



BLACKDOWN
EDUCATION
PARTNERSHIP



BELIEF IN EVERY CHILD



WELCOME TO BLACKDOWN EDUCATION PARTNERSHIP

I hope that this recruitment pack will give you an idea of Blackdown Education Partnership, what we stand for and what it might be like to work with us.

We have a simple and compelling vision for education. We believe that our schools should sit at the heart of our communities; that there are no limits to what our children and young people can achieve; and that they should be great places to work and learn.

We are incredibly proud of our Trust and the schools within it. Strong partnerships, collaboration and generosity are the bonds which underpin our collective mission to provide great education for all children no matter what their starting point or their background.

Before BEP...I have been associated with Uffculme Academy Trust for more than 10 years, and I have no doubt that it is a very special organisation. Having moved from Headteacher to Executive Head to CEO, I know first-hand how a strong ethos, ambitious culture and compassionate environment drive success. We are lucky enough to employ brilliant people who share our vision, many of whom have started careers with us and stayed to progress these careers. We want people to join us who believe that, whatever their role, they can make a difference to the life chances of students. We are totally committed therefore to helping all our staff thrive and fulfil their professional ambitions.

We are looking for an individual who shares the same vision and values – if you believe that you have the skills, drive and vision to help us achieve our aims we would be delighted to receive your application.

We look forward to receiving your application.

LORRAINE HEATH, OBE
CHIEF EXECUTIVE OFFICER





HEADTEACHER : MRS LAURA JENKINS

WELCOME TO UFFCULME SCHOOL

Dear Applicant

Thank you for your interest in this post. This is an exciting opportunity for us to recruit motivated and enthusiastic Teaching Assistants to join our existing highly successful team at Uffculme School.

Uffculme is a happy and friendly school with high ambitions for every student. We are fully inclusive but are relentless in our determination that every child will fulfil their potential. Our reputation and outcomes speak for themselves and although we are regularly the top performing comprehensive school in the region, we refuse to be complacent. We want to be the best school we possibly can be and are always looking for ways in which we can develop and improve.

If you share these aspirations and believe you can contribute to our continued success, I would be delighted to receive your application.

If you wish to visit the school before applying, or if you have any questions, please contact our SENDCo, Kasia Dobbinson, on dobbinsonk@uffculmeschool.bep.ac or 01884 840458.

We are committed to safeguarding and promoting the welfare of children and all candidates are expected to share this commitment. This post is subject to a satisfactory enhanced DBS check.

Laura Jenkins, Headteacher

The Opportunity



Teaching Assistants

- Permanent, term time only (38 weeks per year + 3 days)
- 32.5 hours per week (5 days per week, 8.30am to 3.30pm with 30-minute unpaid lunchbreak)
- £22,737 - £23,114 FTE; actual salary £16,664 – £16,940 (NJC points 3-4)
- Part time positions are also available, with hours to be discussed at interview.

Main Job Purpose

- To assist the SENDCo and teachers in the provision of a stable, caring and supportive learning environment, to enable pupils to achieve their full learning potential and to facilitate their social and moral development

See the Job Description for a full breakdown of the role and responsibilities.

Applications will be considered as they are received and we will contact suitable candidates to arrange an interview

Job Description



Post	Teaching Assistant
Grade	NJC points 3-4
Hours	Term time only (38 weeks per year + 3 days)
Responsible to	SENDCo

Main duties

- To assist the SENDCo and teachers in the provision of a stable, caring and supportive learning environment, to enable pupils to achieve their full learning potential and to facilitate their social and moral development.
- To provide supervision, support and care to pupils with additional or special educational needs, disabilities and or learning difficulties as far as the School's insurance liability allows.
- To assist the SENDCo and the teachers in the preparation and delivery of programmes of work and individual education plans.

Support for pupils

- To contribute to individualising the curriculum.
- To help and guide pupils in their learning.
- To explain the teacher's instructions.
- To encourage the pupils' greater independence.
- To offer regular praise and encouragement.
- To offer basic organisational support and to encourage pupils to concentrate.
- To assist teaching staff in developing learning strategies.
- To assist in the monitoring and evaluation of pupils' progress.
- To develop a knowledge of differing learning difficulties and strategies to assist such pupils.
- To assist in the intimate care for individual pupils
- To assist pupils in their physio programme and liaise with outside agencies.

Support for the teacher

- To be available to give feedback to the teacher.
- To work with small groups within the class when required.
- Simplify and modify tasks.

Support for the school

- To contribute to the evaluation of the school's SEN policy and practice.
- To attend appropriate in-service training provided by the school or LEA.
- To be aware of and follow school policies and procedures.
- To take part in an annual performance management review.

- To cover for absent teaching assistant colleagues, as required.

Safeguarding

- Attend all safeguarding training as directed.
- Follow Trust procedures and report any concerns to the relevant DSL

Data Protection

Ensure that legislation and Trust policies and procedures relating to confidentiality and data protection are adhered to.

Special Factors

This role may involve some traveling between schools within the Trust (and new ones that may join in the future). The reimbursement of travel costs to schools, other than the location of your normal working location, will be as per the Trust's travel policy.

The post-holder will support the achievement of the Trust's objectives by working proactively with colleagues on projects or activities outside their direct area of responsibility, as required.

The post-holder is expected to familiarise themselves with and adhere to all relevant Trust and School based Policies and Procedures including Health and Safety and Data Protection requirements and to be aware of and assume the appropriate level of responsibility for safeguarding and promoting the welfare of children and to report any concerns in accordance with the Trust's safeguarding policies.

As this post meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to an Enhanced Disclosure and Barring Service Check (DBS) before the appointment is confirmed. This will include details of ALL cautions, reprimands or final warnings as well as convictions, whether "spent" or "unspent". Criminal convictions will only be taken into account when they are relevant to the post.

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed.

The Trust seeks to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.

Person Specification



Criteria		Essential/ Desirable
Qualifications and Experience	Grade C or equivalent in English and Maths GCSE	E
	Experience of supporting children with Special Educational Needs (SEN)	D
	Experience of working as a classroom assistant or similar role	D
	Experience of working in an educational setting	D
Skills and Knowledge	Experience of Microsoft Office packages	E
	Ability to develop successful relationships with students	E
	Ability to communicate confidently with a wide range of people at all levels, including students, parents, staff and outside agencies	E
	Ability to work effectively as part of a team and to use own initiative	E
	Knowledge of school MIS systems such as SIMS or Bromcom	D
	Knowledge of the education sector	D
Personal Qualities	Resilient, able to work under pressure	E
	Ability to adapt to change	E
	Flexibility and a positive attitude	E



We believe in the potential of every child

OUR MISSION

- To nurture and develop the ambition, talents and interests of every child
- To break down the barriers that inhibit the opportunities and achievements of disadvantaged pupils so that they can go on to lead lives of choice and opportunity
- To create a family of schools that are deeply and purposefully connected to their communities.

Our Schools



UFFCULME PRIMARY SCHOOL



BELIEF IN EVERY CHILD



LOCATIONS

All our schools are situated in the beautiful countryside of Devon and Somerset, within easy commuting distance of Exeter to the west and Bristol to the North, being close to some of the most beautiful coastlines of Devon and Dorset.

Our schools' varied locations allow our staff to access not only beautiful beaches, but also some of the best areas for walking, biking and other outdoor activities; yet the cities of Exeter, Bristol and Bath are close by.



