



# Diocese of Salisbury Academy Trust

*'Beyond expectations for all of God's children'*



**St. Peter's**  
CE Primary Academy

## Part Time Teaching Assistant



**Recruitment Pack**



# Welcome to the Diocese of Salisbury Academy Trust (DSAT)

**and thank you for your interest in working with us. The Trust is based at the Diocesan Education Centre in the historic village of Wilton, located three miles to the West of the medieval city of Salisbury.**

In this pack we have enclosed some interesting and useful information about the Trust, which works with twenty-four academies across the Diocese. You can find out more about these and the strengths of our organisation on our website at [www.dsat.org.uk](http://www.dsat.org.uk). We take safeguarding seriously and candidates will be subject to rigorous procedures to ensure that our children are suitably protected at all times. This will include an enhanced DBS check for all successful candidates before employment is confirmed.

## **This recruitment pack includes:**

### **Our School**

Brief outline of who we are and what we do

### **Job Advert and How to Apply**

Please ensure that your application relates to the correct advertisement and that you have been able to find details of how to apply with the correct form.

### **Job Description and Person Specification**

We aim to provide you with a clear indication of the role you are applying for. When completing your application, we ask you to relate your experience and skills to the Job Description and Person Specification in a clear and succinct manner.

### **DSAT Vision and Values**

This document outlines the strength of the ambitions that we have for our Trust and our vision for all of the children in the Trust.

### **Equal Opportunities Monitoring Form**

We are committed to equality in the workplace and supporting the development of all our employees.

### **Privacy Notice**

We want you to be aware of how any personal data you provide will be processed up to and beyond the appointment of a successful candidate.

## Letter from Headteacher



Dear Applicant,

Thank you for showing an interest in the posts advertised at St. Peter's CE Primary Academy within the Diocese of Salisbury Academy Trust (DSAT). Should you decide to apply for a position, you will be joining our new school at an incredibly exciting time. As the Headteacher, I am thrilled at the prospect of consolidating our wonderful team of professionals with an individual who has with the drive, ambition and skills to help create the outstanding school which our wonderful learning community rightly deserves.

Experienced TAs are encouraged to apply, but we are equally keen on applications from those interested in beginning a career in teaching. Formal TA training would be provided. Whilst our school days begins at 8.30, the start time for this role is open to negotiation. We appreciate that many potential candidates may have childcare commitments.

Our school began life with 69 pupils in September 2018 and we now have over 270 pupils on roll. As a new school, we have worked tirelessly to establish a strong local reputation and we are looking for an outstanding classrooms TA to join our team and take us from 270 to 315 pupils during this academic year.

We are proud to be a member of the DSAT, which is a strategic and forward-thinking Trust that recognises the needs and challenges across all its academies. You will join a team of professionals who are welcoming, compassionate, highly motivated and will promote high expectations and aspirations at St. Peter's Primary Academy and throughout the Academy Trust.

We look forward to welcoming you to St. Peter's and would highly recommend a phone call with myself or our SENCo, Becka Thomas. Additionally, we would highly recommend visiting our website and finding out more. Here you'll find plenty of content, including a [video for prospective parents and colleagues](#).

With very best wishes,

A handwritten signature in black ink, appearing to read "Ollie Martindale", written over a faint, light blue circular watermark.

Ollie Martindale Headteacher



St. Peter's  
CE Primary Academy

## Our School

Located to the west of Salisbury, the heart of a vibrant new community, St. Peter's CE Primary Academy is set in extensive grounds overlooking the Wiltshire countryside. The building has state of the art facilities including a multi-use hall, extensive sports facilities inside and out, a multi-functional studio, food-technology room and a purpose-built nursery setting. St Peter's is a welcoming and stimulating environment which enables all children to thrive. We have developed an active, exciting and fast-paced curriculum which stimulates, engages and stretches all children whilst engendering them with a lifelong love of learning. Through personalised learning and sky-high expectations, all children are able to flourish and experience success. We are a strong, caring and supportive school community where children are encouraged to be reflective and proactive learners.

## Vision and Values

"Ask and it will be given to you; seek and you will find; knock and the door will be opened to you." Matthew 7:7

To equip children with a love of learning and passion to succeed by making education memorable, cutting-edge and challenging. Children will leave St. Peter's as experts in their own learning and endowed with a rich tapestry of core skills and competencies to allow them to achieve anything. Ask our children, what it means to come to St. Peter's, and they will tell you: we **Strive Beyond; Defy Limits.**

In addition to the Christian ethos, values and vision of our school, we place the following at the core of our school.

**Aspiration      Respect      Wisdom      Community**

## Curriculum Drivers

In addition to our core values, our curriculum is built on following key drivers:

**Meta-cognition      Enquiry      Ethics      Oracy      Diversity**

These five drivers combine to give children an immersive and active learning experience. Our pupils leave St. Peter's with a solid understanding of how they learn best, an appreciation of the wider world, and the motivation to leave it in a better place than they found it. We encourage potential candidates to view the curriculum section of our website to find out more, and see these drivers in action.



