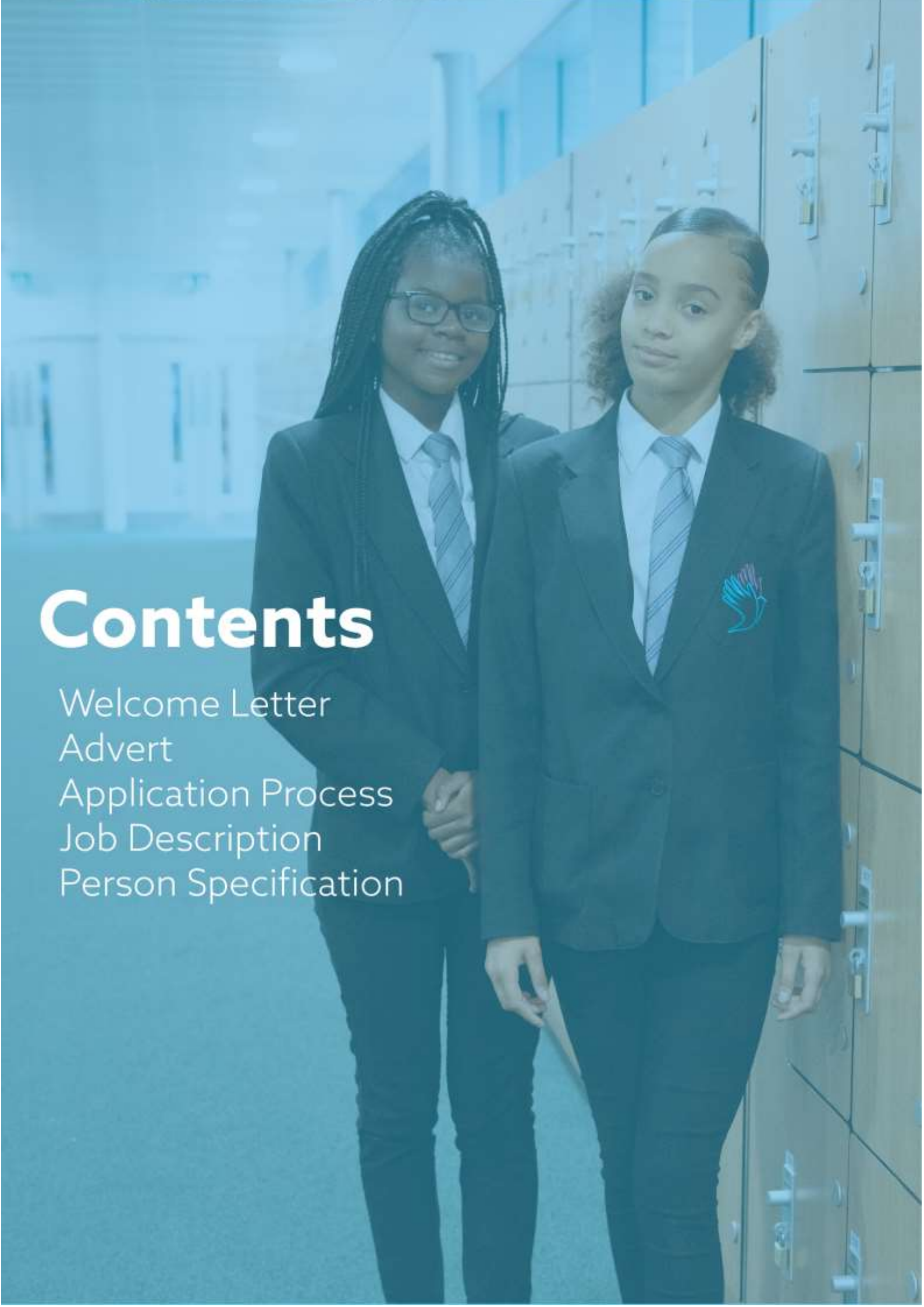
Bishop Young C of E Academy

Recruitment Application Pack

Teaching Assistant (Dovecote Autism Resource Provision)

Ref: MAY20235995



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Welcome

Dear Colleague,

Thank you for your interest in this vacancy at Bishop Young Church of England Academy.

We hope you will find all the information you need to inspire you to join our team. This pack contains information about the role, from which we hope you will gain an understanding of our ethos and approach and the high aspirations we have for ourselves and our pupils.

