



COCKBURN  
MULTI-ACADEMY TRUST  
TRANSFORMATION TO EXCELLENCE



# Recruitment Booklet

Teaching Assistant

# Teaching Assistant

We are a thriving Trust in South Leeds with 5 current schools, 3,193 children and 456 staff. We are preparing for further growth and are seeking a Teaching Assistant to join our team at this exciting time.

**Post:** Teaching Assistant  
**Required:** ASAP  
**Pay scale and salary:** B1 SCP 4 to 6 £19,264 to £20,043 (FTE)  
TTO plus 3 days  
**Contract Type:** Fixed term until 31/08/2023  
**Hours of work:** 30-37 hours per week (can be flexible)

We are looking to recruit a dynamic and inspirational Teaching Assistant, to join and contribute to the continued development of Cockburn Multi-academy Trust who is:

- a self-motivated, customer focused team member
- someone who enjoys working as part of an inclusive team, but also understand the importance of getting a job done
- someone who has a sense of pride in their work for which they are responsible
- someone who will subscribe to the ethos of the academy and go the extra mile in terms of time and commitment to get the very best for our students.

You will need to:

- have the ability to build good relationships
- have a flexible and adaptable approach to duties
- have good communication skills
- be able to work independently, but also be a good team player
- understanding of safeguarding and confidentiality.

If you think you have the passion, energy and drive to be part of the Cockburn Multi-academy Trust team, we look forward to hearing from you.

Apply online here: [www.cockburnjohncharles.org/vacancies](http://www.cockburnjohncharles.org/vacancies)

The closing date for applications is 9:00am on Tuesday 27<sup>th</sup> September 2022.

*The school is committed to safeguarding the welfare of children, and applicants will be subject to full employment checks, including an enhanced DBS disclosure.*

*This post expects the successful candidate to safeguard the welfare of CYP and uphold your professional responsibility.*

*This role is based in the UK. Employment is conditional on confirmation of the right to work in the UK-either as a UK or Irish citizen, under the EU Settlement scheme or having secured any other relevant work visa. If you do not have the right to work in the UK, please consider carefully whether you meet the eligibility to apply.*



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## **Introduction from the Executive Headteacher**

Thank you for your interest in the post of Teaching Assistant. It is an exciting time to join Cockburn Multi-academy Trust as we continue to grow and develop. We have an excellent reputation in Leeds and beyond and are in a privileged position to be able to give considerable support to an increasing number of schools within the city of Leeds and across the region. As a National Leader of Education, I am keen to develop leaders for the future and Cockburn School's status as a National Support School ensures that there are increasing opportunities for both professional and career development for staff.

Our vision is an exciting, innovative and challenging one that will be at the heart of our schools, to create opportunities within and beyond the curriculum to enable each student to become confident, independent and successful citizens in modern Britain. In order to deliver our vision, we are looking to appoint colleagues who are dedicated and passionate about working with young people of all abilities and all backgrounds, you will be a reflective practitioner who not only shares our enthusiasm, aspirations and commitment but will make a difference, it is on these qualities that Cockburn MAT will continue to flourish.


I know that there is something unique about the schools in our MAT. Whilst they are at different stages of their journey of 'Transformation to Excellence' it is without doubt, the incredible staff teams that make the difference. We were very proud that Cockburn School was judged by Ofsted in February 2022 as Outstanding in all areas which is an excellent achievement. There are two other successful secondary schools within the Cockburn MAT, Cockburn John Charles Academy which became a Cockburn MAT school in 2017 and our free school, Cockburn Laurence Calvert Academy that opened in 2021. We also have two primary schools, Middleton primary and Cockburn Haigh Road Academy.

As Executive Headteacher, I am fortunate to work alongside such dedicated teams that are relentless in their determination to secure the very best outcomes for the young people. That is why we would rather make no appointment than appoint someone who is not committed to our journey of 'Transformation to Excellence'. For this reason, we try to articulate clearly our Vision, Values and Expectations when putting together information for applicants and we always give a lot of attention to appointing the right person.

### **We aim to recruit staff who:**

- are excited by their role and by the prospect of working with young people, even those who are less well motivated
- love the processes of learning and teaching and are keen to continually develop their own skills
- recognise that teaching can be a demanding job but get on with it rather than complaining
- will subscribe to the ethos of the Trust and go the extra mile in terms of time and commitment to get the very best from their students
- see break duty as an opportunity to talk to students
- are quick to praise and slow to criticise.