# Job Advert

<b>Job Title</b>	Teaching Assistant
<b>Academy Name</b>	St. Peter's CE Primary Academy
<b>Location</b>	Xanten Way, Salisbury, Sp2 9fl
<b>Contract Type</b>	Permanent 17.5 hours per week, term time only
<b>Salary</b>	Grade D to E £21,189 to £22,777 FTE (actual salary £8,379 to £9,007 pro rata) depending on experience
<b>Pension</b>	Local Government Pension Scheme
<b>Contact</b>	Wendy Dodds: <a href="mailto:office@stpeters.dsat.org.uk">office@stpeters.dsat.org.uk</a> 01722 448445
<b>Closing Date</b>	Friday 2 <sup>nd</sup> December 2022 at 9.00am
<b>Interview Date</b>	Wednesday 7 <sup>th</sup> December 2022
<b>Start Date</b>	7 <sup>th</sup> January 2023 or as soon as possible

***Are you eager to work within a vibrant and forward-looking centre for learning?***

***Are you looking to grow within an aspirational and supportive staff team?***

If the above resonates with you, an exciting opportunity has arisen in Salisbury for you to be part of the successful team shaping the Trust's vision for education at our school, St. Peter's CE Primary Academy.

Experienced TAs are encouraged to apply, but we are equally keen on applications from those interested in beginning a career in teaching. Formal TA training would be provided. Whilst our school days begins at 8.30, the start time for this role is open to negotiation. We appreciate that many potential candidates may have childcare commitments.

Located to the west of Salisbury, the heart of a vibrant new community, St. Peter's CE Primary Academy is set in extensive grounds overlooking the Wiltshire countryside. The building has state of the art facilities including a multi-use hall, extensive sports facilities inside and out, a multi-functional studio, food-technology room and a purpose-built nursery setting.

St Peter's is a welcoming and stimulating environment which enables all children to thrive. We have developed an active, exciting and fast-paced curriculum which stimulates, engages and stretches all children whilst engendering them with a lifelong love of learning. Through personalised learning and sky-high expectations, all children are able to flourish and experience success. We are a strong, caring and supportive school community where children are encouraged to be reflective and proactive learners.

From January 2023, we will be looking for a TA to join our team in delivering an inclusive, world class learning experience for all our pupils. The role will involve learning support for children in one of our nine KS1 or KS2 classes. This year, we anticipate growing to 315 pupils and would love to hear from professionals who relish a challenge.

The successful applicant will:

- Be expected to work closely with the class teacher and another teaching assistant within the classroom whilst supporting the pupil with their classroom learning and social communication skills.
- Be proactive and committed to differentiating and adapting learning to suit the needs of individual children

- Have some relevant experience supporting pupils within KS1 or KS2 settings
- Lead, inspire and motivate children
- Have high expectations and excellent classroom practice
- Have a desire to improve their own practice further

In return, we are proud to offer you:

- Enthusiastic children
- Willing, hardworking staff team
- Supportive parents who are keen to be involved
- A strong team of governors

We strongly encourage you to take a look at our website: [www.stpeters.dsat.org.uk](http://www.stpeters.dsat.org.uk) and that of the Trust: [www.dsat.org.uk](http://www.dsat.org.uk) to get a feel for us.



# How to Apply

For further information, please contact Wendy Dodds at [office@stpeters.dsat.org.uk](mailto:office@stpeters.dsat.org.uk) or by phoning 01722 448445. Our Headteacher Ollie Martindale looks forward to receiving your applications, and is happy to discuss the role further on the phone or via Microsoft Teams. Again, get in touch with the office to arrange a chat.

When you have enough information to make your decision to apply, please complete all sections of the application form. Application forms are available on the school website [www.stpeters.dsat.org.uk](http://www.stpeters.dsat.org.uk) and should be forwarded to [office@stpeters.dsat.org.uk](mailto:office@stpeters.dsat.org.uk). Please note that we are unable to accept CVs.

All applicants will be notified of the shortlisting decisions by email. References for shortlisted candidates will be requested before interviews. Shortlisting will take place soon after the closing date and interviews will take place on 7<sup>th</sup> December 2022 or as soon thereafter.

St. Peter's CE Primary Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All applicants will be subject to a full Disclosure and Barring Service check before appointment is confirmed.



# Job Description

## Job Title: Teaching Assistant



### Reports to: SENDCo

**Responsible for:** The post holder will play an important role in providing targeted support for an individual child with special educational needs and improving outcomes for all pupils. They will supervise the activities of pupils during the teaching period and midday sessional break within the school, including both indoor and outdoor areas, ensuring a safe environment is maintained at all times. To assist the Teacher/SENCO to promote pupils' academic, social and emotional development through the development and implementation of programmes of pupil work and support (individual and group) and in the provision of a stable, caring and supportive learning environment; to enable pupils to achieve their full learning potential and facilitate their personal, academic, social and moral development.

