

Candidate Pack



About the School

Nova Primary Academy is an ambitious mainstream 4-11 primary school with an inclusive Deaf Hub. The Hub is funded by the High Needs Block and has high needs places for eight pupils. It is also a centre of expertise, providing outreach, training and support for schools who have Deaf pupils on roll throughout the City.

Our ethos is one of calm, purposeful learning, within a harmonious and inclusive community, which we are proud to serve. Currently, there are 370 pupils on roll in two form entry classes, of which 12% have SEND (of whom 20 have EHCPs), 41% are eligible for free school meals and 46% are pupil premium.

We are located within the bustling city of Peterborough and enjoy direct rail links with London. Peterborough is known for its diverse and inclusive culture which is something we celebrate throughout our school; with 28% of our pupils having English as an additional language. We are proud to serve the families of South Bretton and western Peterborough.

We have high expectations for all our pupils and staff, and consider our families to be partners, recognising the vital role that they play. We want to work together as a team, to fully realise the potential of all of our children.

We are on a mission to create a school which enables all pupils to believe that anything is possible and that there are no limits to their potential and achievements.

We work closely with our four Trust schools (Jack Hunt School, Longthorpe Primary School, Ravensthorpe Primary School and Thorpe Primary School), as all schools are within a maximum 15-minute walking distance from each other, which allows us to work collaboratively with our peers across both primary and secondary settings. We are all proud members of Peterborough Keys Academies Trust.

We have recently completed works on refreshing the front façade of our school building, as well as making improvements to our general classrooms and facilities. We benefit from wide outdoor spaces, including a luxurious school field and dedicated play areas and outdoor learning environments. Due to the locality of Jack Hunt School and Ravensthorpe Primary School, our pupils are able to benefit from the Forest School environments located at the two school sites.

We welcome new colleagues to join our dedicated team, who will bring energy, optimism and a drive to build dreams for our pupils.

Nova; a burst of light and energy in a star

About the Trust

Our trust is a vibrant, diverse and ambitious group of five academies in west Peterborough. Formed in 2018, we are a relatively young trust, which emerged from a strong, but loose, alliance of primary schools working with our large Jack Hunt secondary school. Dr Ian Young joined the trust as its first full-time CEO in September 2022 and has led work to create the Strategic Plan 2023-26.

Our schools serve communities which have many similarities but also significant differences, due to the cultural and economic diversity of the city. We celebrate these differences and ensure that each school retains a distinct identity within the trust.

Working together as a multi-academy trust has allowed us to use the expertise across our 5 schools to meet our common goals to give our pupils and students an inclusive, innovative learning community that respects and benefits everyone and has aspirational plans for the future. Our vision is to unlock the potential and create strong life chances for all the children we educate.

To ensure the transition from Primary to Secondary school Jack Hunt School are proud of our Year 7 'My World' curriculum. This has been carefully planned to support the best outcomes for students and encourage independent and reflective learners, through the development of exhibition standard project work.

Our rich offer for all the children in our Trust includes a wide range of sporting activities and undertaking sports leadership courses; University visits in both Key Stage 2 and Key Stage 5; day trips, educational visits and residential; theatre groups in school and educational visits to theatre productions; and a wide of competitions where pupils and students can showcase their talents.

All in our trust have high aspirations for, and high expectations of, every single pupil and student. We want them to be well-rounded, confident, caring young people with leadership skills who are motivated to achieve their best in lessons and beyond the classroom. We want them to be involved in the school, local and global community and leave us as life-long learners, equipped to build on their success and contribute positively to our future.

The central Trust team are available to provide support and guidance to all schools and staff. Director of SEND and Safeguarding, Jude Macdonald is available to discuss any aspect of this role and provides ongoing support in all aspects of SEND and Safeguarding. (jmacdonald@pkat.co.uk)



Job Information

Job Description

Job Description: Teaching Assistant for Deaf Pupils

Salary: TA Level 1-3, Salary depending on experience and qualifications

Contract type: Permanent, Full-Time (If Part Time required – Please discuss with us)

Hours: 32.5 Hours per week, Term Time only.

Working Pattern: Suggested pattern, subject to change:

Monday to Thursday 8.30 am – 3.30pm
(Half hour unpaid lunch break)

Reporting to: SENDCo

Job Purpose

Take a lead role within the school to address the needs of pupils who require particular help to overcome barriers to learning resulting from deafness, under the direction of the Head teacher and Hub Lead.

Specific Duties

a) Supporting the Pupil

1. Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils' learning.
2. Contribute to the planning and preparation of learning activities for individuals with TAs for targets.
3. As required, take responsibility for delivering planned curriculum activities to groups including HI learners; support the differentiation of such activities within classrooms and the Hub.
4. Encourage and promote the inclusion and acceptance of all pupils.
5. Review current plans for HI pupils and contribute this information for EHCP assessments and reviews as required by the SENCo / Hub Lead
6. Liaise with specialist services on behalf of individual pupils, e.g. Teachers of the Deaf, educational psychologists, speech therapists, by agreement with the SENCo / Hub Lead
7. Provide feedback to pupils in relation to progress and achievement.
8. To foster emotional resilience and independence.

b) Supporting the Teacher

1. Supporting the role of parents in pupils' learning and contribute to/lead meetings with parents to provide constructive feedback on pupil progress/achievement/emotional and social development, etc.
2. Undertake support activities for the teacher as required.
3. To support guidance to teachers, to support pupils' development, inclusion and access to ordinarily available provision.