Yours faithfully,



**Mr D Gurney**  
**Executive Headteacher**



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# Job Description

**Job Title:** Teaching Assistant

**Accountable to:** SENCO/Assistant Headteacher

In the role of Teaching Assistant, you will:

- support the Visions, Values and Expectations of the Trust
- support the school in ensuring that all learners receive a curriculum appropriate to their individual needs so that they fulfil their potential at the end of each Key Stage
- support a specific form group or provide support to a named department
- support identified learners in the classroom or work with small withdrawal groups
- be aware of the potential and track the progress of the learners with special needs (as identified by the SENCO) in your groups and, where there is underachievement, discuss this with key members of the teaching staff to plan appropriate intervention strategies
- alert teaching staff to any issues which may impact upon the learning of the students in their identified cohorts
- prepare appropriate materials to support the learning of SEND students
- supervise the learning of whole classes in the absence of a teacher
- ensure that those who have been absent are able to catch up with the work
- be involved in form time mentoring
- provide administrative support for a specific
- do a duty before, after and during the academy day
- support the organisation of and attend, Open Evenings, Progress Review Evenings and contribute to the discussions about individual student's progress
- attend trips and residentials as directed
- carry out administrative tasks where required
- attend meetings, whole academy events and CPD as required
- undertake other duties as directed by the Head of School and/or Executive Headteacher



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# Person Specification

Detailed below are the types of skills, experience and knowledge that are required of applicants applying for the post. The 'Essential Requirements' indicate the minimum requirements and applicants lacking these attributed will not be considered for the post. The points detailed under 'Desirable Requirements' are additional attributes to enable the applicant to perform the position more effectively or with little or no training. They are not essential, but may be used to distinguish between acceptable candidates.

<b><u>Qualifications</u></b>	<b><u>Essential</u></b>	<b><u>Desirable</u></b>	<b><u>MOA</u></b>
GCSE Maths and/or English at Grade C/4 or Functional Skills	*		A/Q
Completion of DfEs Teacher Assistant Induction Programme or equivalent qualification		*	A/Q
<b><u>KNOWLEDGE/SKILLS</u></b>	<b><u>Essential</u></b>	<b><u>Desirable</u></b>	<b><u>MOA</u></b>
Excellent numeracy/literacy skills	*		A/Q/R/S
Ability to engage children and young people to develop a love of learning	*		A/R/S
Work constructively as part of a team	*		A/R/S
Ability to accurately identify, monitor, record and reports on student progress	*		A/R/S
Knowledge and skills to safeguard the welfare of Children and Young People and uphold professional responsibility	*		A/Q/R/S
Effective use of ICT/technology to support learning	*		A/Q/R/S
General understanding of national/curriculum and other relevant learning programmes/strategies		*	A/Q/R/S
Understanding classroom roles and responsibilities and your own position within these		*	A/R/S
Understanding of needs of SEND and SEMH students		*	A/R/S
Ability to self-evaluate learning needs and actively seek learning opportunities			A/R
<b><u>EXPERIENCE</u></b>	<b><u>Essential</u></b>	<b><u>Desirable</u></b>	<b><u>MOA</u></b>
Working with or caring for children and young people	*		A/R/S
Experience of working with individuals with Special Educational Needs & Disabilities and/or Social, Emotional, Mental Health Needs		*	A/Q/R/S
<b><u>PERSONAL QUALITIES</u></b>	<b><u>Essential</u></b>	<b><u>Desirable</u></b>	<b><u>MOA</u></b>
A passion for education and making a difference	*		R/S



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Excellent & confident communicator	*		R/S
Effective team member	*		R/S
Energy, enthusiasm, sense of humour	*		R/S
Ability to motivate self and others	*		R/S
Willingness to contribute to the wider life of the Academy and Trust	*		R/S
Emotional resilience - recognising that working in Education is demanding and approach the challenge positively	*		R/S
Subscribe to the ethos of the Trust and go the extra mile in terms of time and commitment to get the very best from their students	*		R/S
The postholder must have a command of spoken English which is sufficient to enable the effective performance of the role, including the ability to speak with confidence and accuracy and the ability to listen and respond appropriately dependent on the audience.	*		Q/R/S
<b>Employment is conditional on confirmation of the right to work in the UK – either as a UK or Irish citizen, under the EU Settlement scheme or having secured any other relevant work visa. If you do not have the right to work in the UK and the role does not meet eligibility for sponsorship, please consider carefully whether you meet the eligibility to apply for this position.</b>			
<b>This role is subject six-month probationary period and satisfactory enhanced DBS check. As one organisation Cockburn Multi-academy Trust expects all its employees to work across any academy within the trust as and when required.</b>			
METHOD OF ASSESSMENT (MOA)	A =	Application Form	
	Q =	Qualification	
	R =	References	
	S =	Selection Process	



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