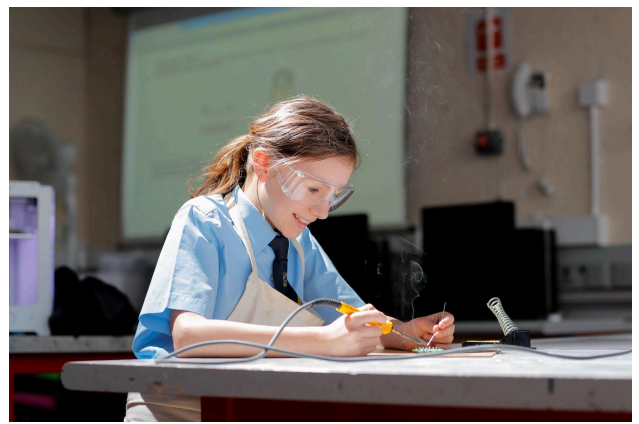


Parklands High School



Learning Support Team



July 2024

Dear candidate,

May I take this opportunity to introduce you to Parklands High School, an oversubscribed, successful, supportive and high achieving academy with 1112 students on roll. The school plays an active role in teacher training and in collaborating with other schools. It is also one of only 8 schools in the country to have been awarded the SSAT Leading Edge Framework for Exceptional Education in recognition of its innovative work in Transforming Learning Behaviours.

At Parklands we aim to deliver an outstanding and exceptional educational experience to our student community. We are proud of our reputation as a forward-thinking school which invests in the latest teaching and learning technologies and resources. Combined with an extensive network of pastoral support, we foster leadership skills and develop the attributes, personal qualities and social skills that will be essential to our students as they become adults in an ever-changing world. Indeed, in May 2023, Ofsted commented;

"Pupils feel safe and cared for as part of this welcoming and friendly school. Pupils of different ages interact well in their mixed-age tutor groups. They said that this helps them to get to know many more pupils across the school. Overall, pupils enjoy attending Parklands High School. They are happy. Leaders have high expectations for all pupils, including those with special educational needs and/or disabilities (SEND). Pupils have positive attitudes towards their learning. They work hard and they achieve highly"

The core values of Learn, Respect, Aspire and Achieve underpin the Parklands' ethos and we believe that everyone, both students and staff, should strive to be the best that they can be. No matter what changes are ahead in terms of national policy, we maintain focus on offering a curriculum that stretches and challenges our students, preparing them for future careers and adult working life.



The Learning Support department is forward-thinking, creative, innovative and supportive of change and new approaches. The department is a team of specialists in different areas of SEND. The team is currently composed of 8 LSAs (Learning Support Assistants) and are led by the SENCo who is responsible for all provisions/support made for pupils with SEND. The department is also involved in whole school approaches and has both teaching and non-teaching staff in roles of Assistant SENCo and Whole School Priority Lead for learners with SEND. The team provides in-class support, social time support, they run interventions either 1:1 or with small groups of pupils and have contact with parents to

create and maintain positive and collaborative relationships. Training is offered and provided to all members of the department regularly, and the department also delivers training to the wider school community.

Please take time to look at our website, www.parklandsacademy.co.uk and this application summary. They can only give you a glimpse into life at our school, but I hope it will inspire you to apply for this excellent career opportunity in a school community where you can make a significant impact and where we will welcome you warmly and support you professionally.

Yours faithfully,
Mrs. Clare Batson
Principal

Dear candidate,

Thank you for showing an interest in this vacancy at Parklands High School. Here at Aspirational Futures Multi Academy Trust we firmly believe that providing the best possible working environment for our staff leads to the best possible outcomes for our students.

Parklands is a founder school in our trust, which opened in February 2023, and we are expecting Gillibrand Primary School and Walton-Le-Dale High School to join us in March 2024, followed by Balshaw Lane Primary School in April 2024 and finally Highfield Community Primary School by Easter 2024. As a newly established trust, we are at the beginning of an exciting journey, and we are looking forward to deeper collaboration within our family of schools and beyond.

In our trust we place enormous emphasis on professional development, underpinned by research, for our staff. Our aim is to ensure our students finish their education with us as well-rounded, well-grounded individuals who will make a positive contribution to society, which is partly achieved by ensuring our workforce is professionally challenged and supported by comprehensive CPD programmes. We are not, however, an exams factory, as successful individuals must also be equipped with the skills and qualities necessary in today's global society. Our personal development programmes along with an abundance of opportunities for student leadership and extra-curricular activities result in compassionate, open-minded and inquisitive young people who are willing and able to make a difference.

