



Teaching Assistant

27th August 2024

Recruitment Pack

Message from the Headteacher

Thank you for expressing an interest in this post at Ashby School. Ashby is a school with a proud history and a strong position in the local community; where students are delighted to learn and staff are excited to work. It is also a school embracing innovation as we transition through age-range change. We welcomed our first Year 7 students in September 2022 who start our progression to an all through school whilst we continue to welcome Year 10 students transitioning from our local High Schools until August 2024. We are thrilled about the opportunities that will be created by this exciting change and know that all members of our school community will benefit from it.



Part of the LiFE Multi-academy Trust, our School and Sixth form pride themselves on putting students at their heart. We want all our students to be happy and successful and are committed to ensuring that all students fulfil their academic potential. However, at Ashby, we realise that academic success is only a part of our role as educators. We offer our students a range of opportunities to enable them to embrace our core values; to 'Show Respect'; 'Accept Responsibility' and 'Build Resilience' to prepare them for their successful futures. We were delighted to see our approach to this work and the results of our recent improvement and innovation reflected so positively in our OfSTED inspection in January 2024 where we were judged to be a good school with a good sixth form provision.

Ashby is also a school built on the power of its staff. We have a great team of professionals, with exceptional subject knowledge, who enthuse students about the subjects they love. Ashby School also takes huge pride in growing the professionals of the future; working closely with a range of local ITT providers, as well as utilising professional development opportunities both within and beyond the MAT to ensure that investing in our staff is a key feature in our improvement strategy. This is evidenced by so many of our staff staying at Ashby year after year with several growing from their early careers into leadership positions and giving back to their school community through the work they do.



Such investment in staff is also indicative of our willingness to work with those we employ. We know that through a career, things change and new challenges arise. We are proud of the work that we do with staff to ensure that we can find ways to adapt to need and, as such, this post is offered alongside a willingness to discuss flexible working approaches.

We look forward to your application and showing you that 'Anything is Possible' in such an innovative and exciting setting!

Dr Jude Mellor

Our Ethos

'Empowered to Learn'

We want every student to have the support they need to succeed, while recognising that success looks different for every student. We also appreciate that students need to learn to be empowered; it is this ethos that underpins our commitment to develop the whole child both within and beyond the classroom.



'Anything is Possible'

Society is evolving rapidly which makes the future possibilities endlessly exciting for our students. We want them to embrace these opportunities, develop the skills they need to navigate the challenges ahead and embody our ethos that 'Anything is Possible'.

Our staff go the extra mile every day. Alongside our academic successes, we believe in creating a school community that reflects the kind of society in which we want to live.

In addition, our values focus around these aims:



We seek to embed these in all we do as embodied by our innovative and unique Empowering to Learn curriculum at the heart of our Key Stage 3 provision.



Our Student Experience

Age range change presented Ashby with an amazing opportunity to grow a Key Stage 3 curriculum with future citizens at its heart. Our curriculum is therefore driven by subject strength, engagement, and skills development, as well as enjoyment for both staff and students alike!

Following on from this, our Key Stage 4 curriculum incorporates a broad and balanced offer that is flexible enough to meet the needs of our individual students and best supports both achievement and progression to further education be that within our Sixth Form or beyond.

Our Pastoral Support

Each of our year groups has a Year Team Leader who is part of our support staff. They are supported by Assistant Key Stage Leaders and administrative staff as well as staff focussed on supporting our Looked After Children and those in receipt of Pupil Premium. We also have ;

Our dedicated Inclusion support includes:

- The LINC Learning and Inclusion Centre where our dedicated team of Teaching and Learning Support Assistants work with students with Special Educational Needs in both classroom settings and intervention groups.
- The Bridge focussing on supporting student well-being.
- The Gateway, an on-site Alternative Provision supporting students who find mainstream learning more challenging through facilitating a range of hybrid learning models.

Our Curriculum Support

We support our students' learning through a range of staff positions including support within faculties, administrative support for the smooth running of our school, our data team to support tracking and intervention of student progress and our library team who support our students to open their minds through reading. We also have an active and engaged team of technicians working in our practical subjects to both support and facilitate learning in a student facing way.

Our Premises, Catering and Cleaning Team

We strongly believe that where we create the right environment for learning, our students have the best possible chance of success and we do this through investment in our premises, catering and cleaning teams. We have also recently added some housekeeper positions to our staffing in order to create ownership of our learning spaces so staff in all positions can tangibly contribute to our students' progress.



