



BELIEF IN EVERY CHILD



WELCOME TO BLACKDOWN EDUCATION PARTNERSHIP

Thank you for your interest in this post. Please take some time to have a look at this pack and gain a sense of who we are and what we stand for. All Multi-Academy Trusts are different and we are keen to explain why we believe that our values and ethos make us a great employer.

The Blackdown Education Partnership was created by the merger of two founding trusts which shared some important similar values. Put simply, we believe that collaboration, partnership working and sharing our best ideas will enable us to deliver on our mission.

- To nurture and develop the ambition, talents and interests of every child
- To break down the barriers that inhibit the opportunities and achievements of disadvantaged pupils so that they can go on to lead lives of choice and opportunity
- To create a family of schools that are deeply and purposefully connected to their communities.

All our schools share this purpose and we work closely together to understand and deliver it.

We do not believe in creating schools which are replicas of each other. Our philosophy of aligned autonomy enables Headteachers to make effective decisions within the context of each individual school. We do not have a common curriculum but we do have a view on excellence and seek to harness the expertise of our subject leads to ensure that each school delivers schemes of learning that are rigorous, inspiring and rich in knowledge. Curriculum and other leaders across our schools meet regularly to network, share and moderate and the Trust operates a well-developed programme of peer-review to ensure that leaders are challenged, supported and have access to excellent professional development.

Our schools are all characterised by a strong ethos, ambitious culture and compassionate environment which together drive success. We are lucky enough to employ brilliant people who share our vision, many of whom have started careers with us and stayed to progress these careers. We want people to join us who believe that, whatever their role, they can make a difference to the life chances of students. We are totally committed therefore to helping all our staff thrive and fulfil their professional ambitions. A large number of colleagues are currently undertaking leadership development and we run regular networks and collaborative groups to allow colleagues to share best practice across the Trust.. We also offer some more bespoke leadership programmes run through our outstanding network of partners.

We take staff wellbeing seriously and take active steps to reduce workload. We have a wellbeing offer which ranges from gym membership and support with personal fitness to talking therapies and subscribe to Carefirst. We also allow employees personal days to enable everyone to enjoy some flexibility over attendance and participation in events that they might not otherwise be able to.

We are always willing to consider flexible working requests and job-shares and pride ourselves on a family friendly approach across our schools. The best resource we can provide for pupils is highly skilled, happy and fulfilled staff.

We are looking for an individual who shares the same vision and values – if you believe that you have the skills, drive and vision to help us achieve our aims we would be delighted to receive your application.

LORRAINE HEATH, OBE
CHIEF EXECUTIVE OFFICER





HEADTEACHER : MRS LAURA JENKINS

WELCOME TO UFFCULME SCHOOL

Dear Applicant

Thank you for your interest in this post. This is an exciting opportunity for us to recruit a motivated and enthusiastic Teaching Assistant to join our existing highly successful team at Uffculme School.

Uffculme is a happy and friendly school with high ambitions for every student. We are fully inclusive but are relentless in our determination that every child will fulfil their potential. Our reputation and outcomes speak for themselves and although we are regularly the top performing comprehensive school in the region, we refuse to be complacent. We want to be the best school we possibly can be and are always looking for ways in which we can develop and improve.

If you share these aspirations and believe you can contribute to our continued success, I would be delighted to receive your application.

We are committed to safeguarding and promoting the welfare of children and all candidates are expected to share this commitment. This post is subject to a satisfactory enhanced DBS check.

A handwritten signature in dark ink, appearing to read 'L Jenkins'.

Laura Jenkins, Headteacher

The Opportunity



Teaching Assistants

- Permanent, term time only (38 weeks per year + 3 days)
- 32.5 hours per week (5 days per week, 8.30am to 3.30pm with 30-minute unpaid lunchbreak)
- £26,016 FTE; actual salary £19,368 (NJC grade B, point 4)

Main Job Purpose

- To assist the SENDCo and teachers in the provision of a stable, caring and supportive learning environment, to enable pupils to achieve their full learning potential and to facilitate their social and moral development

What you can expect from us:

- Eligibility to join excellent Local Government pension scheme.
- Option to make additional voluntary contributions to pension for local government pension scheme members which can help boost retirement benefits.
- Access to a range of continuous professional development opportunities.
- Trust wide charity events designed to encourage our people to participate in meaningful activities.
- Access to wellbeing provision which offers information and advice on a range of workplace and personal issues.
- Flexible working opportunities.
- Enhanced special leave provision, including additional time off as part of our 'Personal Day' entitlement which supports employees to achieve a better work/life balance.
- Free car parking.
- On site catering facilities, all of which provide healthy and nutritious meals at a low cost.
- Discounted membership at our on-site gym.
- Cycle to work scheme which enables employees to purchase a bike and accessories for their commute to work.
- Free tea and coffee.