To work in partnership to Educate, Nurture & Empower

Our vision is that each of our academies, supported by Abbey MAT, will provide an environment which is welcoming, caring, calm, disciplined and purposeful and will stretch our young people academically, support them pastorally and help them develop socially and spiritually.

We are confident that genuine collaboration fundamentally drives the way in which we make a difference to the lives of all our learners. Through school to school collaboration we can live out our vision and ensure that our students can live 'life in all its fullness' (John 10:10).

We are committed to raising the skills base across our communities by ensuring a focus on quality, encouraging innovation and strengthening the ethos of the academies which will retain their own independent culture and ethos whilst operating within a strategic partnership to improve quality, share best practice and operate effectively and efficiently.

If you are seeking a truly distinctive role within a unique environment, please come and visit us and see what Abbey MAT has to offer.

We look forward to meeting you and reading your application.

Helen Prattern & Catherine Garrett
Co-Chief Executive Officers

Welcome

Dear Colleague,

Thank you for your interest in the role of Teaching Assistant within our Dovecote Autism Resource Provision at Bishop Young C of E Academy. We are seeking a dynamic, passionate, caring and ambitious person to join our wonderful Bishop Young family.

This pack contains information about the role, from which we hope you will gain an understanding of the requirements, duties and responsibilities, inspiring you to apply.

We are a values driven school, a place of nurture where we know our pupils. Pupils feel safe and enjoy school. In our recent Ofsted visit report, the inspectors refer to the 'calm and orderly environment' which exists at Bishop Young and states that 'within lessons, and across all areas of school, pupils behave well.' It was particularly pleasing to see that the report recognises the fantastic work that our Student Senior Leadership Team does. 'The school's student leadership team are involved in many aspects of school. They are highly regarded and are seen as role models to younger pupils.'

Our Special Educational Needs provision was also highly praised in the report. We were exceptionally pleased to see that Ofsted have recognised the great work that has already started in our new resource provision Dovecote. The report states 'Pupils with SEND are well supported at Bishop Young. Leaders, including the Special Educational Needs Coordinator (SENCo), have created a culture of inclusivity. Support staff make effective contributions in and out of lessons. The systems in place to nurture and support all pupils, but especially those with SEND, are of a high quality. The school's commitment to pupils with SEND has been strengthened by the creation of a new integrated resource for pupils with autism spectrum disorder.'

We continue to do the very best for each student in our care. We strive to help all children to recognise their talents, build on their strengths, recognise where they may find something tricky and help them have the skills to move forward from this. We strive to create caring, thoughtful and articulate pupils who are proud of themselves and the communities they live in.

The Academy values and invests in the continuing professional development of all staff. Our staff wellbeing programme has been recognised nationally and has featured on BBC Look North. As a key part of the Abbey Multi Academy Trust staff also have opportunities to collaborate with colleagues in our partner Academies.

We very much look forward to receiving your application.

Rachael Cole
Head of School

Pupils are proud to attend this school. They are eager to learn. They speak to each other and to members of staff openly and with respect. They are supported in and out of lessons, and always have adults to speak to when they need help or advice.

OFSTED 2021

Position:	Teaching Assistant (Dovecote Autism Resource Provision)
Nature of contract:	Permanent
FTE salary:	B3 NJC 7-11 £22,369 - £24,054
Actual salary:	£16,862 - £18,132, based on 32.50 hours per week
Working hours:	Term Time only plus 5 days (39 weeks)
Start Date :	1st September 2023

Bishop Young C of E Academy is a thriving and highly successful 11-16 Church of England convertor Academy which serves the community of East Leeds. We are part of Abbey Multi Academy Trust and share in the Trust mission to work In Partnership to 'Educate, Nurture and Empower'.

We are looking for dedicated and enthusiastic individuals to join our Dovecote Team who can:

- Contribute to the on-going development of the Academy's Resource Provision
- Encourage and enthuse students with complex communication needs including Autism, to achieve their full potential
- Supervise and provide particular support for students with additional needs
- Assist with the planning of learning activities
- Undertake work in the classroom or outside the main teaching area on a 1:1 or small group basis

You will be:

- A highly motivated and hard-working individual
- A team-player who can develop positive relationships with children, families and colleagues
- Someone who will support the Trust's Christian ethos as well as our shared mission and values

What our Trust can offer:

- Friendly, welcoming academies with a strong Christian ethos
- Enthusiastic, well-motivated colleagues
- A 24/7, confidential Employee Assistance Programme providing support and counselling for home-life and work-related issues, financial and legal support, specialist information and support for managers
- Free Secure onsite parking
- Membership of a pension scheme

Abbey Multi Academy Trust is a Trust consisting of eight academies (three secondary, five primary) in the Anglican Diocese of Leeds and in the geographical areas of Leeds and Calderdale. All academies share in the Trust's mission to work:

In Partnership to Educate, Nurture and Empower

For more information about us or our academies visit www.abbeymat.co.uk.