Staff in our trust benefit from:

- a culture that actively promotes a positive work-life balance
- a culture that promotes wellbeing initiatives
- access to UK Healthcare (<https://www.ukhealthcare.org.uk/>) helping staff with the cost of everyday health expenses such as visiting the opticians, paying for glasses, dental treatment and even paying for prescriptions, up to agreed policy limits. Employees can also claim an allowance for hospital admissions, whether NHS or private, access telephone counselling services and receive a discount on gym membership to keep them fit and motivated for work.
- opportunities to participate in extra-curricular activities and school trips
- an open-door policy, allowing any colleague to speak with a member of the Senior Leadership Team without an appointment
- excellent relationships between the Trade Unions and the trust schools

Staff at Parklands High School benefit from:

- Free access to our state-of-the-art gym before and after school, as well as during school holidays
- A comprehensive well-being programme with a range of benefits including; Friday treats, staff bar-b-ques, Christmas lunch, a well-stocked staff room

Thank you again for taking the time to read this application pack, which, along with the school's and the trust's websites, will have inspired you to apply for the advertised post.

Kind regards,
Steve Mitchell
Chief Executive Officer

The Post

Salary	Grade 4
TLR	N/A
Contract type and term	Permanent: 37 hrs per week, term time only
Start date	4th November 2024

We are seeking a colleague with excellent qualifications, who is enthusiastic and dynamic with a strong ambition to build on our success to date. We are looking for a colleague who will work collaboratively with the team, is receptive to innovative practices, and is an inspirational and motivational practitioner. You will also be expected to take an active role in all aspects of the work of the Learning Support department and the school, which is at an exciting stage in its improvement journey.

The ethos of the Learning Support department is one of engagement, enjoyment, excellent teacher/pupil relationships and expectations of high standards for all pupils. We are seeking someone who will impart a love of learning to pupils of all abilities and backgrounds. New ideas and initiatives are warmly welcomed. A sense of humour and the ability to be a team player are vital.

The successful candidate will:

- be, or aspire to be an excellent teaching assistant
 - be a strategic and innovative thinker
 - be committed to raising achievement and levels of progress for all learners
 - be focused on improving teaching and learning
 - be able to inspire and motivate students and colleagues
 - be a team player with excellent interpersonal and communication skills
 - have good subject knowledge
-

Closing date: 12 noon Friday 6th September

Proposed interview date:W/C 16th September

The application form can be downloaded from the website www.parklandsacademy.co.uk. Please complete this and return it to the school. In addition, please submit an accompanying statement to outline how your experiences demonstrate that you meet the person specification. Please include here details of your experience and your suitability for the post. Maximum 3 sides of A4, size 12 Arial font.

Please return applications by email, marked 'Teaching Assistant' to **admin@parklandsacademy.co.uk**

For an informal discussion, please contact Lisa Williams, SENCo, either by telephone or email to **lwilliams@parklandsacademy.co.uk**

Parklands High School is part of the Aspirational Futures Multi Academy trust group of schools and is committed to safeguarding and the process of safer recruitment. As a result, this post is subject to an enhanced Disclosure and Barring Service check. A review of publicly available online information will be undertaken for all shortlisted candidates and you will be expected to prove your identity at interview. The successful candidate will be expected to show original copies of qualifications and further proof of their identity.

Parklands High School

Teaching Assistant 2a Job Description and Person Specification

Job Title	Teaching Assistant 2a
Department	Learning support
Responsible to	Headteacher, SLT Line manager, SENCo

Working time

- a) 190 days (or part time equivalent) of teaching a designated timetable plus 5 days (or equivalent) in which the teacher may only be required to perform other duties.
- b) Any other session as directed by the Headteacher

Prompt attendance and leadership/participation as appropriate in:

- c) Staff Briefings - 8.25am and any other designated meetings.
- d) Agreed pre-school, break, lunch time and post school duties

Calendar:

- e) Full participation at directed time events on the annually published calendar.
- f) Attendance at calendar sessions, meetings and INSET will be agreed at the start of the academic year.
- g) Attendance at optional CPD opportunities.

Safeguarding	To report all information and concerns to the Designated Senior Leader. This should be completed promptly, factually, and in line with the school's confidentiality requirements.
Health and Safety	To comply with the school's Health and Safety Policy and report all information and concerns to the designated representative. This should be completed promptly.

1) Main duties

Support for pupils

- Under the general supervision and direction of the teacher to implement structured learning activities for individuals and groups of pupils.
- To undertake activities in order to monitor the personal social and emotional needs of pupils.
- To develop positive relationships with pupils
- To promote pupil progress and attainment.
- To assist in the devising of pupils' individual targets and their monitoring and review.
- Support pupils as part of the planned inclusion program.
- To assist in the development of varying skills that support pupils learning.