Teaching Assistant

Grade 6, Points 9-10 (£23,898 - £24,300) fte

Actual Salary - £16,114.14 - £16,385.20

Start date 27th August 2024

Do you want a job that is fulfilling? Do you love and value supporting young people? Do you believe in the opportunity for every child to have the best possible opportunity to learn? Are you patient, tenacious, optimistic and a great communicator? Then Ashby School could be the place for you!

Following the Covid pandemic, we know that our students, and particularly those with SEND, need support to re-establish their learning habits and develop their confidence and resilience. Therefore, we are looking to expand our excellent team of Teaching Assistants by recruiting relentlessly positive individuals with the skill set to make a difference to those students with additional challenges.

We believe that Ashby is a great place for students to take their next educational steps, be it as they join our Year 10 or as we expand and welcome our Year 7s. We also believe it is an equally great place to start or take your next steps in employment.

This is a temporary appointment at Ashby School until July 2026 in the first instance. Applications welcomed from candidates looking for part time or job share opportunities.

So, if you think this could be just what you have been looking for, we look forward to welcoming your application!

Application forms and further details available on the school website:

www.ashbyschool.org.uk

Closing date for applications is Thursday 27th June 2024 at 9.00am

Interviews are planned for week commencing 1st July 2024

Ashby School, part of the LiFE Multi-Academy Trust, is committed to safeguarding and promoting the welfare of all of its students and expects all staff to share this commitment. The successful applicant will be subject to enhanced clearance by the Disclosure and Barring Service and pre-employment checks.

Job Description **Teaching Assistant**

Grade: Grade 6, Points 9 to 10

Salary range: £16,123 - £16,394 (actual salary)

Start date: 27th August 2024.

Hours: 8:40am-3:10pm Monday to Friday for 38 weeks term time plus 1 extra week to include teacher days, meetings etc. (40 min unpaid lunch per day)

Perm/Temp: This is a temporary appointment at Ashby School until July 2026 in the first instance.

Responsible to: SENDCo

Framework: To work within the framework of the NJC pay and conditions, current legislation and the policies of the school.

Main Duties & Responsibilities	
The activities and responsibilities listed below are examples of the type of tasks that are expected of the post holder. These may vary over a period of time.	
▪	To prepare resources independently and in association with the SENDCo and Subject leader.
▪	To work with and build a positive relationship with students, overcoming barriers independently and pro-actively.
▪	Working with our SEND students on a 1-1 basis and in small groups, under the direction of the class teacher.
▪	To plan, deliver and assess small group intervention, which, with support from leaders, feeds into the next session.
▪	Be organised and prepared for lessons, anticipating and facilitating adaptations for targeted individuals.
▪	To follow the directions of the class teacher/ instructor in lessons.
▪	To contribute to the administrative procedures in the Learning Support Department under the direction of the SENDCo and/or SEND Support Co-ordinator.
▪	To be the named contact for specific students and keep their learning arrangements up to date
▪	To communicate directly with parents to support students' progress as appropriate
▪	To have knowledge of SEND Code of Practice and Academy policy.
▪	To implement Academy Policies and procedures in relation to: Health and Safety, Equal Opportunities, Behaviour etc.
▪	To contribute to reports on student progress and behaviour.
▪	To facilitate and deliver support for students during assessments and exam seasons.
▪	To support students in out of classroom learning willingly including attendance on trips as appropriate

▪	To be prepared to develop a specialism within the range of SEND needs and share learning with others.
▪	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

Person Specification - Teaching Assistant

Essential	Desirable
<ul style="list-style-type: none">• Enjoyment of working with children• Understanding of the importance of and ability to build supportive student/adult relationships.• Ability to communicate effectively with young people and adults both verbally and in writing.• Good numeracy and literacy skills - GCSE C/4+ or equivalent in English and Maths.• Good ICT skills.• Engagement with on-going learning.• Ability to work well within a team.• Self-motivated, ability to work on own.• Good organisational skills• Willingness to develop and attend training as necessary.• Willingness to pro-actively share expertise with others and contribute to team learning opportunities.• Ability to work under pressure and react calmly to confrontation.• Able to be totally confidential and discreet.• Recent record of good health, attendance and punctuality.• Enhanced clearance by the Disclosure and Barring Service.	<ul style="list-style-type: none">• Evidence of effective relationships with young people.• Evidence of good working relations with a range of people.• Qualification/specialism or interest to work within a specific department.• Evidence of organisational ability.• Recent ICT qualification.• Evidence of meeting deadlines and ability to prioritise.• Willingness to undertake First Aid training to support activities outside of school i.e. trips.

