement Through Collaboration, a school trust currently consisting of four strong schools located across the Blackpool, Blackburn, and Lancashire areas.

Achievement Through Collaboration comprises great schools that work together with a shared focus: working together with children at the heart of everything we do.

Within the AtC collaborative network, each school aspires to unlock the full potential of every child. We go beyond test scores, recognizing that achievement encompasses a thriving future.

AtC believe that its pupils/students are empowered not just to succeed but to contribute to a modern Britain and beyond. We foster a culture where well-being, sustainability, and opportunity are attainable for all, regardless of background or obstacles through the values of Achieve Belong and Collaborate.

Job Description

TA Level 2

Job purpose:	To work under the instruction/guidance of senior staff, to undertake support programmes, to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area.
Reporting to:	Class Teachers / Department Leads / SLT
Liaising with:	Pupils, Head of School, SLT, teachers and support staff, Trust representatives, external agencies and parent/guardians
Responsible for - Staff	No line management responsibility
Salary:	Grade 3 SCP 3 to SCP 5
Working Hours:	30 hours per week working Monday to Friday 8:45 to 15:45 with one hours for lunch.
Disclosure level:	Enhanced with Barred list check

TRUST ETHOS

- Community First Academy Trust believes strongly in sustained engagement and involvement with the local community in order to establish a wider responsibility of delivering academic excellence.
- Our mission is to ensure that every child develops as a confident and competent person with the highest aspirations to be the best they possibly can be.
- Promote the School and Trust by celebrating its success at every opportunity.
- Actively support and implement the Trust's corporate policies relating to safeguarding, equality and diversity, inclusion and health, safety and well-being.

SUPPORT FOR PUPILS

- Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities.
- Assist with the development and implementation of Individual Support Plans.
- Establish constructive relationships with pupils and interact with them according to individual needs.
- Promote the inclusion and acceptance of all pupils.
- Encourage pupils to interact with others and engage in activities led by the teacher.
- Set challenging and demanding expectations and promote self-esteem and independence.
- Provide feedback to pupils in relation to progress and achievement under guidance of the teacher.

SUPPORT FOR TEACHERS

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work.
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals.
- Assist with the planning of learning activities.
- Monitor pupils' responses to learning activities and accurately record achievement/progress as directed.
- Provide detailed and regular feedback to teachers on pupils' achievement, progress and problems.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- Establish constructive relationships with parents/carers.
- Provide clerical/admin support, for example; photocopying, basic typing, filing, money, administer coursework.

SUPPORT FOR THE CURRICULUM

- Deliver structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses.
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- Prepare, maintain and use those resources required to meet the relevant learning activity and assist pupils in their use.

SUPPORT FOR THE SCHOOL

- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as may be reasonably directed.
- Participate in training, other learning activities and performance management as may be reasonably directed.

- Assist with the supervision of pupils out of lesson times, including before and after school as may be reasonably directed.
- Accompany teaching staff and pupils on visits, trips and out of school activities and take responsibility for a group under the supervision of the teacher as may be reasonably directed.

QUALITY ASSURANCE

- Help implement Academy and Trust quality assurance procedures and to adhere to those.
- Contribute to the process of monitoring and evaluation of the curriculum area/department in line with agreed school procedures.
- Review methods of teaching and schemes of work.
- Take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the academy and trust.

PERFORMANCE MANAGEMENT & PROFESSIONAL DEVELOPMENT

- Continue own professional development in the relevant areas.
- Be aware of and comply with policies and procedures relation to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Engage actively with the annual performance management review process, in accordance with the Trust's policy.
- Take a shared responsibility for your own continuing professional development by participating in a range of appropriate professional development opportunities.
- Ensure colleagues receive information and feedback on professional development activities undertaken.

COMMUNICATION AND LIAISON

- Maintain appropriate records and provide relevant accurate and up to date information for MIS, registers etc.
- Complete any relevant documentation to assist in the tracking of pupils.
- Co-operate with others to ensuring sharing and effective usage of resources to benefit the Children, Academy or Trust.

DATA PROTECTION

Our charitable trust may at time hold information about pupils, local residents and employees, amongst others. Everyone who works for or represents the Trust and must protect any form of personal data that they use, and be aware of their obligations under the General Data Protection Regulation (GDPR). The use of personal data must be fair, legal and proportionate. All staff will also undergo mandatory data protection training applicable to their job role.

SIGNATURES

The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and salary.