Support for the Teacher

- To monitor and record pupil progress and development needs.
- To produce relevant classroom resources.
- To undertake administrative tasks, including the maintenance of records.
- To assist pupil supervision and assist in the management of pupil behaviour.
- To provide information to the class teacher to assist in the planning of work programs.

Support for the School

- To assist in providing an atmosphere in which effective learning can take place.
- To support the promotion of positive relationships with parents, carers and outside agencies.
- To work with school, policies and procedures.
- To attend staff training as appropriate.
- To take care of their own and other peoples health and safety.
- To be aware of the confidential nature of issues related to home people teacher school work. to assist in providing an atmosphere in which effective learning can take place.

2) General duties:

- To have responsibility for safeguarding and promoting the welfare of the young people for whom you are responsible and all those you may come into contact with.
- To carry out a share of supervisory duties in accordance with published schedules.
- To share responsibility for good order and discipline in the school.
- To participate in appropriate meetings with colleagues and parents or carers.
- To participate in Appraisal and School Self Evaluation arrangements.
- To adhere to published school policies.
- To be courteous to colleagues, students and parents and provide a welcoming environment to guests.
- To discharge your duty of care for your own and others' health and safety.

3) Please note:

- This job description does not direct the particular amount of time to be spent on carrying out any of your duties and no part of it may be so construed.

Other duties will be required as and when necessary to the post from time to time. The job description is current at the date shown but, in conjunction with the post-holder, may be revised by the Headteacher to reflect and anticipate changes in the job. These would be commensurate with the grade and job title. Such variations that are made to the duties and responsibilities will not change the general character of the post.

All aspects of the post will be evaluated by appropriate means including discussions with those staff the holder is responsible to, including the Headteacher, members of the SLT and the SENCo.

Please advise the school of any disability you may have or develop so that the school may endeavour to make any necessary reasonable adjustments to the job and the working environment.

Person Specification - Teaching Assistant 2a

Department - Learning support

Post Title - Teaching Assistant - Level 2

Personal Attributes required (on the basis of the job description)	Essential (E) or Desirable (D)	To be identified by: (eg application form, interview, reference etc)
Qualifications		
<ul style="list-style-type: none"> ● NVQ level 2 or above qualification (or equivalent) - in exceptional circumstances, where local circumstances dictate, qualifications may be viewed as desirable ● Level 2 or equivalent qualification in English/Literacy and Mathematics/Numeracy 	<p style="text-align: center;">D</p> <p style="text-align: center;">D</p>	
Experience		
<ul style="list-style-type: none"> ● Experience of working with children ● Experience of working in a relevant classroom/service environment ● Experience of Administrative work ● Experience of supporting pupils with challenging behaviour 	<p style="text-align: center;">E</p> <p style="text-align: center;">D</p> <p style="text-align: center;">D</p> <p style="text-align: center;">D</p>	
<p>Knowledge/skills/abilities</p> <ul style="list-style-type: none"> ● Ability to relate well to children ● Ability to work as part of a team ● Good communication skills ● Ability to relate well to parents/carers ● Ability to supervise and assist pupils ● Time management skills ● Organisational skills ● Knowledge of classroom roles and responsibilities ● Knowledge of the concept of confidentiality ● First Aid Certificate ● Administrative skills ● Knowledge of Early Years Foundation Stage ● Knowledge of strategies, for example numeracy and literacy ● Ability to make effective use of ICT ● Ability to assess children’s development ● Ability to plan and deliver work programmes ● Flexible attitude to work ● Knowledge of careers, information advice and guidance programmes. 	<p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">D</p> <p style="text-align: center;">D</p> <p style="text-align: center;">E</p> <p style="text-align: center;">D</p> <p style="text-align: center;">D</p> <p style="text-align: center;">E</p> <p style="text-align: center;">D</p> <p style="text-align: center;">D</p> <p style="text-align: center;">D</p> <p style="text-align: center;">D</p> <p style="text-align: center;">E</p> <p style="text-align: center;">D</p> <p style="text-align: center;">D</p> <p style="text-align: center;">D</p> <p style="text-align: center;">E</p> <p style="text-align: center;">D</p>	
<p>Other</p> <p>Commitment to undertake in –service development</p> <p>Commitment to safeguarding and protecting the welfare of children and young people</p>	<p style="text-align: center;">E</p> <p style="text-align: center;">E</p>	

Special Requirements

Key:

A = Application (including letter)

C = Certificate

I = Interview

R = Reference