

The Shared Learning Trust

THE RUSHMERE
PARK ACADEMY

RECRUITMENT BOOKLET

TEACHING ASSISTANT ALTERNATIVE RESOURCE PROVISION



TEACHING ASSISTANT ALTERNATIVE RESOURCE PROVISION

The Alternative Resource Provision based at The Rushmere Park Academy has an exciting new opportunity to join the delivery team at one of our new Alternative Resource Provisions for mainstream pupils with autism.

The provision will be home to 10 primary aged pupils with a primary diagnosis of autism. Some of these pupils demonstrate challenging behaviours and sensory difficulties and can become overwhelmed.

We are seeking to recruit an excellent classroom practitioner who is experienced in supporting pupils with special needs in a mainstream setting. The successful candidate must have excellent observation and communication skills. This is a fantastic opportunity to become part of an experienced dedicated team working in a progressively forward-thinking provision/ academy who are passionate about enabling children and young people with Autism to thrive.

Successful candidates will be expected to carry out detailed observations of pupils and to work 1 – 1 and in small groups in the provision as well as supporting our pupils in the main school when they join for specific learning opportunities. They will be expected to demonstrate and help implement Autism specific strategies. You may also be asked to develop or contribute to training for school-based staff or parents.

Each provision will provide education to 10 primary-aged children with a diagnosis of autism and have been commissioned by Central Bedfordshire Local Authority to support with the increased number of primary aged children with an EHC plan stating autism as the main special educational need.

Although housed in separate buildings the provisions will be part of the mainstream schools and, where appropriate, children will join the main school for learning and activities. The Trust have also been successful in their application to become an Autism Education Trust hub for Central Bedfordshire. The successful candidate will lead this hub and ensure that we are fulfilling our commitment to the training of practitioners across Central Bedfordshire.

It's incredibly important to us here at The Shared Learning Trust that all of our staff feel valued, listened to, mentored, challenged and given adequate opportunities to develop. As a Multi Academy Trust, we offer exceptional opportunities for professional development to staff in all roles. As a new leader within the trust you will be fully supported in your development and role.

Visits are warmly welcomed.

The Successful Candidate will be

- An experienced Teaching Assistant who has experience of supporting a lower school ages.
- Experience of Autism
- Experience of delivering teaching
- Thorough knowledge and understanding of safeguarding
- Appropriate IT skills to support learning
- The ability to challenge and engage children in their learning through creative opportunities
- Ability and willingness to work collaboratively and supportively within the school team
- Use effective behaviour management strategies consistently in line with the school's policy and procedures

Job specifics

Start date 1st September 2022

Salary NJC L3 6-8 £20,043 - £20,852 FTE dependent on experience (actual pro rata £16,435 - £17,098)

Job Role Full time 35 hours per week Mon-Fri 8.30am-4pm

The Trust reserves the right to interview and appoint a suitable candidate before the deadline date.

WHY WORK FOR THE RUSHMERE PARK ACADEMY?

ABOUT US

- At The Rushmere Academy, we put our children at the heart of everything we do, to serve our local community
- You'll be working alongside a collaborative, forward thinking, friendly and supportive team of around 50 staff
- Unparalleled CPD opportunities with The National College catered to your development needs
- Excellent opportunities to develop and grow in a successful and expanding Trust
- Fantastic children with a wonderful desire to learn
- Employee of the month scheme, winning shopping vouchers
- Fantastic staff benefits that make a difference to your work-life balance

WE LOOK FORWARD TO HEARING FROM YOU

Please read the information in this pack. If you are interested in this job opportunity, please apply online today via our career site on:

<https://www.thesharedlearningtrust.org.uk/vacancies3/60982.html>

If you have any questions about the role or would like to visit the academy, please contact **HR Recruitment, Jay Powell on 01582 211 226** or j.powell@thesharedlearningtrust.org.uk

If you decide to apply, you should include a letter with your application form on no more than two sides of A4, giving your reasons to for applying for the post, addressing information you have read in the pack with particular reference to the person specification and outline any relevant experience you would bring to the trust. Please do not send a generic letter; we really are looking for someone who is prepared to respond to us as an individual trust. You can be sure we will take time and care in reading your letter; we appreciate how much energy goes into it.

