



Teaching Assistant Recruitment Information



Employment Status

Temporary to August 2022
32.5 hours per week, Term Time plus three days

Required From

ASAP

Job Location

Humphrey Perkins School, Barrow upon Soar

Salary

Grade 5, Point 7 / Salary £14,166 (approx.)

Application Closing Date

9am, Tuesday 26th October 2021

Application

Please apply via the Associate Staff Application Form (found on our website). Please include a cover letter outlining your suitability for the role, no longer than two sides of A4, minimum size 10 font.



Humphrey Perkins School, 74 – 78 Cotes Road, Barrow upon Soar, Leicestershire, LE12 8JU
www.humphreyperkins.org.uk | 01509 412385





Welcome to Humphrey Perkins!

Humphrey Perkins School, an 11-16 academy in Barrow upon Soar, is a gem nestling in the countryside. We are proud to be part of an outstanding multi-academy trust, the Lionheart Academies Trust, led by Beauchamp College in Oadby, a nationally recognised Outstanding school. In March 2020, just prior to Lockdown, we were judged to be a 'Good' Provider by Ofsted and, in November 2020, we were very proud to be declared "Leicestershire Live's School of the Year". We now are looking to build upon our fantastic team through recruiting outstanding members of staff, who share our belief that every child deserves the very best standard of education.

We are a warm and friendly village school of approximately 800 students, taking students from our local and surrounding villages and are fortunate to have excellent parental support. Many of our students enter the school with high prior attainment and are courteous, polite and respectful.

Staff and students enjoy the benefits of being based on a large site, with lovely open green spaces and set within a safe and vibrant village setting, with excellent transport links to larger towns and cities within the East Midlands.

We believe in supporting and developing colleagues to achieve excellence and allow them to pursue their professional goals. We are a forward thinking school and value staff wellbeing. At Humphrey Perkins, we are committed to improving and aspire to excellence amongst our students and our staff.

Mrs Jenny Piper-Gale
Executive Principal

Mrs Della Bartram
Associate Principal



Welcome from our Junior Leadership Team

Humphrey Perkins, as any student or staff member would tell you, is one of the best schools out there – our receipt of Leicestershire Live's School of the Year award is testament to that. Our great school has a really welcoming and kind community where we always strive to be the best that we can be, motivated by staff to achieve greatness both in lessons and outside of school. In addition, students and staff have an excellent support system in place to help them with any concerns or issues that they have including mental health, well-being or a rare bullying issue, the Senior Leadership Team are always available to support us and deal with our problems quickly, discreetly and professionally.

We have now begun our fifth and final year at Humphrey Perkins, and as this year's Head Ambassadors, we can truly say, along with many other students who are a part of the Junior Leadership Team, that we are proud to be students at Humphrey Perkins and members of 'Team HP'.

So much time has been and will be dedicated to making our great school the school as best as it can be, in both curricular and extra-curricular aspects. For example, we endeavor to raise money for local and national charities, so we run many charity events and fundraisers to help the less fortunate in our community, we raise awareness of important topics in assemblies from things like black history month to revision techniques and students actively want to engage with and promote our school by supporting at in school events such as Parents Evenings and Open Evenings.

Alice Corbitt and Xander Dolby-Campbell

Head Ambassadors

"Many students take on leadership roles within the school. For instance, depending on their interests, they can become well-being ambassadors or digital leaders. Other students choose to hone their skills through the school's newspaper."

Ofsted, March 2020

Humphrey Perkins School

Humphrey Perkins School is steeped in history and tradition dating back to 1717, when The Humphrey Perkins School was founded as a 'Free Grammar School' in the will of the Barrow upon Soar born Reverend, Humphrey Perkins, rector of Holme Pierrepont, Nottinghamshire, who left money for the School to be built in Barrow-on-Soar. The Humphrey Perkins Grammar School was built on an orchard near the centre of the village in 1735. In 1902 the School moved to larger premises on Cotes Road with the school's first non-clergyman Headmaster and 33 students.

Until 2011, Humphrey Perkins was an 11 -14 school; in 2015 the first cohort of students sat their GCSEs; the first public exams to be sat at the school since the early 60s.

In October 2018, Humphrey Perkins joined The Lionheart Academies Trust, currently comprising a family of eleven schools based in and around Leicestershire. Each one of our schools is unique in that it reflects the students and local community in which it is a part. With the support of the Trust, Humphrey Perkins introduced a new Governing Body with a new Chair, a new Executive Principal and Associate Principal.



