



# Teaching Assistant

ACE Schools - Bodmin



Transforming futures and changing lives is at the heart of everything we do at ACE. Our aim is to support every young person that comes to school with us in becoming ready, respectful and safe in everything that they do.

At ACE, our talented and highly committed staff are specialists in ensuring our young people achieve great outcomes and overcome their barriers to learning.

We're looking for a new Teaching Assistant to join us at the forefront of contributing to making life changing differences to a group of young people who deserve the same high level of education as their peers.

# ACE Schools

## Teaching Assistant

Dear prospective candidate,

Thank you for taking the time to look at our advert for Teaching Assistant at one of our ACE Schools WRAP.

We are currently recruiting for the following bases:

- ACE Schools - Bodmin

As our Teaching Assistant you will support the learning of our pupils in care across our bases. The successful candidate would ideally have experience of working with young people who have additional needs as well as their own resilience to support our young people on a daily basis. You will be expected to work outside of the normal classroom environment, including off site work, as a way to encourage our students to learn. You will be professional in your approach and organised in your working.

You will be supporting teaching specialists in delivering high quality teaching and learning by providing care and support enabling young people to thrive, behavioural coping mechanisms that help our young people make good choices and reflect on their actions and you will provide academic support for the group or young person you will be working with.

You will be at the forefront of making life changing differences to a group of young people who deserve the same high level of education as their peers.

This is a unique and rare opportunity to join an incredible team of staff and young people and if you believe that you have the vision, skills and experience can form great relationships to help shape the lives of the young people we serve we would love to hear from you.

I look forward to hearing from you.

Matt Bindon  
Head

**Job Title:** Teaching Assistant  
**Academy:** ACE Schools WRAP – part of the Transforming Futures Trust  
**Closing date:** 13/7/2022  
**Interview date:** Week commencing 18/7/2022  
**Hours:** 32.5 hours per week, 39 weeks a year  
**Contract:** 1 year fixed term contract  
**Salary:** NJC Grade D, Spinal Point 8, FTE. Actual annual salary £15,685

**Qualifications:** Level 3 qualification in working with children or young people  
GCSE English and Maths (A\*-C) or Adult Literacy & Numeracy Level 2 equivalent

### **Job Purpose**

Under the direction/instruction of Senior Staff, provide general support to students and staff, including preparation, routine maintenance of resources/equipment.

### **Responsibilities**

Support for students in accessing learning activities in a variety of settings, including vocational placements and Learning Outside the Classroom, as directed by Teacher/Senior Staff to include:

- Support and encourage students to engage in learning activities, and promote Good Behaviour
- Assist with the supervision of students during off-site activities, including Training Placements
- Comply with Policies and Procedures relating to: Child Protection; Health & Safety; Security; and Confidentiality – reporting all concerns to the Designated Person/s
- Be aware of, and support difference, and ensure all students have equal access to opportunities to learn and develop
- Provide support for the preparation of, and undertaking of examinations
- Be an effective role model for the standards of behaviour expected of students
- To support in the development of IEP's

Support for the Academy to include:

- Contribute to the overall ethos/work/aims of the Service
- Appreciate and support the role of other professionals, and maintain positive working relationships
- Attend relevant meetings as required
- Participate in training, learning activities, performance development, and maintain record of own professional development

### **General Duties**

As and when required, to undertake duties in connection with personal hygiene and welfare of students, as directed by teaching staff

- Provide clerical/admin support e.g., attendance/absence, typing, photocopying, printing, display, baseline assessment
- Ensuring maintenance of a clean, safe, and orderly working environment

- Timely and accurate preparation of routine equipment, resources, materials, as instructed, ensuring quality/safety
- Undertake record keeping as directed
- Monitoring and arranging orderly and secure storage of learning resources

## **Experience & Job Knowledge**

### Essential

- Experience of supporting young people with behavioural & learning difficulties
- Experience of supporting with the supervision of young people during off-site activities

### Desirable

- Evidence of supporting in the writing of IEP's and Pastoral Support Plans
- Evidence of involvement in extracurricular activities
- Evidence of supporting in developing / delivering differentiated programmes of work
- Knowledge of SEN and statutory assessment procedures, and the SEN Code of Practice
- Experience of working with young people who suffer from mental health complications

## **Skills**

### Essential

- Good communication and interpersonal skills
- Ability to work within school community teams, and wider community teams
- Ability to produce clear and accurate reports
- Ability to follow instructions, and to use initiative to work with young people in a variety of outreach placements, including Food & Nutrition, P.E./Outdoor Education, and Vocational placements
- Ability to work within corporate policies. Awareness of Equal Opportunities and Health & Safety, Child Protection Procedures and Safeguarding & Welfare
- Ability to maintain good discipline and challenge negative behaviour

### Desirable

- Evidence of communicating & cooperating with a range of Children's and Young People's Services

# ACE Schools

## Who we are:

ACE schools is an alternative provision based across Cornwall, Plymouth and Devon. We support up to 500 pupils each year ranging from Year 1 to Year 11. Pupils that we work with often have complex needs and as a result of this don't currently attend mainstream or special schools' settings. Our aspiration for all pupils is that we can support them to return to a specialist or mainstream settings and our focus is providing our young people with the skills necessary to make this transition successful.