SAFEGUARDING

"We believe in the safeguarding and welfare of children and expect all staff to share this view."

The academy is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post including checks with past employers and the Disclosure and Barring Service. We are an equal opportunities employer.

The Department of Education (DfE) has set out statutory guidance 'Keeping Children Safe in Education' for schools and colleges on safeguarding. Safeguarding is defined in paragraph 4 as: "Protecting children from maltreatment; preventing impairment of children's health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and taking action to enable all children to have the best outcomes."

The definition of 'children' includes everyone under the age of 18.

STAFF TESTIMONIAL

"Working at The Rushmere Park Academy means working alongside a team of caring and committed fellow professionals.

The time and hard work that all members of staff invest into the school generates a significant impact on the progress that the children make. I have gained an immense amount pride and satisfaction thinking about the part I have played in this. I am looking forward with relish to the next chapter in the school's life as it changes into Rushmere Park Academy."

Helen Hoare – Class Teacher



WELCOME TO THE SHARED LEARNING TRUST



Cathy Barr,
CEO

We aim to recruit outstanding people who have the right attitude. If you have a love for teaching and are passionate about seeing children succeed, we would love to hear from you!

Recruiting the right staff helps us to achieve the goals we have set out for our children. We are always keen to hear from educators who are passionate about working for the schools and communities we serve. We would rather make no appointment than appoint someone who does not share the same positive ethos that runs through our academies. For this reason, we try and clearly articulate our vision, values and expectations when putting together information for applicants.

We aim to recruit staff who:

- Are excited by their role and by the prospect of working with young people, even those who are less motivated
- Love the processes of learning and teaching and are keen to continually develop their own skills
- Recognise that teaching can be a demanding job but react positively to those demands rather than complaining
- Will subscribe to the ethos of the trust and 'go the extra mile' in terms of time and commitment to get the very best from our young people
- See break duty as an opportunity to talk to children
- Are quick to praise and slow to criticise and are not afraid to admit to seeing themselves as potential leaders of the future

I am conscious that this may be your first contact with the trust and first impressions are very important. I hope what you have read, coupled with anything else you discover about us, inspires you to apply for this post.

With best wishes, Cathy

Firstly, let me start by thanking you for taking the time to read our information pack and allowing us the opportunity to tell you more about The Shared Learning Trust.

I first began working for The Shared Learning Trust as principal of The Stockwood Park Academy in 2009. Since then, the trust has grown from strength to strength, employing some 500 fantastic staff members who serve over 4000 children within our communities. It is my privilege to be CEO of our family of schools and work with each head of school to ensure the best possible education in their own academy.

Our ethos is simple; to build a collaborative partnership of academies and schools that will provide exceptional educational provisions, both in and outside the classroom for all our children. Our academies ensure students are supported, monitored and encouraged, ensuring that their learning experience will be challenging, rewarding and memorable. Students enjoy their time at our academies and give back to the wider community. They are role models and young leaders, who contribute to collegiate ethos with maturity.





ABOUT US

Along with our family of 5 academies, we also offer a fantastic sixth form provision for students aged between 16-19 and this is based at both The Chalk Hills and Stockwood Park Academy. Included in our sixth form provision is our Football Academy partnered with Luton Town FC and our brand new Cricket Academy, partnered with Northamptonshire Cricket Club.

Our trust is vibrant and friendly, supported by 3 state of the art buildings. It is a learning environment where all students have the opportunity to be high achievers, make good friends, contribute to their community and take part in a wide range of extra-curricular activities.