### Key Responsibilities:

#### To support the teaching and learning processes.

- Promote pupils academic, social and emotional development and assist teaching staff in the development of learning strategies, with the provision of teaching and learning resources and in the preparation and maintenance of a safe, secure and suitable learning environment.
- Assist in the development, monitoring and evaluation of programmes of work
- Assist teachers in timetabling of lessons and curriculum as required.
- Develop, maintain and apply knowledge and understanding of pupils' general and specific learning needs. To ensure that support is given to them at an appropriate level.
- Deliver teaching individually and in groups through a range of tasks, mainly:
  - Motivate and encourage pupils to concentrate on and fulfil the tasks set.
  - Undertake learning activities with pupils of varying abilities to ensure differentiation and access to the curriculum.
  - Seek to ensure the promotion and reinforcement of pupils' self-esteem, appropriate levels of effort and behaviour and to guide pupils to become independent learners.
  - Supporting and directing literacy and numeracy tasks, clarifying and explaining instructions.
  - Focus support in areas needing improvement both academic and social.
  - Support the use of ICT in the classroom and work with and support pupils to ensure they are able to use ICT and other specialist equipment to enhance their learning
  - Contribute to the implementation of the National and/or Foundation Curriculum and specific individual pupil targets and/or group targets
- Assist the Teacher/SENCO in developing, implementing and managing individual/group pupil learning strategies aimed at the
  - management of pupil behaviour
  - establishing and maintaining of relationships with individual pupils and groups in support of pupils in learning activities
  - inclusivity of pupils with identified SEN needs

#### To support the assessment of pupils

- To contribute to the assessment by the teacher of pupil performance in maintaining records of pupil performance and achievement, noting areas of weakness and need for development and drawing to the teacher's attention areas requiring further review.
- To upkeep data files, catalogue resources, maintain inventories, photocopy documents, record TV programmes and use I.T. systems for administration and educational purposes
- Contribute to and assist in the development and monitoring of systems for review and recording of pupils' progress, both academic and social.
- Contribute to the assessment of pupils' learning, in particular with regard to Literacy, Numeracy, Science and ICT skills.
- To observe and comment upon pupil performance, conduct, behaviour and interaction with peer group and parents.



- To contribute to the planning and evaluation by the teacher of individual (and group) pupil's learning activities.
- To assist in the supervision of Standard Assessment Tasks and tests / assessments as directed

#### **To provide physical/personal care/supervision to pupils**

- Provide care and supervision of pupils within the classroom, within the school and outside of the school. This may include:
  - Supervision of pupils using cloakrooms, showers and toilet facilities.
  - Supervision pupils in playgrounds and when entering and leaving using school transport.
  - Escorting pupils to school or parental transport, home or to hospital as necessary and/or support in the integration/re-integration of the pupil.
- Assume sole supervision of groups of pupils. This may include whole classes for short periods in the absence of the teacher.
- Develop an understanding of and provide for pupils' specific personal needs to ensure a safe learning environment. This includes providing direct intimate personal care, support and assistance to the pupil in respect of toileting, eating, mobility and dispensing medication.
- Under the direction of teaching staff and, where appropriate, to assist in the development of Individual Education Plans for pupils with special educational needs and contribute to IEPs.
- Work with pupil groups, using a range of strategies to gain acceptance and inclusion of pupils with special educational needs.
- Undertake a key worker role when required.
- Liaise with parents and other professional agencies in support of pupil's needs.

#### **To contribute to the learning environment**

- Assist in the preparation, organisation and maintenance of classrooms and their equipment, including assistance with and creation of displays, make basic visual aids, art and craft materials, mount and display pupils' work.
- Monitor and support pupils/students/volunteers placed within the school on work experience programmes.
- Assist in the preparation for educational visits, and where appropriate accompany/supervise students undertaking off-site activities.
- Undertake continuous professional development
- Contribute to the process of school self-review.

#### **To fully comply with the Trust's safeguarding policy.**

- Promoting and safeguarding the welfare of children and young people in accordance with the school's safeguarding and child protection policy.

#### **Additional duties**

- Attend and contribute to school staff meetings and in-service training within contracted hours or outside normal hours by agreement.
- Where a current First Aid qualification is held, in the absence of other medical facilities:
  - Maintain First Aid equipment and materials, and dispense medicines in accordance with school policy and Health and Safety guidelines.
  - Undertake First Aid
- Under the direction of Health Service professionals, undertake activities in support of occupational, physio and speech therapy.

This job description is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the business. The post-holder will be expected to participate in this process and we would aim to reach agreement on any changes.

