



GREENSHAW
LEARNING TRUST



GLOUCESTER
ACADEMY

Teaching Assistant Recruitment Pack

**ALWAYS
LEARNING**

Introduction

Thank you for your interest in the post of Teaching Assistant Gloucester Academy.

We are looking for Teaching Assistants to join our team on a permanent basis. The successful candidate will be committed to learning, self-motivated and hardworking. This position would suit a graduate looking to progress into teaching. If you can deliver high quality TA support then we would like to hear from you.

We are based in central Gloucester which in itself is in a beautiful area of the country and provides access to the Cotswolds, close proximity to Bristol and Cheltenham. The area we serve is diverse, and therefore our catchment and students offer a range of expectations and challenges, being able to drive ambitions is key.

Gloucester Academy joined the Greenshaw Learning Trust on 1st June 2020.

The Greenshaw Learning Trust is a 'family' of like-minded schools, that collaborate to provide mutual support, share their good practice and learn from each other, whilst retaining and developing their own distinctive character.

The Greenshaw Learning Trust website www.greenshawlearningtrust.co.uk provides a clear picture of our aspirations and our vision for schools within the Trust; however, please do not hesitate to contact us to seek further information.

The Gloucester Academy website www.gloucesteracademy.com will also provide further information on the school.

Gloucester Academy is committed to safeguarding and promoting the welfare of children and young people therefore this appointment will be subject to vetting, including an enhanced DBS disclosure.

Vision

The vision for Gloucester Academy is simple 'Every child to climb the mountain to the best University or Profession'. This will be supported through disruption free learning and clear expectations of working hard and being kind.

Work life balance is central to this vision for our students and staff. We offer a highly visible and supportive SLT, centralised planning and resources, centralised detentions, disruption free learning, whole class feedback through a clear feedback policy, lessons structure based on the Rosenshine principles, visualisers in every classroom, subject experts working together within a collaborative trust, highly bespoke CPD in a short weekly session i.e. Teach Like a Champion foci each session.

We are ambitious about diversity and inclusion and very much look forward to receiving applications from candidates whose personal qualities and values reflect those in the personal specification and whose experiences also place them in a strong position to deliver the challenges set out in the job description. We encourage applications from candidates regardless of age, disability, gender identity, sexual orientation, pregnancy, marital status, religion, belief, or race. We love showing visitors around our school. Please do get in contact with any questions, for a conversation about the post or to arrange a visit.

Yours faithfully



Phillipa Lewis
Headteacher

Greenshaw Learning Trust – About us

The Greenshaw Learning Trust (GLT) provides an effective structure for schools to achieve real benefits from school-to-school collaboration, and a culture of trust and openness that promotes honest and transparent dialogue and mutual support.

At the heart of the Trust is proven school improvement advice and guidance – with regular meetings with school leaders, input from specialist primary and secondary experts and staff training and development in all our schools.

All schools in the Trust receive expert advice and fast-response support on budget planning and monitoring, payroll, human resources, employment and legal advice, purchasing, capital projects, admissions, policy development and audit. Our catering team provides advice and guidance on meeting the statutory responsibilities for food standards, healthy eating and safety, and helps our schools achieve higher take-up of meals and significant cost savings through quality improvement and the central procurement of food supplies.

Each school's local governing body receives support and advice to ensure that they can contribute effectively to the governance and leadership of their school, including tailored guidance to chairs and clerks and governor training.

The Greenshaw Learning Trust is committed to meeting the needs of every student – our schools offer a wide range of special needs provision and across the Trust we have extensive expertise in behavior, attendance, family liaison and therapies to support our students and their teachers.

The Greenshaw Learning Trust Mission Statement

- *We are ambitious for our schools and their students. We believe that there is no ceiling on what can be achieved by anyone, regardless of their circumstances or background.*
- *We are committed to providing a supportive and inclusive learning environment, giving every young person the opportunity to fulfil their potential now, and in the future.*
- *We seek to realise the power of individuals and organisations working together in collaboration whilst retaining their individuality, and we recognise that we can always improve.*

Greenshaw Learning Trust Employee Benefits

The Greenshaw Learning Trust recognises that our employees are our most important asset and we are aware that the quality and commitment of our employees is critical to our success. We offer all our employees the following staff benefits:

- Excellent CPD opportunities and career progression.
- Employer Contributions to Teachers Pension Scheme.
- Cycle to work scheme.
- Gym membership scheme.
- Employee Assistance Programme.
- Eye Care Voucher scheme.