- The Vale Academy, Dunstable 2-11
- **The Rushmere Park Academy, Leighton Buzzard, 2-9**
- The Linden Academy, Luton 4-11
- The Chalk Hills Academy, Luton 11-18
- The Stockwood Park Academy, Luton 11-18

CPD AND TRAINING - WE INVEST IN YOU!

We aim to offer exceptional teacher training and high-quality professional development programmes to new and experienced staff to support them in excelling in their career.

Our programmes are facilitated by experienced school leaders, who have exemplary records in leadership and improving outcomes for their students. We are able to cater for specific requests and can offer custom-made support packages that focus on the quality of teaching and learning, curriculum development and aspects of Leadership and Management.

We currently offer:

- The National Professional Qualifications for Senior Leadership
- The National Award for Middle Leaders
- The Outstanding Teacher Programme
- The Improving Teacher Programme
- The Recently Qualified Teacher Programme

As The Rushmere Park Academy is part of a Multi-Academy Trust, there are fantastic opportunities to climb the career ladder. The Shared Learning Trust are a firm believer in helping all staff reach their full potential and developing their career within our Academies. If you are willing and wanting, we will do all we can to put you on the relevant courses and give you the right opportunities so you can keep achieving more in your career.

VISION & VALUES



'STRIVE, ACHIEVE, BELIEVE'

We are a unique family of schools, sharing our practice and beliefs to enable young people to achieve more than they ever thought possible. At The Shared Learning Trust, we will provide exceptional opportunities for all to be aspirational and develop a passion and excitement for learning! We will ensure our children, students and adults cultivate a strong self-belief so that they can flourish and develop into successful, well-rounded, self-respecting people. Our commitment to this vision can be demonstrated by our behaviours:

STRIVE

We will:

- Provide a caring, nurturing environment where children and young adults feel happy, healthy and supported. Our academies will be places of safety, enabling pupils to develop courage, strong ambition and be the best that they can be
- Continue to work together to share innovative practice and to provide a wealth of opportunities for all pupils and staff
- Have a Cross-Trust focus on high achievement and standards, where children are supported to meet ambitious targets
- Focus on the development of all our staff through quality recruitment and retention, with excellent opportunities for clear and dynamic career progression

ACHIEVE

We will:

- Aspire to provide exceptional lessons and learning opportunities, incorporating effective use of new technologies, enabling our learners to be successful and innovative
- Shared strong trust approaches to our key issues, e.g. teaching, assessment, attendance and curriculum development
- Offer an interesting yet challenging curriculum in each of our academies
- By our all-through education, guarantee excellent 2-19 provision, with clear progression routes for all
- Continue to expect good behaviour and conduct at all times, allowing all to make progress and achieve excellence
- Place emphasis on collaboration with partners outside of our trust to maximise opportunities for all in our trust

BELIEVE

We will:

- Enable all of our learners to develop and flourish, through close working and regular communication with our families and local community
- Care for our families beyond the school day, supporting the development of high self-esteem and belief
- Ensure that every child in our trust reaches their full potential by providing exciting opportunities both inside and outside of the classroom
- Promote can-do attitudes and resilience across the trust that develop belief and high expectation

WELCOME FROM THE DIRECTOR OF PRIMARY EDUCATION



BEX HOWE
EXECUTIVE PRINCIPAL
'MRS HOWE' BY EVIE, YEAR 1

As a team, we pride ourselves on providing good quality support and education. The Rushmere Park Academy is continuing through an exciting period of adaptation to accommodate our ever-increasing new community.

Teachers are well supported through performance management and external and internal CPD. Aspiring leaders, middle and senior, have access to nationally accredited qualifications such as NAML and Senior Leader programmes. We work closely in partnership with the local authorities to provide support and training for local schools and organisations.

The Rushmere Park Academy works in close partnership with its two sister primary academy's, The Vale Academy and The Linden Academy, and this partnership provides a wealth of opportunity for moderation, events, external and internal training and professional working.

