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Teaching Assistant

APPLICATION PACK

**Principal – Mr L Hall BA (Hons) PGCE MA NPQH**

Mounts Bay Academy

Boscathnoe Lane

Heamoor

Penzance

TR18 3JT

[www.mountsbay.org](http://www.mountsbay.org)

Salary scale: F1-F6

Contract Type: Full time or Part-time (pro-rata – term time only)

Contract Term: Permanent

**Teaching Assistant**

Mounts Bay Academy is a caring and dynamic Academy where students are placed at the centre of everything we do. We provide a broad and balanced curriculum to all our students, who are set challenging academic and personal targets and given the inspiration to succeed. We are proud of the integrated and inclusive support we provide to students, in particular those accessing additional needs.

We are seeking to appoint an efficient and enthusiastic individual with excellent communication skills to work with young people in our busy academy. The successful candidate will be approachable, calm, caring and confident, have good ICT skills and have experience of working with and supporting students. A high standard of literacy and numeracy is essential for this post, as is the enthusiasm to help raise the achievement levels of students.

Mounts Bay Academy embraces the use of new technologies, providing 1:1 iPad devices for each child and a Digital Device for each member of staff. We welcome applicants who are innovative in their use of IT and can develop their use as a strategy to raise standards across the curriculum.

In return we can offer:

* Excellent bespoke professional development
* Exceptionally well-resourced learning environment
* A friendly and caring whole academy community

Application forms and information packs are available via our website or upon request by telephoning the Academy.

For further information, please contact Malvina Jenkin HR Manager at Mounts Bay Academy

🕿 01736 352399 or email: mjenkin@mountsbayacademy.org

**Closing date for applications**: 12 noon 22/01/2024

**Start: ASAP**

**21st**

Please send your completed application form to Malvina Jenkin at Mounts Bay Academy, Boscathnoe Lane, Heamoor, Penzance, TR18 3JT.

The successful candidate will be subject to reference checks with previous employers and an enhanced DBS disclosure check.

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**Welcome**

Dear Applicant

Thank you for expressing an interest in the post of Higher Level Teaching Assistant at Mounts Bay Academy, a member of the Multi Academy Trust called Leading Edge Academies Partnership (Leading Edge). I hope you find this information pack helpful and that in due course we shall receive an application from you.

Mounts Bay Academy is an extremely popular school in Penzance, West Cornwall with over 1060 students aged 11-16 years.

The Academy is a hub for the Challenge Partners’ network and part of several school improvement and leadership organisations such as High Performance Learning.

The Campus is a large site with close to 22 acres of school buildings, sports hall, gymnasium, tennis courts and large playing fields / athletic track thus providing excellent facilities for our students. Academy has also successfully made bids to improve our facilities over the last 5 years and there are now new changing rooms and Science laboratories, a new sports hall (1500sq ft), and an artificial 3G pitch (1700sq ft) along with significant building and technological improvements in the past year. We have a fully re-furbished library.

Mounts Bay Academy is an Apple Distinguished school, and each student and staff member are provided with a digital device to support their learning and work and enable them to access all their learning needs. We believe that students should be prepared for the world in which they will live when they leave the Academy and strive daily to ensure that we update our knowledge accordingly.

We are a learning community that aspires to success for all without exception, convinced that everyone can learn at the highest level, we just need to present them learning experiences that are as engaging as they are adventurous. We believe that all young people can achieve; it is our job to nurture the very best in each person by identifying their strengths and talents and removing any barriers to learning.

Talent is celebrated, curiosity is nurtured, and every individual is given the chance to shine. We help to develop young people with a positive attitude to learning and life, ready to take on the challenges of our fast-changing world and to make a creative contribution to their community.

You will be joining an ethical community, guided by the Global Goals for Sustainable Development, 17 goals to help end poverty, fight inequality, and stop climate change. Giving everyone that joins us the chance to shape a better future for themselves, the community, and the world at large.

Successful candidates will be a brave, creative, and visionary people who want to join our courageous staff in order to enable all to thrive in this ever-changing world. We are looking for professionals with a spirit of adventure who understand that high personal and academic standards and exciting learning can combine to change young people’s lives. Mounts Bay Academy is committed to safeguarding and promoting the welfare of young people and we expect the those wanting to work with us to share this commitment.

I look forward to hearing from you.

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Les Hall

Principal

**Application**

**Application**

Please email your application to Malvina Jenkin HR Manager at [mjenkin@mountsbayacademy.org](mailto:mjenkin@mountsbayacademy.org). In line with our safeguarding practices we are unable to accept CVs.

**Closing Date**

Please ensure your application arrives by the closing date/time and that the post for which you are applying has been stated clearly on the application form. Applications received after the closing date will not be accepted.

**Interview**

Interviews for the post will take place shortly after the closing date. All applicants will be informed on whether their application is successful within 2 weeks of the closing date.

Mounts Bay Academy is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment.

We follow safer recruitment practices and appointments are subject to an enhanced DBS check and references taken up prior to employment.

Details of our [Safeguarding and Child Protection Policy](http://mountsbay.org/wp-content/uploads/2019/10/Safeguarding-and-Child-Protection-policy.pdf) can be found on our website [www.mountsbay.org](http://www.mountsbay.org).

