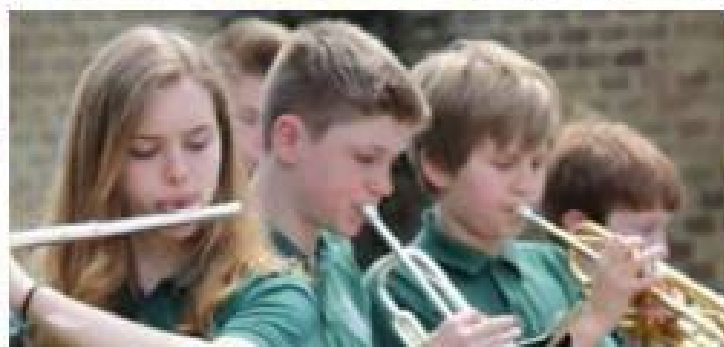




Teaching Assistant Bassingbourn Village College

Candidate Information Pack



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Welcome from the Chief Executive Officer

Thank you for your interest in the position of Teaching Assistant at Bassingbourn, part of Anglian Learning.

We are an ambitious, outward looking school trust consisting of six secondary schools and ten primary schools, the latest to join our community being Wimbish Primary Academy in September 2023. While each of our academies retains very clearly their own identity and ethos, we are collectively passionate in our belief that all young people deserve to have access to an outstanding education, which crucially enables them to thrive in the local, national, and global communities in which they live.

Anglian Learning has been founded on strong collaborative and trusting relationships, where everybody is committed to sharing their successes, but equally open to innovative ideas and alternative perspectives. We also passionately believe that our most valuable resource is our people, and if you apply and are successful in your application, we promise to develop and support you in your career, as well as providing a caring, friendly environment in which to work.

For an informal discussion regarding this role, please contact Joanna Handsley, HR Officer at HR@anglianlearning.org

I hope that you find the following information useful. If you wish to make an application for this vacancy, please see contact information within.

We look forward to hearing from you.

Yours sincerely



Jonathan Culpin
Chief Executive Officer



Anglian Learning

Our mission is to build an innovative partnership of academies that excites, inspires, and empowers our people – pupils, staff, and the community in which we work - to be the absolute best they can be, to have the confidence to think creatively, and embrace new challenges. Through this we will seek to support and inspire our young people to be dynamic learners who will live, grow, and thrive in the local, national, and global community in which they live and will work.

Currently, the Trust educates more than 8000 pupils and employs over 1000 members of staff in 16 schools across three counties, with a 17th school due to open in the near future. Several of our schools provide adult education opportunities, reflecting our commitment to lifelong learning and we also operate our own sport centres, under the banner of Anglian Leisure.

We are recent winners of the NGA Outstanding Governance Award; have a unique partnership with Arts Council England, reflecting our commitment to arts education; and are one of the eight National Creativity Collaborative pilot hubs. We are strategic partners in the local teaching school hub, working closely with other trusts to provide professional qualifications in addition to our own very extensive professional learning programmes.

We provide school improvement support to our schools, alongside finance, human resources, ICT, and estates support. Many of our leaders, teachers, and professional services staff are involved in networks across the Trust to share best practice and build skills and knowledge, with some taking on cross-trust leadership positions.

Our most recent staff survey indicated that a high proportion of staff:

- ✓ Feel as though they belong within Anglian Learning
- ✓ Agree that they are provided with relevant opportunities for professional development
- ✓ Feel that there is a positive culture of psychological safety within their school
- ✓ Have high levels of job satisfaction and happiness at work
- ✓ Would recommend our organisation as a great place to work
- ✓ Almost all staff who responded to the survey feel part a team within their school and can rely on colleagues for support when needed.