In joining The Rushmere Park Academy, you would be joining a supportive staff team who place the children's needs at the centre of everything they do.

I look forward to meeting with you.

Best wishes,

Bex



ABOUT THE RUSHMERE PARK ACADEMY

Achievement of Pupils: 'GOOD'

The school has adopted well-structured programmes for teaching reading, writing and mathematics in small groups, and this helps pupils to make good progress. Work is well tailored to their needs.

Quality of Teaching: 'GOOD'

No pupil is held back from reaching their potential, as in every group the work is sufficiently demanding for them.

Behavior and Safety of Pupils: 'GOOD'

The behaviour of pupils is good. They have positive attitudes to learning and work hard. Pupils speak with enthusiasm about their educational experiences. They are polite and considerate of one another.

Leadership and Management: 'GOOD'

Much of their success is down to rigorous checks on the quality of teaching, careful tracking of pupils' progress, and high quality training for staff. Effective action is then taken to address any issues that are identified. Teaching staff are very positive about the way their skills are developed and how they are encouraged to take on new responsibilities.



STAFF BENEFITS

We offer a fantastic range of benefits across our trust, supporting our staff in a variety of ways. Ranging from an extensive **Wellbeing package**, to free tea and coffee, you can be reassured that we have your best interests at heart.



Staff social events, including 5-a-side football and BBQs



Free eye test vouchers for all staff members



Free, onsite car parking at all academies



Reduced gym membership



Cycle to work scheme



Free tea & coffee plus a reusable Bamboo coffee cup for new starters



Support for all staff with an experienced licensed counsellor



Enhanced pension employer's contribution & death in service payment



Support with relocation, including a range of information and contacts



Online delivery drop off service, including Amazon deliveries



Refer a friend £500 bonus scheme

CAREER PROGRESSION

Offering all our colleagues the opportunity to progress and flourish within their careers is paramount at The Shared Learning Trust.

To continue our support for all members of our staff community, we have partnered with the Teacher Development Trust, offering our colleagues the opportunity to further their professional development by studying for specialist NPQs which are all completely funded.

We also offer CPD through The National College, offering a huge variety of CPD courses to all staff.



All colleagues have access to Perkbox, our Employee Benefits Programme, offering them a huge range of perks from vouchers, to free hot drinks or sausage rolls, from online gym classes to free online movies and a substantial **wellbeing package**.

When it's your birthday, you can also choose from a wide range of birthday boxes, complimentary of us!



Perkbox also provides access to 24/7 access to GP appointments, confidential support and guidance through our Employee Assistance Programme.

Colleagues have access to a team of fully qualified counsellors and advisors, with support for a range of emotional, legal and financial issues, along with a **wellbeing portal**, full of resources and videos.

JOB DESCRIPTION

JOB TITLE	Teaching Assistant - Alternative Resource Provision
RESPONSIBLE TO	Alternative Resource Provision Leader
SALARY	NJC L3 - 6-6

PURPOSE OF POST

The Teaching Assistant will:

- Work with class teachers to raise the learning and attainment of pupils
- Promote pupils' independence, self-esteem and social inclusion
- Give support to pupils, individually or in groups, so they can access the curriculum, take part in learning and experience a sense of achievement

DUTIES & RESPONSIBILITIES

TEACHING AND LEARNING

- Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all pupils including, where appropriate, those with special educational needs and disabilities (SEND)
- Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities
- Use effective behaviour management strategies consistently in line with the school's policy and procedures
- Support class teachers with maintaining good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment
- Organise and manage teaching space and resources to help maintain a stimulating and safe learning environment
- Observe pupil performance and pass observations on to the class teacher
- Supervise a class if the teacher is temporarily unavailable
- Use ICT skills to advance pupils' learning
- Undertake any other relevant duties given by the class teacher
- To cover and lead class teaching (under supervision) as and when appropriate
- Direct the work, where relevant, of other adults in supporting learning