Mounts Bay Academy

Boscathnoe Lane

Heamoor

Penzance

Cornwall

TR18 3JT

Phone: 01736 363240

Web:

[www.mountsbay.org](http://www.mountsbay.org)

[www.leadingedgeacademies.org](http://www.leadingedgeacademies.org)

**A picture containing diagram

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| **Post Title:** | Teaching Assistant |
|  | |
| **Purpose:** | * To take a proactive role in the support of the educational, social and physical needs of the students; * To support the curriculum and the Academy through the provision of assistance to the teacher in the practical organisation of class activities and small group work. * To meet the needs of students with specific special educational needs within a mainstream setting. |
|  | |
| **Reporting to:** | Claire Drew |
|  | |
| **Liaising with:** | Principal/Senior/Vice Principals, Teaching/Support staff |
|  | |
| **Working time:** | Part time or Full time |
|  | |
| **Salary/Grade:** | F1-F6 |
|  | |
| **Disclosure level:** | Enhanced |
|  | |

# MAIN (CORE) DUTIES

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| **Main tasks** | * To provide targeted reading intervention for struggling readers in Years 7-10. * To liaise with the Head of English to establish which students need targeted reading support. * To plan and deliver intervention cycles that meet the required needs of the students * To work with the English Faculty to support adaptive learning techniques and hold small group interventions. * Lisaise with the Head of English with progress reports for students receiving targeted reading support |

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| Key Areas of Responsibility |
| * To assist individuals and groups of children in developing knowledge, skills and attitudes as defined by the Curriculum. To take into account the learning support involved to aid the children to learn as effectively as possible. * To establish supportive relationships with the student/s concerned and to encourage acceptance and inclusion of all students. * To encourage social integration and individual development of students. To develop methods of promoting and reinforcing students’ self-esteem. * To assist in preparing, using and maintaining relevant teaching resources. To ensure that basic classroom materials are available for use. * To assist with lunch and break time supervision of students on a rota basis. * To accompany students on educational visits and outings as requested during the school day. * To assist with the assessment, monitoring and recording of children’s progress, health, behaviour and general wellbeing. To feedback any information (including concerns) regarding the well-being and educational needs of children to the Teacher, Head of Year, Senior Leader for Student Provision as appropriate. * To be aware of confidential issues linked to home/students/teacher/school work and to ensure the confidentiality of such sensitive information. * To supervise an individual or small group of children within a class under the overall control of the Teacher. * To administer minor first aid (as trained), assist in the dispensing of medically prescribed controlled drugs (as trained and as per the approved procedure) and to assist with the personal hygiene and physical needs of children with regard to health and safety as required (as trained). * To carry out administrative tasks associated with all of the above duties as directed by the Teacher, Head of Year, Senior Leader for Student Provision as appropriate. * To remain aware and work within all relevant Academy working practices, policies and procedures. * To attend staff meetings and academy-based INSET as required. * To meet with the SENCO on a regular basis, and/or other appropriate staff. * The post holder is responsible for his/her own self-development on a continuous basis in line with Academy procedures. * To be aware of and work in accordance with the Academy’s Safeguarding and Child Protection policies and procedures and to raise any concerns relating to such procedures which may be noted during the course of duty. * To be aware of and adhere to applicable rules, regulations, legislation and procedures including the Academy’s Equal Opportunities Policy and Code of Conduct, national legislation (including Health and Safety, Data Protection). * To undertake other duties appropriate to the grading of the post as required. * To maintain confidentiality of information acquired in the course of undertaking duties for the department.   **(Applicable to Teaching Assistants supporting students with specific special educational needs within a mainstream setting)**   * To meet the mobility needs of the student, assisting in the use of a wheelchair/hoist, ensuring compliance with safe lifting procedures and associated training. * To meet the needs of incontinent students (with appropriate training) * To meet the needs of students with emotional and behavioural difficulties. To support students with preventing harm and disruption to themselves or others, within the limits of the post holders training (eg: Team Teach) and school policies and procedures. * To encourage acceptance and inclusion of all students. * To develop methods of promoting/reinforcing self-esteem and to promote independence through the development of self-help skills. |
| Other Specific Duties |
| * To remain and adhere to the Trust’s Safeguarding Policy and child protection procedures. * To play a full part in the life of the Academy community, to support its distinctive mission and ethos and to encourage staff and students to follow this example. * To actively promote the Academy’s corporate policies. * Be responsible for your own continuing self-development, undertaking training as appropriate. * To be aware and adhere to applicable rules, regulations, legislation and procedures e.g. the Trust Equality and Diversity Policy, Staff Code of Conduct, national legislation and GDPR Data Protection Regulations. * To comply with the Academy’s Health and Safety Policy and undertake Risk Assessments as appropriate.   **As a restorative organisation we**   * Apply the principles of mutual respect and responsibility in all internal and external relationships. * Actively work to prevent, address and repair harm.  Engage in continuous learning to further develop our communication and problem-solving skills. |

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

**Person Specification**

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| --- | --- | --- |
| **Essential** | **Desirable** | **Demonstrated By** |
| A commitment to safeguarding children and young people and an awareness of current national legislation relating to safeguarding and child protection. |  | Application Form / Interview |
|  | Knowledge of KS3 and 4 English Curriculum | Application Form / Interview |
| Autism experience and sensory processing. | Knowledge of bespoke interevntions to support reading | Application Form / Interview |
| Previous experience of working with SEND children. | Previous experience of working with children within a classroom environment or similar. | Application Form / Interview |
| Good levels of literacy and numeracy.  Attainment of 4 GCSE qualifications (or equivalent), or able to demonstrate equivalent knowledge, skills and aptitude. | Qualification in English and Maths (5+ GCSE) or additional higher level qualifications. | Application form / Interview |
| Organisational skills.  Good communication skills. | Knowledge of issues relevant to education and child development. | Applcation form and Interview |
| Able to prioritise between different demands.  Ability to work to deadlines.  Self-motivated, and able to work in a team.  An interest in children and education.  Patient and friendly approach. | Able to work without supervision. | Interview |
| Other | | |
| Attendance at some evening and early morning meetings as required. |  |  |