Our four core values and principles guide our work to achieve our vision:



Aspiration

We are ambitious for ourselves and all those in our community to be the best we can be



Community

We underpin our relationships with a culture of support, respect and trust, recognising we are stronger together



Empowerment

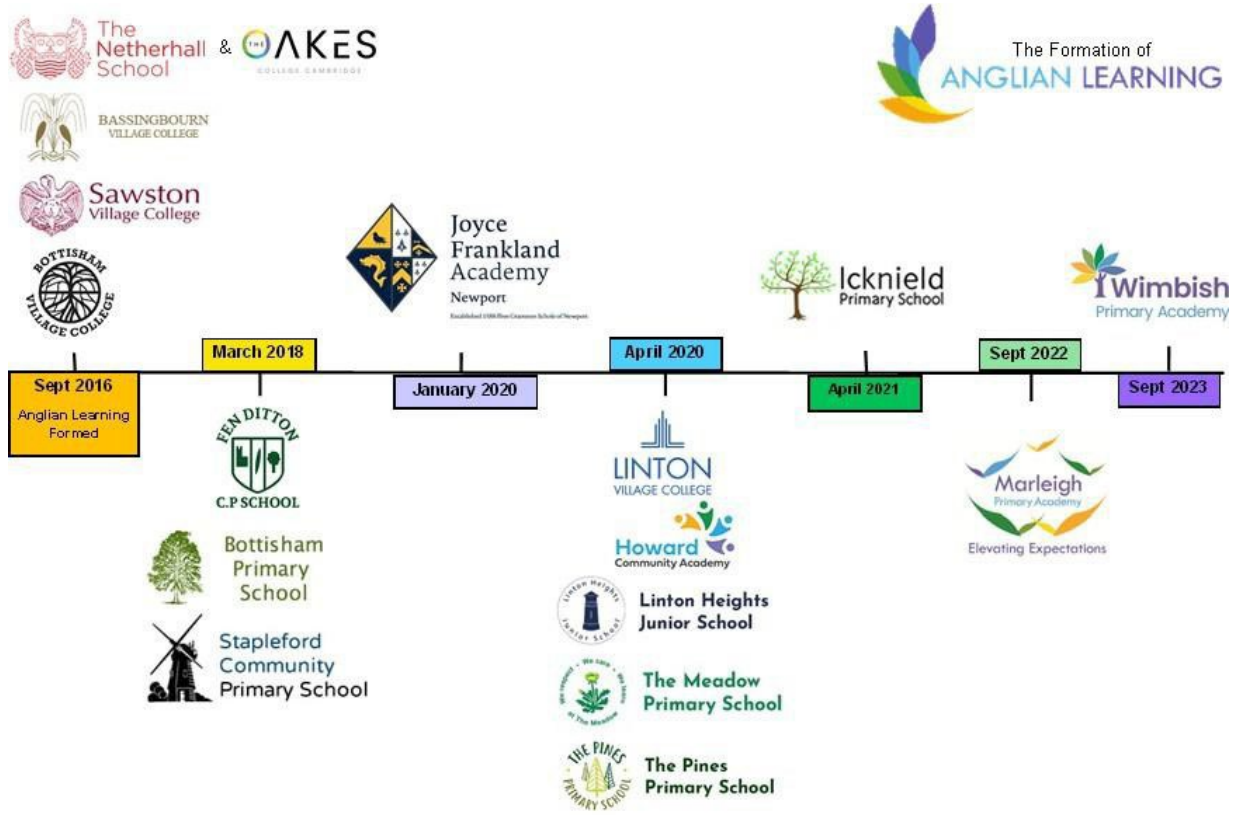
We enable our academies, staff and learners to embrace new ideas and think creatively



Inclusivity

We believe in equality of opportunity, celebrating everyone's differences and supporting learners of all abilities from all backgrounds

It is an exciting time to join our growing community of schools.



We are committed to providing outstanding academies which are a source of pride for the communities that they serve.