PLANNING

- Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress as appropriate to the level of the role
- Read and understand lesson plans shared prior to lessons, if available
- Prepare the classroom for lessons
- Use their area(s) of expertise to contribute to the planning and preparation of learning activities, and to plan their role in learning activities
- Use allocated time to devise clearly structured activities that interest and motivate learners and advance their learning
- Plan how they will support the inclusion of pupils in the learning activities

WORKING WITH COLLEAGUES & PROFESSIONALS

- Communicate effectively with other staff members and pupils, and with parents and carers under the direction of the class teacher
- Communicate their knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision
- With the class teacher, keep other professionals accurately informed of performance and progress or concerns they may have about the pupils they work with
- Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers
- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues



WHOLE SCHOOL ORGANISATION, STRATEGY & DEVELOPMENT

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision
- Make a positive contribution to the wider life and ethos of the school

HEALTH & SAFETY

- Promote the safety and wellbeing of pupils, and help to safeguard pupils' well-being by following the requirements of Keeping Children Safe in Education and our school's child protection policy
- Look after children who are upset or have had accidents

PROFESSIONAL DEVELOPMENT

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- Take part in the school's appraisal procedures

PERSONAL AND PROFESSIONAL CONDUCT

- Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community
- Respect individual differences and cultural diversity

The deputy head will be required to safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the deputy head will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Head of School.

PERSON SPECIFICATION

This acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job

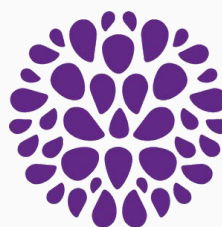
Essential (E): without which the candidate would be rejected

Desirable (D): useful for choosing between two good candidates

This post requires a DBS check, as there may be periods of unsupervised access to children. An Enhanced DBS and satisfactory references would be obtained prior to commencement of employment.