See the Job Description for a full breakdown of the role and responsibilities.

Closing date 9.30am Monday 26th October; interviews during the week commencing 2nd November.

Job Description



Post	Teaching Assistant
Grade	NJC point 3
Hours	Term time, plus 3 INSET days (38 weeks per year + 3 days)
Responsible to	SENDCo

Main duties

- To assist the SENDCo and teachers in the provision of a stable, caring and supportive learning environment, to enable pupils to achieve their full learning potential and to facilitate their social and moral development.
- To provide supervision, support and care to pupils with additional or special educational needs, disabilities and or learning difficulties as far as the School's insurance liability allows.
- To assist the SENDCo and the teachers in the preparation and delivery of programmes of work and individual education plans.

Support for pupils

- To contribute to individualising the curriculum.
- To help and guide pupils in their learning.
- To explain the teacher's instructions.
- To encourage the pupils' greater independence.
- To offer regular praise and encouragement.
- To offer basic organisational support and to encourage pupils to concentrate.
- To assist teaching staff in developing learning strategies.
- To assist in the monitoring and evaluation of pupils' progress.
- To develop a knowledge of differing learning difficulties and strategies to assist such pupils.
- To assist in the intimate care for individual pupils
- To assist pupils in their physio programme and liaise with outside agencies.

Support for the teacher

- To be available to give feedback to the teacher.
- To work with small groups within the class when required.
- Simplify and modify tasks.

Support for the school

- To contribute to the evaluation of the school's SEN policy and practice.
- To attend appropriate in-service training provided by the school or LEA.
- To be aware of and follow school policies and procedures.

- To take part in an annual performance management review.
- To cover for absent teaching assistant colleagues, as required.

Safeguarding

- Attend all safeguarding training as directed
- Follow Trust procedures and report any concerns to the relevant DSL

Data Protection

Ensure that legislation and Trust policy and procedures relating to confidentiality and data protection are adhered to.

Special Factors

This role may involve some traveling between schools within the Trust (and new ones that may join in the future). The reimbursement of travel costs to schools, other than the location of your normal working location, will be as per the Trust's travel policy

The post-holder will support the achievement of the Trust's objectives by working proactively with colleagues on projects or activities outside their direct area of responsibility as required.

The post holder is expected to familiarise themselves with and adhere to all relevant Trust and School based Policies and Procedures including Health and Safety and Data Protection requirements and to be aware of and assume the appropriate level of responsibility for safeguarding and promoting the welfare of children and to report any concerns in accordance with the Trust's safeguarding policies.

As this post meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to an Enhanced Disclosure and Barring Service Check (DBS) before the appointment is confirmed. This will include details of ALL cautions, reprimands, or final warnings as well as convictions, whether 'spent' or 'unspent'. Criminal convictions will only be taken into account when they are relevant to the post.

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of duties or the level of responsibility entailed.

The Trust seeks to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.

PERSON SPECIFICATION

Criteria		Essential/ Desirable
Qualifications and Experience	Grade C or equivalent in English and Maths GCSE	E
	Experience of supporting children with Special Educational Needs (SEN)	D
	Experience of working as a classroom assistant or similar role	D
	Experience of working in an educational setting	D
Skills and Knowledge	Experience of Microsoft Office packages	E
	Ability to develop successful relationships with students	E
	Ability to communicate confidently with a wide range of people at all levels, including students, parents, staff and outside agencies	E
	Ability to work effectively as part of a team and to use own initiative	E
	Knowledge of school MIS systems such as SIMS or Bromcom	D
	Knowledge of the education sector	D
Personal Qualities	Resilient, able to work under pressure	E
	Ability to adapt to change	E
	Flexibility and a positive attitude	E



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OUR MISSION

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