



# Recruitment Pack

Teaching Assistant







# INFORMATION FOR APPLICANTS

Thank you for downloading this application pack and for your interest in becoming a Teaching Assistant at Birches Head Academy, in Stoke-on-Trent.

This is an exciting time at the Academy, as we have made dramatic improvements and seen a complete culture change in recent years, resulting in growing numbers of children applying for places.

We have recently joined the Frank Field Education Trust, providing a firm foundation to enable us to flourish. As an Academy within the Frank Field Education Trust, schools will particularly benefit from the Trust's access to services that will improve the support we can offer to all students and families and also from the opportunity to work with like-minded people, who want the best for children and young people. The Academy works in partnership with a number of schools both locally and nationally, including our primary feeder schools and colleges to ensure all students have the very best opportunities and outcomes.

## **Our vision is to provide:**

- An exceptional academic education to all children (Intellectual Capital)
- A values led approach to education for every child (Cultural Capital)
- The right environment for every

child to flourish by building learning communities in partnership with parents and carers (Social Capital)

Achieving these commitments will ensure that, when pupils leave the Academy, they are ready for the next step in their journey; leaving with the necessary skills and knowledge, and the desire to serve others, to become the next generation of leaders.

Our determination to do this, in its fullest sense, resonates with our Academy motto inspired by the words of Oscar Romero "Aspire to be More". I have very high aspirations for the young people at Birches Head Academy. I want the very best for them. I want them to 'Aspire to be More'.

If you feel you can make a contribution to this important enterprise and help our children to be the best that they can be, then I look forward to receiving your application.

If you would like to discuss this vacancy or visit the school please contact Mrs J Bracegirdle, Principal's PA, by email at: [jbracegirdle@bircheshead.org.uk](mailto:jbracegirdle@bircheshead.org.uk).

**Ms Katie Dixon**  
**Principal**

# A WELCOME FROM THE CEO OF THE FRANK FIELD EDUCATION TRUST



The Frank Field Education Trust (FFET) is a multi-academy trust (MAT) based in two Regional Schools Commissioners areas (L&WY and West Midlands) which aims to build on the work of the Outstanding teachers, leaders and schools within the Trust to serve the most disadvantaged schools and communities in England.

The founder and Chair of the Trust, the Rt. Hon. Lord Frank Field, served for almost 40 years as the Member of Parliament for Birkenhead. During this time, Frank has written extensively on education and, in 2010, wrote "The Foundation Years: preventing poor children becoming poor adults" report, which is regarded as a landmark document regarding the importance of education and Early Years care in ending disadvantage. The review found that the gap in cognitive, social and emotional skills between the most and least disadvantaged students starts well before children enter the education system. This gap widens still further during school years.

Our intention is to work with schools that buck this national trend, with the aim of equalising or bettering life chances by the time our young people leave school. We believe social justice can be achieved through excellence in education.

We welcome applications from people who share our ambition to provide an education for children that is unparalleled in this country and have the enthusiasm and drive to make this a reality.

**Mr Tom Quinn**  
**CEO of The Frank Field Education Trust**







## STOKE-ON-TRENT

The City of Stoke-on-Trent is in the West Midlands and has a population of 270,000, which is predominately white British, but with a significant minority ethnic community. Ambitious plans are underway to transform and renew the City through major investment in health, housing, economic development and education.

The 'Potteries' as Stoke-on-Trent is affectionately called, is renowned for its world-class ceramics industry and industrial heritage. The Midlands power house is driving economic growth and renewed prosperity.

The City boasts a strong cultural tradition with its ceramics and Performing Arts heritage. With an increase in the number of children, education is of critical importance to the future prosperity of the City.





# JOB DESCRIPTION:

## Teaching Assistant

**Grade/Salary Scale:** Grade 4 SCP 4 - 7 (£17,452 - £18,424 per annum)  
**Reports to:** Assistant Principal  
**Team:** Support Staff

### Purpose of the Post:

- To provide support to students with Social, Emotional and Mental Health needs to overcome barriers to learning in a personalised learning centre within the Academy.
- To provide support to teaching staff in the preparation of Teaching and Learning materials and wider educational opportunities.
- To provide learning support to students working in small groups outside the classroom in collaboration with subject teachers to develop good literacy and numeracy skills and enable them to continue to access mainstream education.
- To be a personal tutor for a small group of students.

### Duties:

- To deliver lessons, supplied by teaching staff, and interventions to a small group of students within the Academy.
- To record and report information concerning students to the SENCO or relevant member of staff or outside agencies.
- To assist the SENCO and classroom teacher in the preparation of programmes of study for designated students.
- To assist in the preparation of aids and material including adapting or preparing materials to enable students to access the subject material.
- To monitor use of equipment/resources.
- To join in with the activities of students in class.
- To assist the teaching staff with the supervision of students.
- To contact parents when required.
- To assist in the provision of general care and welfare when required.
- To maintain a safe environment including prompt marking of registers.
- To work with individuals or small groups which may include out of school hours on pre-determined programmes of study.





# JOB DESCRIPTION

## Teaching Assistant

- Assisting in the supervising of students according to timetable which may include non-teaching time.
- To act as a key worker to named students.
- To work with individual or small groups of students who may or may not be on the Special
- Needs Register by:
  - Assisting with the development of students' literacy and numeracy skills by supporting reading, writing and oracy.
  - Assisting in the recording of success, progress and deterioration of named students.
  - Assisting in the gathering of information about individual learning approaches.
  - Assisting in the gathering of assessment data of named students.
  - Assisting in the preparation of programmes of study.
  - Working with students on intervention programmes.
- To undertake First Aid training as required.