How to Apply

We hope that, after getting a flavour of our very special school, you will want to apply to join us.

If there is any further logistical information you wish to know, please do not hesitate to ask by emailing admin@ashbyschool.org.uk

To apply you need to:

1. Complete the application form and monitoring form
2. Ensure you complete the additional information section to tell us more about your skills and experiences

Please send completed applications to recruitment@ashbyschool.org.uk by the deadline stated on the advert.

We are currently offering a range of roles as listed below:

- Science Technician – Grade 6
- Teaching Assistant – Grade 6
- Cover supervisor – Grade 7

If you wish to be considered for more than one of these roles, you do not need to complete separate applications forms. However, please ensure that this request is clearly indicated in an e-mail to recruitment@ashbyschool.org.uk

If we have not contacted you within two weeks of the closing date please assume that on this occasion your application has not been successful.

Ashby School is committed to safeguarding and promoting the welfare of all students and expects all staff to share this commitment. The successful applicant will be subject to enhanced clearance by the Disclosure and Barring Service and pre-employment checks.

Safer Recruitment Applicant Information

The information contained within this document is aimed at helping applicants understand what is required should they be asked to attend for interview.

SAFEGUARDING CHILDREN AND YOUNG PEOPLE

Ashby School has a commitment to safeguard and promote the welfare of children and/or young people. We have robust processes and procedures to reduce risk and continuously promote a positive culture of safeguarding amongst our workforce.

The post you are applying for involves working with children and/or young people and you will be subject to Ashby School's safer recruitment process.

PRE- EMPLOYMENT VETTING

As part of its safer recruitment and selection process, Ashby School operates a strict pre-employment vetting procedure. All applicants will be required to undergo the checks outlined below.

Declaration of Previous Convictions

The amendments to the Rehabilitation of Offenders Act 1974, Exceptions Order 1975 (2013 & 2020) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions is available on the Ministry of Justice website.

Should you be shortlisted for the position, you will be required to complete a criminal records self-declaration form in order to provide any information about any unspent and unprotected criminal records that you may have.

Disclosure and Barring Service (DBS)

Successful applicants seeking to work with children and/or young people will be required to undergo an Enhanced DBS Disclosure; this will include a check against the Barred List.

A Barred List check is the minimum check required for staff working in organisations. Successful applicants will be checked against the List prior to an offer of appointment being made.

We will also retain, with the permission of the applicant, the DBS Disclosure documents of any 'hold' candidates. These documents will be destroyed once a decision (offer and acceptance) has been reached.

Where an applicant is not normally resident in the United Kingdom or has been resident outside the United Kingdom for more than six months, a certificate of good conduct will be required from the previous country of residence.

Qualifications

If the post applied for requires a specific qualification, the applicant will be required to bring the original certificate along to the interview. If the original certificate is unavailable, a certified copy of the document must be provided by the issuing establishment.

Registration with a Professional Body

If the post applied for requires registration with a professional body, the applicant will be required to bring the original certificate along to the interview. If the original certificate is unavailable, a certified copy of the document must be provided by the issuing establishment.

Ashby School will verify registration/membership with the relevant professional body.

References

Applicants are required to provide a minimum of two referees, one of which must be your most recent employer. One reference must be from a referee where the employment involved working with children and/or young people wherever possible.

If you have worked in a school, the referee must be the Headteacher/Business Manager of that school.

If you have undertaken voluntary work with children and/or young people, you should use the leadership of such voluntary provision as a referee.

In addition, Ashby School will seek references from educational establishments for those applicants with no previous employment history.

Under no circumstances will Open References (i.e. addressed “to whom it may concern”) be accepted.

In all cases, Ashby School will contact the referee prior to the interview, except if you have specifically indicated that you would prefer us to contact them only if you are made an offer of appointment.

Eligibility to Work in the UK

Ashby School has a legal obligation to check documentary evidence to confirm that all potential employees are eligible to work in the UK.

Medical Assessment

All offers of appointment will be subject to the satisfactory outcome of a medical assessment procedure.

IMPORTANT NOTICE TO ALL APPLICANTS

As stated previously, all offers of appointment are made subject to the satisfactory outcome of the pre-employment checks for the post.