The school is based on 11 sites across the three localities and these sites are divided into three primary areas of need. These include bases to support young people's health and welfare and this can include mental and physical illness that prevents them from attending school, reintegration and intervention bases to support young people with challenging behaviour and social emotional needs back into school; WRAP bases where we provide one to one support for pupils with EHCP plans.

We currently employ over 200 members of staff across the school in a range of positions. At present in the school we have 23 different roles and responsibilities across the team ranging from welfare, curriculum and professional development leads.

In February 2019 Ofsted inspected the whole school rated us as a 'good school' and we are incredibly proud of the report. Below are some of the highlights.

## This is a good school

- Leaders are passionate that every pupil, whatever their previous education history, deserves another chance to succeed. As a result of their commitment to providing high-quality provision, pupils do well.
- Leaders have developed strong systems of management across sites. There are common expectations and systems of accountability. Individual sites are, therefore, well organised.
- Leaders work very hard to safeguard pupils. They are very aware of the many risks to their pupils. They have established good relationships with outside agencies. There is a very strong safeguarding culture throughout ACE.
- Teaching is of high quality on most sites. It is tailored precisely to individual needs and underpinned by very strong relationships between adults and pupils. This quality is not as consistent on the Bretonside site.
- Leaders offer a bespoke curriculum tailored to individual needs and aspirations. This means that pupils are much more likely to engage and succeed.
- Pupils' attendance improves considerably. Pupils learn to manage their emotions and behaviour. Pupils develop pride in their work.
- Pupils make good progress. They frequently gain a range of qualifications and leave ACE for a variety of appropriate destinations. Pupils with special educational needs and/or disabilities (SEND), including those with mental health needs, do well.
- Trustees have overseen the successful establishment of the multi-academy trust and a period of expansion. They identified themselves that governance required strengthening. They have taken appropriate action but there is still work to do to ensure that leaders are rigorously held accountable for all sites.

# Working for us

At Ace there are a number of benefits for all employees that work with us.



## 1. Health Assured – please can someone check the benefits

Health Assured provide our employees with a range of benefits including paid for Physiotherapy sessions and counselling sessions, member discounts, great deals and cashback on shopping, travel, and restaurants and free eye tests.

## 2. IT equipment

Every teacher that joins ACE will be provided a work laptop and work phone as part of their package on joining the school.



## 3. Well-being activities

Once each term staff are given opportunities to take part in well-being activities ranging from group sporting, cultural or social activities, through themed activities such as creative afternoons to individual activities such as beauty therapy and massage.



## 4. Training and induction

All members of staff have CPD sessions that take place on a Friday afternoon that are finished by 3:30 meaning that none of our training take place after the school day. When you join ACE you will be given an initial 3 day induction to our school and provided with MAPA (physical intervention training) as part of this induction. This induction will continue with a comprehensive package which may include first aid certificates, activity leadership as well as a thorough explanation in our systems, trauma informed practice and an in-depth safeguarding training.



## 5. Staff supervision

As a school we purchase the support of psychologist so that all members of staff can receive support from trained professional when staff need support for issues inside and outside of school.



## Useful Information

We would require an element of flexibility to work out of different bases and **will need to have a full driving license and access to your own vehicle as well as being comfortable to transport your student.**

You will also be able to attend whole school training and development activities. A typical working day is 08:30 to 15:00 with a 30-minute working lunch taken with pupils.

On Friday's, pupils finish at 1:00 and staff have a dedicated lunch break for 30 minutes and as such finish at 3:30 after whole school staff training sessions.

## Keen to Apply?

**If you have understanding and capacity to support young people with learning and/or behavioural difficulties and you have a desire to help make a difference to young people's lives then we would like to hear from you.**

For more information about this role and for an application form visit [Current Vacancies - Transforming Futures Trust](#)

Apply by sending your application to [TFTrecruitment@deltaservices.co.uk](mailto:TFTrecruitment@deltaservices.co.uk)