c) Supporting the Curriculum

1. Deliver learning activities as required to pupils within agreed system of supervision, adjusting activities according to pupil responses/needs.
2. Support children who need help managing their hearing equipment and/or ICT with direction from the Hub Lead
3. Ensure other teaching assistants have the appropriate skills to assist with the management of hearing equipment and make best use of ICT to support learning. (Training needed).
4. Adapt learning resources, environments and teaching materials so that they are accessible.

d) Supporting the School

1. Be aware of, and comply with, policies and procedures, e.g. child protection, health, safety and security, confidentiality and data protection, dealing with/reporting concerns to an appropriate person.
2. Be responsible for the provision of out-of-school learning activities within guidelines established by the school. Supervise pupils on visits and trips as required.
3. Develop and maintain effective relationships with staff, parents, carers or relevant external agencies.
4. Attend and participate in regular meetings as required.
5. Administer First Aid as required when appropriate training has been undertaken

e) Line Management Responsibilities (where appropriate)

1. Lead and supervise the work of an individual or a team of Teaching Assistants under the guidance of the Hub Lead
2. Provide advice and guidance to teaching assistants on best practice and practical problem-solving.
3. Design and deliver training for the Teaching Assistant team with support and guidance from the SENDCo/Hub Lead
4. Liaise with LA intake of pre-school HI / families and arrange with families and existing school families.
6. To lead and increase school staff's signing knowledge where required.

Person specification

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, demonstrating experience and where appropriate citing supporting examples within their application.

Criteria	Standard	Essential	Desirable
Qualifications and training	A broad secondary education with GCSE Maths and English both at Grade C or above, or equivalent	✓	
	BSL Signing Qualification Level 2 or above	✓	
	Teaching Assistant or Teaching Qualification		✓
Experience	At least 2 years' experience supporting deaf pupils	✓	
	A good understanding of the needs of students with a hearing impairment.	✓	
	Previous supervisory experience		✓
	A good knowledge of hearing technology and equipment	✓	
	Previous outreach experience	✓	
Skills and knowledge	Effective communication and interpersonal skills	✓	
	Ability to build effective relationships with staff, pupils and other stakeholders	✓	✓
	Understanding of data protection and confidentiality	✓	
	Good strong problem-solving skills	✓	
	Good IT skills		✓
	Commitment to Safeguarding pupil	✓	
Personal qualities	Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils	✓	
	Commitment to acting with integrity, honesty, loyalty	✓	
	Ability to work well as part of a team	✓	
	Commitment to maintaining confidentiality at all times	✓	
	Commitment to safeguarding and equality	✓	
	Excellent communicator	✓	
	Proactive and positive outlook	✓	
	Professional and role model	✓	

This job description and person specification will be reviewed periodically. This job description sets out the main duties to be covered in respect of the paid allowance at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify Trustee consideration of revising the allowance remunerated.

*E= Essential, D=Desirable

** A=Application, I=Interview

You are invited to demonstrate how you may satisfy the essential and desirable criteria in your application.

The Board of Trustees of Peterborough Keys Academies Trust have their own pay policy for all staff. If appointed you will automatically be enrolled to the Local Government Pension Scheme unless you chose to opt out.

Your conditions of service will be those agreed nationally for Local Government Employees. The Board of Trustees of Peterborough Keys Academies Trust fully recognises Public Service Unions and a mechanism is in place for consultation with union representatives whenever necessary.

If you are offered the role, it will be on the understanding that you are prepared to undergo an Enhanced DBS (Disclosure Barring Service) check along with other pre-employment checks that will need to be concluded satisfactorily for employment to be confirmed.

The Trust has an appraisal system for its employees.

Work for Us

Our Trust culture is centred on valuing people, through supporting their ambitions and career paths, so that we are a respected and attractive employer. By creating a culture where staff feel respected, empowered and inspired, we create a positive learning environment.

We are keen to reward and recognize our staff and have developed a comprehensive range of employee benefits to achieve this.

Our staff benefit from:

- Professional Development and extensive CPD programmes
- Perkbox employee benefits platform providing big discounts on shopping, dining and entertainment.
- Generous Occupational Pension Schemes (employer contributions of 28.6% Teachers Pensions Scheme)
- Generous sickness benefits to support you in a time of need.
- Free parking at all PKAT schools
- Nursery provision
- Free on-site annual flu vaccination scheme
- 24/7 free and confidential Employee Assistance Programme
- Wellbeing programme and support
- Additional planning days
- iPads or Laptops for all teaching staff

Our people vision:

- Our people are proud of our Trust and the difference we make to young people
- We are all hungry to learn and we offer career development and opportunities for all
- Everyone enjoys coming to work, we are inclusive and listen to our people
- Our leaders serve our people ensuring their professional and personal need are supported
- Our people go the extra mile because they feel well rewarded and valued and that we care

Safeguarding Statement

Peterborough Keys Academies Trust (PKAT) and Nova Primary Academy are committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to an enhanced Disclosure & Barring check along with other relevant employment checks. Disclosure of any criminal convictions and an enhanced DBS check will be required for this post. It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children. The post may not be exempt from the Rehabilitation of Offenders Act 1974 as certain spent convictions and cautions are 'protected' and are not subject to disclosure. It is important that an applicant provides the School with upfront disclosure of all unspent convictions, cautions, reprimands or warnings. A failure to declare the above (that are not subject to the Disclosure and Barring Service filtering) may disqualify an applicant for appointment and may result in summary dismissal if the discrepancy subsequently comes to light.



**South Bretton
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**PETERBOROUGH KEYS
ACADEMIES TRUST**

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