Signed Date:

Personal Specification

Source: A-Application, I-Interview, R-Reference, P-Presentation, T-Task, O-Observation

Candidates failing to meet any of the essential criteria will automatically be excluded

QUALIFICATIONS	Essential	Desirable	Source
NVQ 2 or equivalent qualification or experience in teaching assistance	√		A
Good numeracy/literacy skills.	√		A
Basic First Aid training/training in specific medical procedures.	√		A
EXPERIENCE			
Working with or caring for children of a relevant age and/or learning need	√		A
Experience in classroom support KS2 / KS1		√	A
PROFESSIONAL KNOWLEDGE AND UNDERSTANDING			
Understanding of pupil's educational development	√		A/I
Effective use of ICT to support learning	√		A/I
General understanding of the national curriculum and other basic learning programmes/strategies.		√	A/I
Detailed knowledge of the English and Maths curriculum in schools	√		A/I
School improvement strategies		√	A/I
Local and national policies, priorities and statutory frameworks		√	A/I
Basic understanding of child development and learning		√	O/I
Have a good understanding of positive effective strategies for whole school behaviour management.		√	I
Understands the expectations in the new Ofsted Framework regarding effective learning and teaching, particularly in reading.		√	I
To understand what is involved in the role of the school with regard to safeguarding.	√		A/I
PROFESSIONAL SKILLS AND ABILITIES			
A member of support staff with good ICT knowledge and skills relating to class teaching responsibilities of the post – able to demonstrate the effective use of ICT to enhance the learning and teaching across KS1/KS2.	√		O/I
Must be able to work collaboratively and effectively in a team with the Headteacher, SLT, staff, governors, and parents.	√		A/I
PERSONAL QUALITIES			
Must be able to successfully engage parents in order to encourage their close involvement in the education of their children.	√		A/I
Must enjoy being a good team member with a flexible approach.	√		I

Must have a high level of communication skills both orally and in writing.	√		A/O/I
PERSONAL QUALITIES	Essential	Desirable	Source
To be able to lead by example demonstrating good interpersonal skills, with the ability to enthuse and motivate others and develop effective partnerships.	√		I
Willingness to share expertise, skills and knowledge and ability to encourage others to follow suit.	√		I
To practice equal opportunities in all aspects of the role and around the work place in line with policy.	√		A/O/I
To maintain a personal commitment to professional development linked to the competencies necessary to develop the requirements of the post.	√		I
Understanding of school's role in the community	√		A/I
OTHER REQUIREMENTS			
Application should be completed in full and free from error	√		A
Letter should be clear and concise and relate to specific post. Please do not send a CV.	√		A
CONFIDENTIAL REFERENCE AND REPORTS			
Written reference only	√		R
Confirming professional and personal knowledge, skills and abilities referred to above	√		R
Positive recommendation from current employer/training body	√		R

How to Apply

Application forms can be downloaded from www.cfat.org.uk

Completed applications may be returned via email to recruitment@cfat.org.uk

If you would prefer to submit a paper application form, please return to:

Community First Academy Trust t/a
Platt Bridge Community School
Rivington Ave,
Platt bridge,
Wigan, WN2 5NG

Short listed candidates will be notified by e-mail of the interview arrangements. Please ensure your correct email address is provided on your application form.

Key Dates:

- Closing date 9am on [INSERT]
- Interviews date will be confirmed following shortlisting

Relevant Policies:

- CFAT DBS Policy
- CFAT Safer Recruitment Policy
- CFAT GDPR Policies on Recruitment
- Child Protection and Safeguarding Policy

Any offer of employment is subject to a satisfactory enhanced criminal record with barred list through the Disclosure and Barring Service (DBS), medical clearance, references and verification of your qualifications satisfactory to the Trust.

In line with safer recruitment guidelines we will be taking up references in advance of the interview and will take them into account during the interview process.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment and adhere to the Trust's child protection policies and procedures.

Applications from all sections of the community are welcome.

Please note we cannot accept CVs as part of our safer recruitment process.

Unfortunately, we are unable to notify candidates individually if they have not been successful with their application.

To all recruitment agencies: Community First Academy Trust (CFAT) and all its organisations do not accept unsolicited agency CVs. Please do not send unsolicited CVs to any of our job openings or to CFAT employees. CFAT will not be responsible for any fee(s) related to unsolicited CVs and succeeding any job opening or recruitment initiative.

Please note: academies may hold interviews as and when applications are received, and this job may be withdrawn at any point without notice. You will still be able to add information until the closing date, but you will not be able to submit your application. With this in mind, you are encouraged to apply as early as possible.

In line with Keeping Children Safe in Education 2023, as part of our recruitment process, we will carry out an online search on shortlisted candidates to identify any comment, image or other content that could cause reputational damage to the trust and/or give rise to a safeguarding concern. If we discover anything during our searches this will be passed on to the recruitment manager and discussed during interview. This role is subject to an Enhanced DBS plus Children's Barred List Check. Pre-employment checks will be undertaken before appointment is confirmed.