



NOREMARSH
JUNIOR SCHOOL

Recruitment Pack



ASCEND
LEARNING TRUST

About the Ascend Learning Trust

The Ascend Learning Trust formed in 2017 and is a successful Trust with seven schools geographically spread across Wiltshire and Swindon.

The values of Compassion, Respect and Ambition are those which are essential in the Ascend Learning Trust and we are dedicated to ensuring every pupil achieves above and beyond their potential with secure and enduring relationships with and within each Academy in the Trust.

We offer Compassion – to understand and recognise the needs of the many members and stakeholders of each Academy whose lives will be enhanced and enlightened through their experiences in and out of the classroom.

We seek and offer Respect for the traditions, knowledge and experiences gained over many years in our Academies through developing and supporting both staff as they progress their careers in school and pupils on leaving school.

We seek and hold Ambition for our Ascend Learning community for the future, its economic development, its safety, its ability to thrive, to be a great place to learn and to work and to have a vibrant educational community with amenities for all age groups.

As a member of our staff you will share our values of **Compassion, Respect and Ambition** working to achieve our shared mission of offering **Excellence for All**.

Each Academy and its staff seek to strengthen each other, sharing good practice and building capacity whilst maintaining its own identity and working with its own community.

We encourage applications from strong individuals who are passionate about providing opportunities for young people in our community, if you have the vision, energy and determination we welcome an application to join our Trust.

Work for Us

As well as our commitment to staff development opportunities we also offer a wide range of services which support your employment journey with us, these include:

Professional Development

The North Wiltshire School Centred Initial Teacher Training is part of our Trust training new entrants to the profession. We lead a Challenge Partner Hub of around 30 schools and are 1 of only 13 Designated OLEVI Centres in the country.

The aim is for our offer and indeed entitlement for staff to receive the very best possible opportunity. Investing in our staff is investing in our future. The structures on offer will focus on professional learning and look at highly effective strategies that work in the classroom. In addition, there will be a thematic approach to your development so that you can choose the most appropriate areas for your development. These themes will focus on Teaching and Learning, Leadership, and Coaching and Communication, and can either be taken in isolation or combined to increase your overall level of practice.

Benefits

We also offer an excellent staff benefit package which include discounts on high street stores, restaurants, cinemas and gyms as well as having a wellbeing hub and a cycle to work scheme. Examples of great discounts currently on offer include:

- 10% off Eyewear
- 20% off Gym Membership
- 25% off monthly subscription to online gym memberships
- Hundreds of offers and discounts and cashback on local and national stores
- On site flu vaccinations
- Teachers and Wiltshire Pension scheme
- Generous annual leave for support staff up to 30 days (+ 8 bank holidays per year)

Wellbeing

We are committed to ensuring all staff have a safe environment to work in and we promote good health and wellbeing. As a signatory of Carefirst we are committed to reducing the stigma attached to mental health and work with schools to develop a strategy for wellbeing for each school. **This includes:**

- Developing a wellbeing statement which focuses on the commitment to support staff health and wellbeing,
- Providing opportunities to ensure there is a trained mental health first aider in each school,
- Supporting staff through a dedicated EAP which offers counselling, CBT courses and advice and guidance to all staff,
- Offering OH support to ensure staff are supported when required,

Welcome, from the Head

Dear Candidate

Thank you for taking the time to view this application pack. This is a unique opportunity for the right candidate to join our warm and welcoming community, which is part of the successful Ascend Learning Trust. Our new school values of Ambition, Belonging and Compassion, are lived out throughout our school, through our curriculum, in the interactions taking place in our classrooms and beyond. Our Vision for the school is to create a community where everyone belongs, where our children feel safe to be confident and ambitious, and where we work together with kindness and respect. We want to hear from candidates who share our vision and values and who have the commitment and enthusiasm to work tirelessly alongside our incredibly supportive team to achieve success for all our community.

We look forward to reading your application.

With Warmth

Hilary MacMeekin

Headteacher

About our School

We are a two form entry junior school in the heart of Royal Wootton Bassett.

We have strong links to both Royal Wootton Bassett Academy, which the majority of our children transfer to at the end of year 6 and Wootton Bassett Infants where the majority of our children typically start their educational journey.

We pride ourselves on creating a happy and warm community that enables children to reach their full potential on this step of their education.

At Noremarsh we believe that every child in our community has the right to be inspired by an engaging and purposeful curriculum.

Our school is located in the heart of a rich historical and geographical region and we are developing our curriculum to reflect that. It is a really exciting time for us as a team as we are shaping a curriculum that is ambitious and engaging for all.

We are very proud of the caring and nurturing environment at Noremarsh where kindness runs like a golden thread through all we do.

This can be seen across our school from the warm welcome our office team provide to the interactions between all our year groups on the playground.

We have developed our year six responsibilities and appoint Ambassadors, Sports Leaders and Librarians who have whole school responsibilities, are responsible for mentoring younger children and act as role models across our school community.

We look forward to welcoming you to Noremarsh!

Job Description

JOB DESCRIPTION – TEACHING ASSISTANT

Purpose:

- To offer support for students with SEND.
- To work collaboratively with teachers to ensure students who have SEND are appropriately supported.
- Contribute to the development and delivery of the curriculum to support students with SEND.
- Be an effective member of the school community, contributing to all aspects of support within school.

Liaising with:

Support Department, Heads of Key Stage, Curriculum Leaders, Teaching and Administrative staff and parents.