## Person Specification

	Essential	Desirable	Assessed
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Competent to NVQ Level 2 standard in Learning Support</li> <li>Experience of working with children in an educational setting</li> </ul>	<ul style="list-style-type: none"> <li>NVQ Level 3 standard in Learning Support</li> <li>Willingness to pursue further training</li> </ul>	
<b>Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>Good standard of practical knowledge of learning support needs and ways of meeting these.</li> <li>Experience of working with children with a range of special educational and behavioural needs.</li> </ul>	<ul style="list-style-type: none"> <li>Recent relevant experience</li> <li>Background knowledge of the Foundation and National Curriculum and School's procedures and policies.</li> </ul>	
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>Excellent organisational and communication skills.</li> <li>Able and committed to establishing good and productive working relationships with a range of people including pupils, parents and colleagues.</li> <li>Able to be flexible and respond to changing demands with a positive attitude.</li> </ul>	<ul style="list-style-type: none"> <li>Where appropriate, to be prepared to undertake special skills training e.g. signing, to meet additional educational and communication needs.</li> </ul>	
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>A cheerful disposition and good sense of humour.</li> <li>Passionate about children's welfare and raising their aspirations</li> <li>Committed to upholding the Christian ethos of the school</li> <li>Understanding of responsibilities in relation to safeguarding and promoting the welfare of Children and Young People</li> </ul>	<ul style="list-style-type: none"> <li>Discretion, loyalty, commitment, patience, flexibility, firmness,</li> <li>Significant empathy with pupils who have additional or special educational needs</li> </ul>	



# Diocese of Salisbury Academy Trust

## *'Beyond expectations for all of God's children'*

Our vision is for the growth of thriving Christian learning communities, providing everyone with the opportunity to achieve more than they ever thought possible. Christian service is at the heart of all we do, as we help young people to develop excitement in learning and to live life to the full. We value everyone equally and demonstrate this through our words, actions, community life and the quality of the opportunities we provide.

## **Children and young people at the heart of all we do**

Our young people will be inspired to develop academically and spiritually, aspiring beyond their own and others' expectations.

## **Faithfulness to our Christian tradition**

We put God's love into action through our values of love, reconciliation, hope, forgiveness, peace, grace, justice and joy. Working with our parishes and communities, we encourage an understanding of the significance of faith through teaching, worship and prayer.

## **Striving for excellence**

We love learning and are passionate about the high standards we can achieve in all aspects of life.

## **Collaboration**

We build strong partnerships, learning with and from others as we challenge ourselves to reach new heights. We give of our best and expect the best from one another.

## **Celebrating success**

We celebrate the achievements of every individual and share our successes widely.



*'I can do everything through Christ, who gives me strength'*



# Background to DSAT

The Diocese of Salisbury Academy Trust (DSAT) was established at the end of 2013 to provide a home for schools within the Diocese of Salisbury who wanted to convert to academy status. Whilst the Trust is a separate entity to the Diocesan Board of Education (DBE), they work together in dynamic and strategic partnership to transform provision and outcomes for the children in their care.

Alongside its improvement work in its current member academies, the Trust is working actively with other schools and the Regional Schools Commissioner (RSC) to grow its family of academies. This will enable a greater level of system-led improvements, further opportunities for collaboration between leaders and staff at all levels of the organisation and better economies of scale, vital in the current challenging economic climate.

DSAT provides an opportunity for schools to convert to academy status in a way that is different to many academy trusts.

- Individual schools that can thrive in their own context and in line with their own vision and values;
- A home for church schools committed to maintaining their distinctiveness, based upon their Christian values;
- A home for schools without a Christian foundation, who are wanting to work with us in partnership to secure better outcomes for children;
- A dynamic collaboration, working in conjunction with a range of partners, to deliver tailored programmes of school improvement that will meet the needs of each academy;
- Services available to academies that will support improvements to teaching and learning, allowing schools to focus on their core business rather than being distracted by academy business;
- The flexibility to meet schools where they are on their journey and to adapt to their specific circumstances;
- Opportunities to operate in close partnership and strong relationship with the DBE, the RSC and local authorities for the good of our academies.



The [Salisbury Diocesan Board of Education](#) (SDBE), formed in 1830, is one of the oldest formal diocesan bodies. Many of the church schools were founded before that date, and the Board was formed to support their work and to promote new schools. The Diocese today extends over 2,000 square miles, with a population of just under 860,000. There are a total of 195 schools and academies serving 40,000 children. The SDBE works across a number of counties and local authorities, working closely in mutually beneficial partnership with them in order to progress the life-chances of the children in their care. DSAT is open to both church and non-church affiliated schools across the region.

To find out more about our Trust, and to see a map of our locations, please go to [www.dsat.org.uk/welcome](http://www.dsat.org.uk/welcome).