The post holder will not have any supervisory responsibility for other staff.



# PERSON SPECIFICATION:

## Teaching Assistant

The following list provides the Essential and Desirable Skills, Qualities, Experience and Qualifications for Teaching Assistant at Birches Head Academy.

### Qualifications & Training

#### Essential:

- Good general standard of education at Level 2 or above, including English and maths

#### Desirable:

- NVQ Level 3 or equivalent in childcare related subject or willingness to work towards relevant qualification

### Experience and Knowledge

#### Essential:

- Experience of working with children

#### Desirable:

- Experience of working in an education environment with students with SEMH needs.

### Skills and Abilities

#### Essential:

- Well organised
- Flexible.
- Able to work on own initiative

#### Desirable:

- Good ICT skills.

### Additional Requirements

- A willingness to undertake appropriate training.
- Awareness and sensitivity with regard to equal opportunities and race equality.
- Undertake First Aid training as required.





# HOW TO APPLY

If you decide to apply for this position, please complete an application form: curriculum vitae alone will not be accepted. Your formal letter of application (supporting statement) should be no longer than two sides of A4 and should address:

- Why you are attracted to this position and Academy
- How your experiences and achievements match the job description and person specification

## **Please return your completed application to:**

Jocey Bracegirdle (PA to the Principal) at:  
[jbracegirdle@bircheshead.org.uk](mailto:jbracegirdle@bircheshead.org.uk)

## **Key Dates**

Closing Date: Tuesday 3 January 2023, 9:30am

Interviews: Friday 6 January 2023

## **Academy Location**

Birches Head Academy  
Birches Head Road  
Stoke on Trent  
ST2 8DD  
01782233595  
Email: [info@bircheshead.org.uk](mailto:info@bircheshead.org.uk)

## **Additional Information**

Ofsted Reports: [www.ofsted.gov.uk](http://www.ofsted.gov.uk)  
Information about Stoke City Council: [www.stoke.gov.uk](http://www.stoke.gov.uk)  
Frank Field Education Trust: [www.ffet.co.uk](http://www.ffet.co.uk)





# ABOUT THE FRANK FIELD EDUCATION TRUST

The Frank Field Education Trust (FFET) is a Multi Academy Trust (MAT) formed with the explicit intention of delivering world-class education. We do this by delivering a curriculum that focuses on developing intellectual, social and cultural capital in our young people, that will enable them to become adults who will have choice-filled lives and be good people. Our Trust has a particular focus on working with the most disadvantaged in our society and we believe, through excellence in our schools, we can ensure that social justice will prevail for all our students and families. There are currently three schools in FFET (and two Associate Schools):

## **The Ellesmere Port Church of England College**

Based in Ellesmere Port, Cheshire, this 11-18 school has been transformed into a high performing College. It is a faith school and, as such, reflects our vision within a Christian context.

## **Handforth Grange Primary School**

Based in Handforth, near Manchester, this outstanding primary school and National Support School leads the way in innovative curriculum development and inclusion.

## **Birches Head Academy**

Based in Stoke, BHA is our newest school to join the Trust and is rapidly growing in pupil numbers as its reputation for inclusion, diversity and excellence spreads amongst its community.

The Frank Field Education Trust is recognised by the Department for Education as a sponsor. This means the Trust has given a commitment to support academies facing all types of challenges, including educational standards and financial viability. Our growth model is established around local hubs within the Lancashire & West Yorkshire and West Midlands RSC regions which will provide education from 3-18 years and also include support from birth to three years.





# EMPLOYEE BENEFITS

## Collaborative Working



We work collaboratively with academies in our FFET family, allowing our students and staff many opportunities to develop themselves.

## Strong Culture & Purpose



A strong organisational culture and purpose. Establish a positive school culture that is focused on achievement and well-being.

## Staff Development & Well-being



A commitment to staff development and staff well-being. A palpable sense of community built on trust and transparency.

## New Ideas and Innovation



A culture that embraces new ideas and uses innovation for continuous improvement.

## Medicash



Our Medicash health plan offers a wide variety of benefits from cashback on your everyday healthcare treatments and checks to virtual guides and tools you can use from home.

## Employee Assistance Programme



Provides employees 24-hour access to confidential support, professional advice and short-term counselling to help them deal with personal and work-related problems.

## CycleScheme



Cyclescheme is an employee benefit that saves you 26-40% on a bike and accessories. You pay nothing upfront and the payments are taken tax efficiently from your salary.

## The Electric Car Scheme Salary Sacrifice



Our electric vehicle salary sacrifice scheme lets an employee pay for an electric car each month using their gross salary – that's before tax and other contributions are deducted!



# GROWING NETWORK

**Joined December 2018**



The Ellesmere Port  
C of E College

**Joined February 2019**



Handforth Grange  
Primary School

**October 2020**

Christ Church Primary  
School joined FFET as an  
Associate School

**Joined December 2020**



Birches Head  
Academy

**November 2020**

The Acorns Primary &  
Nursery School joined FFET  
as an Associate School

**September 2021**

Early Life Project begins



Early Life  
Programme





*Part of the*

**Frank Field**

Education Trust

# ASPIRE TO BE MORE

Birches Head Academy, Birches Head Road, Stoke-on-Trent, Staffordshire, ST2 8DD

**Telephone:** 01782 233595    **Fax:** 01782 236647  
[info@bircheshead.org.uk](mailto:info@bircheshead.org.uk)    [www.bircheshead.org.uk](http://www.bircheshead.org.uk)



**Frank Field**  
Education Trust