Principal (Core) Responsibilities

Students:

- Model excellence in day-to-day practice.
- Work with Learning Support Post Holders and other staff to ensure Learning Support reflects the Schools ethos and aims.
- Develop knowledge of a range of learning support needs and strategies of support to meet those needs.
- Participate in training to develop the range of skills required to support the full spectrum of students with SEND.

Give in-class support by:

- clarifying and explaining instructions;
 - ensuring the student is able to use equipment and materials provided;
 - motivating and encouraging the student as required;
 - supporting the development of skills in literacy, numeracy, communication and social and behavioural needs;
 - helping students to concentrate on, and finish, work set;
 - meeting physical needs as required whilst encouraging independence;
 - liaising with class teachers and SENCo about Provision Maps;
 - developing appropriate resources to support students with SEND.
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- To undertake physical tasks relating to the general care of the students, eg helping with dressing.
 - To undertake physiotherapy exercises following instructions and advice from a qualified therapist.
 - To establish a supportive relationship with students.
 - To encourage an acceptance and inclusion of students with special needs.
 - To develop methods of promoting/reinforcing self-esteem and independence.
 - To accompany the student/s when swimming, including supervising from the poolside and in the pool.
 - To accompany the student/s on outings.
 - To provide individual supervision in and out of the classroom for students with behavioural

problems.

- To provide personal care to students with specific needs (eg toileting).
- To use specialist equipment to aid the personal care of students with specific needs

Staff:

- To assist and work collaboratively with the class teacher (and other professionals as appropriate) in the development of a suitable programme of support.
- Work collaboratively with staff to make reasonable adjustments to lesson plans, materials and teaching activities to ensure accessibility for students with SEND.
- Understand the language, and contribute to the process, of Provision Maps and parents' evenings
- In conjunction with the class teacher, and under direction from the SENCo, ensure that the progress of students with SEND is being monitored and tracked.
- To participate in the evaluation of the support programme as part of school self-evaluation processes.
- To provide regular feedback about students to the teacher.

Communications:

- To ensure that there is effective collaboration between Support Department staff, parents, students with SEND and appropriate agencies.

Resources:

- Collaboratively create and prepare resources for supporting students with SEND.

Other Specific Responsibilities:

- Attend Department meetings for support (when appropriate and requested by the SENCo).
- If linked to a department, then attend department and training events that support collaborative practice, when requested by Curriculum Leader.
- Work with outside agencies and parents as appropriate to support and build skills in specialist areas.
- Comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- This job description may be changed by the Principal in consultation with you to reflect or anticipate changes in the job commensurate with the grade and job title.

Person Specification

Qualifications and Training

Essential:

- Willingness to study level 3 Teaching Assistant
- Additional professional courses relevant to Primary Children
- A good standard of education, particularly in English and Maths
- Safeguarding Training

Desirable:

- Relevant work, training or further development
- Emergency First Aid
- Manual Handling Training
- Epipen or Epilepsy Training

Successful Experience

- Relevant experience working with students
- Experience of working in partnership with a teacher – including marking and feedback practices
- Knowledge of National Curriculum & Assessment
- Demonstrable evidence of experience in supporting children's progress in a learning environment
- Demonstrable evidence of implementing interventions for a 1-1 Child
- Demonstrable evidence of establishing positive relationships with children

Personal Attributes

- A fundamental belief that every child matters
- A fundamental belief that aspirations and achievements can be significantly altered
- A flexible approach to people and situations
- Creative, forward thinking and innovative
- Enthusiastic and positive
- Resilient and tenacious
- Diplomatic and discrete
- Reliable under pressure

Band / Salary / Hours

Fixed Term Contract until 31st August 2023

NJC Grade D4 £10.98 Per Hour - £21,189 FTE

Actual Salary: £12,259.54

Closing date: 09.00 am Monday 20th March 2023

Interview date: TBC

How to Apply

To apply please ensure you complete an application form available from the Trust website www.ascendlearningtrust.org.uk or complete the online application. Applications should be submitted via recruitment@ascendlearningtrust.org.uk

Please note CVs will not be accepted. You must complete the application in full giving details of all employment, training and gaps in employment since leaving school.

Please ensure the closing date for applications is met, we cannot be held responsible for lost or late applications. Due to the large number of applications it is not always possible to respond to each application but we aim to respond within two weeks of the vacancy closing date.

Job Description

The job description lists all the main duties of the post, together with further details of the competencies (skills), experience, qualifications, knowledge and abilities required to do the job.

The criteria listed within the job description detail how each of these areas will be assessed. It is important that you identify the competencies, experience, qualifications, knowledge and abilities that will be assessed by application form, as you will need to provide evidence that you meet the criteria.

References

We will require two satisfactory references before a job offer is confirmed; one of which must be your line manager / headteacher in your present or most recent employment.

If you are at school/college or are leaving university please give details of the name and address of your Headteacher or tutor.

Please remember to check that your referees are actually available to provide a reference, as failure to do this could cause a delay in confirming your appointment.

All staff are required to undertake employment checks which include:

- References (for all staff and volunteers)
- Right to work in the UK (ID check)
- Qualification checks
- Barred List check

- DBS check (for all staff and volunteers)
- Childcare Disqualification check (primary only)
- Health checks

The Ascend Learning Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. We particularly welcome applications from under-represented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion.

Please note any position that involves working with children requires declaration of ALL convictions/cautions regardless of whether these are deemed as spent and a DBS check will be carried out before any employment commences.

References will be obtained before interview at shortlisting stage and may be used in the interview process. If previous employment has included working with children then at least one referee must be from this employment regardless of whether this is the current or most recent employment. Any gaps in employment must be detailed and an explanation provided in the relevant section.