We aim to achieve this by raising the educational attainment of all our young people and using collective energy and cross-school educational fertilisation within the Trust to improve life chances by:

- Developing a dynamic and inspirational culture for teaching and learning excellence.
- Providing pupils with stimulating and valuable enrichment opportunities across the curriculum.
- Building a curriculum and assessment structure that will enable teachers, pupils, and parents to celebrate success and respond swiftly to challenge.
- Encouraging innovation and risk-taking through a focus on research and best practice locally, nationally, and internationally.
- Promoting, enabling, and supporting leadership at all levels to flourish in individual schools and across the Trust.
- Providing high quality professional learning opportunities for staff at all levels in the Trust



Bassingbourn Village College – About Our School

This is an excellent school; there is a strong positive ethos, where all students are known as individuals and achieve some fantastic qualifications. We are all very proud of our school and the educational opportunities that it provides for our wonderful students.

Our core purpose is to know all our students and treat them as individuals. Developing leadership at all levels. To provide a wide variety of opportunities and experiences through a personalised and engaging curriculum. To nurture individuals to have high aspirations, a love of learning and to become confident, responsible, respectful, resilient, healthy and independent members of society prepared for life and work in the 21st century.

Mr I Stoneham, Principal



Teaching Assistant

– About the role

Location: Bassingbourn Village College, Bassingbourn, Royston, Hertfordshire, SG8 5NJ

Hours: Full-Time, 32.5 hours per week / Part-time will also be considered

Working Pattern: Term Time Only (39 weeks – 38 weeks plus training/inset days, 0.75 FTE)

Contract Type: Permanent

Salary: Level 2, Point 4, £23,114 to Point 6, £23,893 FTE (Pro-rata salary- £17,335.55 to £17,919.75)

**Note: a pay increase is expected in line with NJC pay scales, expected increase to take place by end of year and be backdated to start date.*

Anglian Learning is a high-performing multi-academy trust responsible for 15 schools in West Suffolk, Cambridgeshire, and Essex, educating over 8,000 pupils and employing more than 1000 staff. Our vision is for dynamic, empowered learners who thrive and lead in their communities: locally, nationally, and globally. Our schools are at the heart of their communities and as well as providing a broad, rich, and vibrant curriculum to pupils they also provide sporting, community education and other facilities and opportunities to their local community.

We are committed to making Anglian Learning a place where everyone feels valued and has equal access to the opportunities our Trust offers. We are always open to discussing flexible working opportunities or making reasonable adjustments to ensure you thrive in your role.

Employee Benefits

Anglian Learning offers the following benefits to staff:

- Career Average Revalued Earnings Pension Scheme (CARE)
- Free membership to all [Anglian Leisure](#)'s Sports Centres - *Bassingbourn, Bottisham, Sawston, Joyce Frankland, Linton and Netherhall*
- 20% Discount on Adult Education Classes run by Anglian Learning School's
- Employee Assistance Programme via Health Assured
- Perkbox discounts and offers
- Cycle To Work Salary Sacrifice Scheme
- Discounted Eye Care Vouchers
- Annual Flu Jab Vouchers



Application

To apply for this vacancy please complete the application process via our [Anglian Learning Recruitment Platform](#), outlining how your skills and experience will enable you to be successful in this role. Please note that CVs will not be accepted. If for any reason you cannot apply via our Anglian Learning Recruitment Platform and need to apply via an alternative accessible format, please do contact us to arrange by emailing hr@anglianlearning.org .

If you would like to arrange an informal discussion, please contact HR@anglianlearning.org
To apply for this vacancy please complete the application process via our website at [Link](#) outlining how your skills and experience will enable you to be successful in this role.
Please note that CVs will not be accepted.

If for any reason you need to apply via an alternative accessible format, please do contact us on hr@anglianlearning.org

Please note applications will be assessed upon receipt and we reserve the right to interview and appoint prior to the closing date

Closing Date: Midnight, 24th November 2024

Interview date: W/C 2nd December 2024

Start date: 1st January 2025

Anglian Learning is committed to safeguarding and promoting the welfare of young people and vulnerable adults. We expect all staff to share this commitment and those in regulated activity will be subject to an Enhanced DBS Check and online checks. Certificate of Good Conduct and other applicable checks may be requested. This post is exempt from the Rehabilitation of Offenders Act. Our policies for Ex-Offenders, GDPR, Safeguarding and Recruitment can be found on our website: www.anglianlearning.org

We value diversity and welcome applications from all, including those with protected characteristics under the Equality Act. Flexible working will be considered for all roles deemed suitable.