Job Description - Teaching Assistant

Reporting to:	SENDCo
Salary:	£17,947 - £18,945 per annum (Actual Salary) GRADE D, Point 3-6 (£20,812-£21,968 FTE)
Hours:	36 Hours per week Mon-Thursday 8am-4pm/ Friday 8am-3:45pm Term time only plus all INSETS

Strategic Direction

- To contribute to the evaluation of the school's SEN Policy and Inclusion Policy and practice through discussions with relevant staff
- To attend appropriate in-service training provided by the school or local authority
- To attend school team meetings and meetings with external agencies as required and to prepare reports for these meetings, if required

Key Duties

- To provide in-class support for all students, focusing on SEND or small groups of students (e.g. 4-5 students), including specialist subject support as appropriate.
- Under the direction of the class teacher, to assist in the management of the whole class through the overt modelling of effective behaviour management techniques.
- Small group intervention.
- Under the direction of the SENDCo, to develop and lead small group work for identified students (e.g. Speech and Language Interventions) and to contribute to the appropriate paperwork for these groups
- To assist in the production of teaching and learning materials for students, including differentiating the materials.
- To provide support, to include personal care, for student(s) experiencing physical or medical difficulties (following training), and physio/transferring of students as appropriate.
- To provide after school support for identified students as required.
- To provide regular feedback to the class teacher and to the SENDCo or the relevant line manager.
- To use appropriate systems for recording the progress of students with behavioral and learning difficulties.
- To provide data and information to inform Annual and Transition Review paperwork, PSP's (Pastoral Support Programme), Student Profile documentation and Academic Reporting.
- To undertake assessment of students and to provide data to the relevant member(s) of staff for analysis.
- To provide support to identified students undertaking tests/exams to enable them to make full use of their access arrangements.

Other job requirements

Safeguarding Children

The Trust is 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.

Special Notes on Conditions

There may be occasions when the attendance outside of your normal working hours is necessary to fulfil this role therefore flexibility is required.

This job description is not exhaustive and serves only to highlight the main requirements of the post holder. The line manager may stipulate other reasonable requirements. The job description will be reviewed regularly and may be subject to change.

Person specification – Teaching Assistant

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	Essential
<p>Training, Qualifications and School Experience: In their application, candidates will demonstrate that they have the following training, qualifications and school experience:</p>	
	<ul style="list-style-type: none"> • Hold a recognised degree (or equivalent) with a good classification in a relevant subject & teaching qualification (QTS) • Minimum Level 3 vocational training/qualification in the care, development and education of children • Commitment to own self development • Previous experience of working with children in Educational setting • Experience with physical disability • Experience of using Information Technology to support students in the classroom • Experienced of working within a Secondary school and supporting SEND students in a mainstream classroom environment
Criteria	Essential
<p>Personal and Professional Qualities and Attributes: In their statement of suitability and during the selection process, candidates will demonstrate the ability to:</p>	
	<ul style="list-style-type: none"> • Ability to teach your subject area up to Key Stage 4 • Desire to further raise overall achievement in your subject area through promoting the highest standards of teaching and learning • A flexible approach to the teaching of your subject that seeks to promote the learning opportunities of all students and to secure the highest possible levels of achievement • Demonstrate a commitment to following the school’s principles of teaching, learning and assessment • Good discipline/classroom management • Commitment to working within the School’s Safeguarding Policy and Procedures. • Commitment to high standards and expectations. • High levels of professional integrity • Excellent communication skills with students, parents/guardian • Possess strong interpersonal skills, positive energy and enthusiasm • Able to adapt activities to suit the child. • Be dependable, able to follow instructions and respond to management directions.

Criteria	Essential	Desirable
Professional Knowledge and Understanding: In their statement of suitability and during the selection process, candidates will demonstrate professional knowledge and understanding of:		
	<ul style="list-style-type: none"> • Excellent subject knowledge and a genuine passion for teaching your subject • Detailed knowledge of current curriculum and pedagogical developments in the teaching of your subject and the wider curriculum • Understanding of Exam Board specifications • Knowledge of SEND including the Code of Practice • Knowledge of strategies to recognise and reward efforts and achievements along with the ability to encourage students to become self-reliant and independent learners. 	Awareness of wider educational contemporary issues

The Recruitment Process

1. Applications

To apply for a staff vacancy, please register for an online account to complete the application form. Please visit our website www.gloucesteracademy.co.uk or apply via Eteach.

The recruitment process is managed via your online account and you will receive regular notifications regarding the progress of your application.

The completed online application form should be accompanied by a personal statement of suitability of no more than 2 sides of A4. In the application form and personal statement, you should demonstrate how you meet the requirements set out in the Person Specification. Please include specific examples which support your application.

The School reserves the right to interview candidates prior to the closing date therefore early application is recommended.

Applications must be received no later than midday Friday 16th June 2023. Applications received after this date and time will not be considered.

2. Shortlisting

Shortlisting will be finalised that day.

3. Interviews

TBC

4. Notification of outcome

Candidates will be notified of the outcome as soon as possible following the interview process. Please ensure you have given day and evening telephone numbers on which you can be reached.

5. Feedback

Unsuccessful shortlisted candidates will have the opportunity for professional feedback during the week following the interviews.

6. Taking up post

The successful candidate will take up post **01/09/2023**

Should you require any additional information, please contact Imogen Maguire-HR Manager, imaguire@gloucesteracademy.co.uk

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