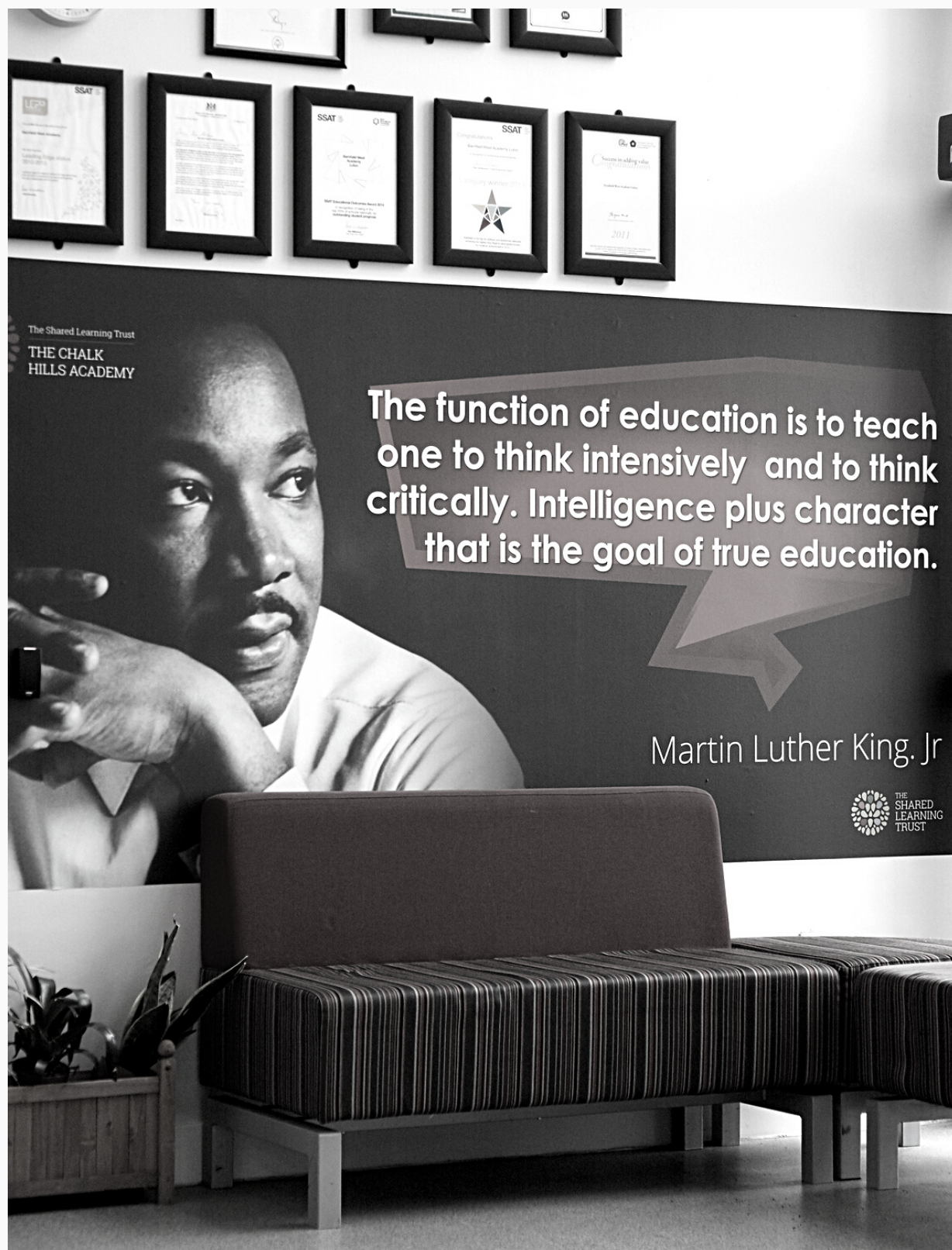
CRITERIA	QUALITIES
Qualifications & Experience	<ul style="list-style-type: none">• Level 2 or 3 Certificate in Supporting Teaching and Learning in Schools, Level 3 Diploma in Childcare and Education, or other relevant qualification in nursery work or childcare (or willingness to work towards a qualification if not already held)• GCSEs at grades 9 to 4 (A* to C) including English and maths• Experience of working with children• Experience of planning and leading teaching and learning activities (under supervision)
SKILLS & KNOWLEDGE	<ul style="list-style-type: none">• Good literacy and numeracy skills• Good organisational skills• Ability to build effective working relationships with pupils and adults• Skills and expertise in understanding the needs of all pupils• Knowledge of how to help adapt and deliver support to meet individual needs• Subject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and pupils• Excellent verbal communication skills• Active listening skills• The ability to remain calm in stressful situations• Knowledge of guidance and requirements around safeguarding children• Good ICT skills, particularly using ICT to support learning• Understanding of roles and responsibilities within the classroom and whole school context• Understanding of effective teaching methods• Knowledge of how to successfully lead learning activities for a group or class of children• Knowledge of how statutory and non-statutory frameworks for the school curriculum relate to the age and ability ranges of the learners they support• Knowledge of how to support learners in accessing the curriculum in accordance with the SEND code of practice
PERSONAL QUALITIES	<ul style="list-style-type: none">• Enjoyment of working with children• Sensitivity and understanding, to help build good relationships with pupils• A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school• Commitment to maintaining confidentiality at all times• Commitment to safeguarding pupil's wellbeing and equality

RECRUITMENT BOOKLET



The Shared Learning Trust

THE RUSHMERE
PARK ACADEMY



The Shared Learning Trust
THE CHALK
HILLS ACADEMY

The function of education is to teach
one to think intensively and to think
critically. Intelligence plus character
that is the goal of true education.

Martin Luther King. Jr



SEE MORE AT

WWW.THESHAREDLEARNINGTRUST.ORG.UK