As a result of the changes to the UK immigration rules which came into effect on 1 January 2021, Anglian Learning will offer sponsorship for a skilled worker visa under the points-based system, where a role has been deemed to be business critical'. Do contact us to discuss further.

Please note the photo(s) of pupils attached to this notice were used under the legal ground of consent, for the purpose of preparing publications that promote the school



Teaching Assistant – Job Description

Salary	Level 2, Point 4, £23,114 to Point 6, £23,893 FTE (Pro-rata salary- £17,335.55 to £17,919.75)
Hours	Full-Time, 32.5 hours per week / Part-time will also be considered
Disclosure Level	Enhanced DBS with children's barred list check
Location	Bassingbourn Village College
Responsible to	HOF

Job Purpose:

Support the classroom teacher to facilitate the active participation of children in the academic and social activities of the school.

Principal Accountabilities:

1. Support for children
 - Under the direction of the teacher, carry out pre-determined tasks to support pupil learning.
 - Establish and maintain supportive relationships with individual pupils or small groups to ensure they understand and can achieve the tasks.
 - Provide learning support as required for children with special needs, or where English is not their first language.
 - Help with the care and support for pupils, including attending to their emotional and/or physical care needs.
 - Support inclusion in the classroom, ensuring all pupils feel involved with tasks and activities
 - Provide support for pupils to be able to meet the expectations of the College behaviour policy

2. Support for the curriculum
 - Under the direction of the teacher, support the school curriculum, including literacy and numeracy activities.
 - Support the use of ICT in the curriculum

3. Support for the teacher

- Provide information to help the class teacher plan appropriate work programmes.
- Help to prepare the learning environment for use
- Undertake support activities for the teacher as required, e.g. photocopying, preparation of materials, mounting displays.
- Contribute to the management of pupil behaviour and take control of minor situations to allow the teacher to continue the lesson
- Act as a first aider when required to ensure effective safeguarding of children whilst on the college site.

4. Support for the school

- Develop and maintain effective working relationships with other staff.
- Contribute to the maintenance of a safe and healthy environment.
- Attend and actively participate in staff meetings.
- Provide support for school events, e.g. school plays, events.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility. The job description will be reviewed through discussion with the line manager.



Teaching Assistant- Person Specification

	Essential	Desirable
Experience	<ul style="list-style-type: none"> • Experience supporting students with additional learning needs 	<ul style="list-style-type: none"> • Working with students with additional learning needs on a one-to-one basis.
Skills, Knowledge, and Aptitudes	<ul style="list-style-type: none"> • Ability to work collaboratively with others; • Energy and enthusiasm; • Flexibility; • Resilience ; • Excellent organisational and time management skills; • Excellent communication and interpersonal skills; • Good level of literacy and numeracy. 	<ul style="list-style-type: none"> • ICT competency; • Willingness to get involved in the broader life of the college through extra-curricular activities; • Basic understanding of child development and learning; • An understanding of special educational provision and Education, Health and Care plans.
Qualifications and Training	<ul style="list-style-type: none"> • Good level of secondary education including evidence of GCSEs or equivalent. 	<ul style="list-style-type: none"> • Evidence of continuing professional development.
Personal Attributes	<ul style="list-style-type: none"> • Ability to explain things clearly; • Ability to cope well in challenging situations; • High standards of behaviour in the professional role; • Commitment to form and maintain appropriate relationships and personal boundaries with young people; • Patience, empathy and a positive 'can do' attitude. 	<ul style="list-style-type: none"> • Motivation to complete additional training and engage in continuous professional development in support of the role; • An interest in special educational needs and disabilities.

Safeguarding	<ul style="list-style-type: none">• Commitment to safeguarding and promoting the welfare of young people;• Satisfactory enhanced DBS check, Medical Clearance and 2 References.	

Anglian Learning

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Website: www.anglianlearning.org