Find out about more about Bishop Young Academy by visiting www.bishopyoungacademy.co.uk.

Visits to our school to meet the team and experience our wonderful atmosphere, are warmly welcomed, and encouraged and can be arranged by contacting Olga Bracewell via email at obracewell@bishopyoungacademy.co.uk. If you have questions about the recruitment process, please email recruitment@abbeytrust.org.

Abbey MAT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be subject to an Enhanced Disclosure and Barring Service check.

We promote diversity and want a workforce which reflects our communities.

How to apply

Please apply via the advert on the Trust vacancies page. All applications are submitted electronically. CVs are not accepted.

Closing date: **9am, Monday 26th June 2023**

Interview date: **To be held soon after closing date**

You are advised to submit your application at the earliest opportunity. Applications can only be submitted up until the closing date. The Trust reserves the right to close vacancies early if sufficient suitable applications have been received.

We will contact shortlisted candidates soon after the closing date with details of the interview and selection process.

Please note, where a role involves engaging in regulated activity relevant to children, it is an offence to apply for the role if you are barred from engaging in regulated activity relating to children.

In order to access our application form, you will be asked to first confirm that you have a right to work in the United Kingdom.

If you are shortlisted, you will be asked to complete a self-declaration of your criminal record or information that would make you unsuitable to work with children. Any relevant information declared will be discussed and considered at interview before the DBS certificate is received.

Shortlisted candidates will also be the subject of online checks in accordance with Keeping Children Safe in Education.

All offers of employment will be conditional on a series of pre-employment checks in accordance with Keeping Children Safe in Education Guidance. Please ensure you can support the checks with correct documentation and evidence, prior to submitting your application.

You are advised to read the Recruitment Guidance for Applicants in full, prior to completing your application. This contains full details of the recruitment process as well as the pre-employment checks that will be undertaken.

APPLICATION PROCESS

Job Title:	Teaching Assistant (Dovecote Autism Resource Provision)
Salary Scale:	B3 NJC 7-11 £22,369 - £24,054 FTE
Actual salary:	£16,862 - £18,132
Working Hours:	Full time, 32.50 hours per week, Term Time only plus 5 days (39 weeks)
Reporting to:	SENCO

Overall purpose of the post:

To provide learning, care and support to enable all students to access the curriculum and associated activities, working in partnership with staff and other professionals to educate, nurture and empower students to achieve academically, socially and spiritually.

Key responsibilities:

- To work under the instruction and guidance of teaching and senior staff to carry out learning, care and support programmes to enable access to learning for students.
- To assist the teacher in the management of students and the classroom.
- To undertake work in the classroom or outside the main teaching area on a 1:1 or small group basis.
- To contribute to the overall ethos, work and aims of the Academy.

Key Tasks:

Teaching & Learning

- To assist with the planning of learning activities.
- To communicate with appropriate teaching staff to ensure good preparation of all lessons.
- To prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist students in their use to ensure they are well prepared for all lessons.
- To create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans.
- To use strategies, in liaison with the subject teacher, to support students to achieve learning goals.
- To assist with the display of students' work in the classroom and Academy as appropriate.
- To administer routine tests, invigilate exams and undertake routine marking of students' work.
- To undertake structured and agreed learning activities and teaching programmes, adjusting activities according to student responses.
- To support the use of ICT in learning activities and develop students' competence and independence in its use.

Achievement/Progress

- To set challenging and demanding expectations and promote self-esteem and independence.
- To undertake programmes linked to local and national learning strategies – literacy, numeracy, KS3/4 /Post 16 achievement and progress and feeding back to the teacher.
- To provide feedback to students in relation to progress and achievement under the guidance of the subject teacher.
- To monitor students' responses to learning activities and accurately record achievement and progress as directed.
- To provide detailed and regular feedback to subject teachers on students' achievements, progress, difficulties etc.

Nurture

- To supervise and provide support for students, including those with special needs including Autism, ensuring their safety and access to learning activities.
- To be aware of and comply with, policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To assist with the development and implementation of Education, Health and Care Plans, Individual Behaviour Plans and Pupil Passports.

Empower

Staff

- To appreciate and support the role of other professionals involved in the teaching and learning, care and support of students.
- To provide an excellent role model for students conveying high professional standards of behaviour, punctuality, attendance and appearance.

Students

- To encourage students to interact with others and engage in activities led by the teacher.
- To promote good student behaviour, dealing promptly with conflict and incidents in line with established Academy policy and encourage students to take responsibility for their own behaviour.
- To be aware of and support difference and ensure all students have equal access to opportunities to learn and develop.

Partnership

- To establish constructive relationships with students and interact with them according to individual needs.
- To promote the inclusion and acceptance of all students.
- To establish constructive relationships with parents and carers.

- To provide clerical and administrative support i.e. photocopying, word processing, filing, administer coursework.

General Duties:

- To carry out supervisory duties in accordance with published schedules, including before and after school and at break/lunch time.
- To take part in appropriate meetings and events with colleagues, parents/carers, governors and external partners.
- To accompany teaching staff and students on visits, trips and out of school activities as required and take responsibility for a group under the supervision of a teacher.
- To accept personal responsibility for supporting the general ethos, atmosphere and progress of the Academy.
- To participate in training and other learning activities and performance development as required.
- To contribute to the PHSCE programme as required.

Abbey MAT responsibilities:

- Contribute to the overall aims and values of the academy and Trust, appreciate and support the roles of other members of the wider team and attend and participate in relevant meetings as required
- Comply with all academy and Trust policies and procedures including child protection, safeguarding. health, safety, welfare, security, confidentiality and data protection, reporting any concerns to the appropriate person
- To safeguard and promote the welfare of children for whom you have responsibility, or come into contact, including adhering to all specified procedures
- To promote and adhere to principles underpinning equalities in terms of employment and service delivery to ensure that colleagues are treated, and services deliver, in a fair and consistent manner.

The role holder must demonstrate a flexible approach to the delivery of the role. Consequently, the role holder may be required to perform work not specifically identified in this role profile, but which is in line with the general scope, grade and responsibilities of the role.

	Qualifications	Essential			Desirable		
1	NVQ Level 2 Teaching Assistant Award or appropriate level of experience of operating in the classroom environment	A	R				
2	Training in relevant learning strategies e.g. literacy, numeracy	A	R				
3	Maths and English GCSE Grades A* - C or equivalent	A	R				
	Professional knowledge, skills and experience	**Essential**			**Desirable**		
1	Understanding of relevant policies, codes of practice and awareness of relevant legislation	A	R	I			
2	Basic understanding of child development and learning	A	R	I			
3	Experience of working with or caring for young people of relevant age (11-16)	A	R	I			
4	General understanding of the national/foundation stage curriculum and other basic learning programmes/strategies	A	R	I			
5	Good numeracy and literacy skills	A	R	I			
6	Ability to relate well to children and adults	A	R	I			
7	Confident in Use of ICT to support learning	A	R	I			
8	Ability to work constructively as part of a team	A	R	I			
	Professional attributes, qualities and values	**Essential**			**Desirable**		
1	Ability to work flexibly and collaboratively as part of a team as well as on own	A	R	I			
2	Ability to build appropriate and effective professional relationships with all	A	R	I			
3	Possess personal integrity, warmth, a willingness to grow and learn, and a sense of humour	A	R	I			
4	Personal resilience		R	I			
5	Enabling the highest levels of student achievement through translating vision, ethos and values into practice	A	R	I			
6	Ability to reflect critically, and respond to, performance and feedback	A	R	I			
7	A commitment to our mission and values, demonstrated by current practice	A	R	I			
8	Support for the Christian ethos of the Multi Academy Trust	A	R	I			
	Safeguarding and promoting the welfare of students	**Essential**			**Desirable**		
1	An appropriate motivation to work with children and young people	A	R	I			
2	Ability to maintain appropriate relationships and personal boundaries with children and young people	A	R	I			
3	Emotional resilience in working with challenging behaviours and appropriate attitudes to the use of authority and maintaining discipline	A	R	I			

The criteria will be evidenced as indicated
'A' refers to the candidate's application form and letter,
'I' to interview, and
'R' to reference
Candidates should address at least all items marked 'A'; referees are asked to comment on items marked 'R'.

Where many candidates meet the essential criteria, the desirable criteria will be used to shortlist for interview.

PERSON SPEC.

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LS16 5EA
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Registered Company Number: 07705552

Bishop Young

A member of ABBEY MULTI ACADEMY TRUST