In normal times, Humphrey Perkins students enjoy a wealth of extracurricular activities from Dance Club to Debate Club. We have high achieving Sport Teams including Football, Cricket, Netball and Basketball. Students enjoy sport workshops run by Leicester Tigers and UK Badminton. Students are welcome to join our Librarian every day for Book Club, Homework Club and Chess Club in our original library, which is run by our

dedicated Learning Champions. The Performing Arts Department produces the Annual School Show, which is enjoyed by both the school and village community, with over 100 students involved in the cast and backstage; the show is a sell out each year!

Student Leadership is a huge focus for us and we currently have a large number of student leaders, ranging from Anti-Bullying Ambassadors through to Sport Leaders. We are proud to have an excellent day and residential trip programme that runs throughout the year for all year groups, from theatre trips and university taster days to New York and Skiing Residential trips.

There are strong links with the local community, with many families now seeing second and third generations enjoying life at Humphrey Perkins. We regularly support the Parish Council with village community events. Through our Charity Team, we raise funds for local charities and organise collections to support members of the community.



Staff benefit from the wealth of knowledge and support from The Lionheart Academies Trust including whole Trust training days, sharing best practice and ensuring our staff have an exceptional professional journey. Our Middle Leaders enjoy the support from dedicated Trust Directors who ensure professional and inspirational support for our teams. We have a dedicated Teacher and Learning Teams led by a member of SLT who runs weekly CPD sessions and pathway options that are bespoke to staff needs and in line with department and whole school priorities. Staff enjoy a robust and supportive Performance Management cycle to ensure continued career development.

Humphrey Perkins takes Staff Wellbeing seriously; staff enjoy Wellbeing Weeks in the Autumn and Summer Terms, which include activities, guest speakers, sport events and discounts at local gyms, businesses and shops. We are proud to have received the Carnegie Mental Health Award, affiliated with Leeds Beckett University, which demonstrates our commitment towards staff and student wellbeing. We also hold "Beyond Bullying" award at Gold Level.

Humphrey Perkins is a happy place in which to learn and work, where great careers are launched and genuine friendships are forged.

Our Mission and Our Philosophy

- Every young person deserves an equal chance to be successful in whatever they choose to do
- Our approach is wholly student-centred and underpinned by the principle that every child is an individual who has a right to access the very highest quality education
- We value academic excellence and holistic development equally
- We actively promote our love of learning and invite you to join us to celebrate this passion

Ultimately, we believe that any young person from any background deserves an equal chance to be successful in whatever they choose to do. We want to share our love of learning with these young people in order to open the doors to their futures and prepare them with the knowledge and confidence to thrive in a competitive world.

Lionheart Academies Trust

The Lionheart Academies Trust is a renowned family of eleven schools based in and around Leicestershire. We strive to provide the highest quality education in each of our unique schools, raising the attainment of our talented students and reflecting the local communities of which they are a part.

The foundation of our Trust is built on a perfect balance of Academic Excellence and Holistic Development. We realise the importance of delivering quality first teaching; developing well-rounded young people and preparing them for life beyond education. We're always looking forward, and believe our students should be too.

"The trust has been fundamental in improving the school. Staff praise leaders and the trust for the improvements that they have made. They feel valued and know that leaders are considerate of their workload. Staff are proud to work in this school."

Ofsted, March 2020



Job Description – Teaching Assistant

Accountable to: SENDCo

Department: Holistic

Section: Associate

Terms and Conditions of Employment (key points):

- This post is a permanent role
- This post is exempt from the Rehabilitation of Offenders Act 1974 and subject to enhanced DBS

Job Purpose Summary

Work under the direct supervision of the SENCO and the classroom teacher to provide support for teaching and learning and associated activities in accordance with school policies and procedures. This may include providing general support for whole class learning activities, or supporting individuals or small groups of students.

Key Skills

1. ICT skills in the use of MS Office or equivalent, e-mail and the internet
2. Ability to manage multiple projects and work assignments from a variety of staff and volunteers and accomplish projects with little supervision
3. Ability to work under pressure and be willing to work with tight deadlines
4. Able to demonstrate competency in literacy and numeracy
5. Excellent verbal and written communication skills
6. Excellent planning and prioritisation skills
7. Methodical with an attention to detail
8. Up to date, or willingness to receive a First Aid qualification
9. Understanding of relevant health and safety issues for learning in and out of school
10. A desire to work with young people and an appreciation of their needs and aspirations

Generic Requirements

1. Ensure the values of Humphrey Perkins School are evident in every aspect of the discharge of the duties of the post
2. Model the highest professional standards to staff and students in all aspects of the role, leading by example, working at all times to the standards as set out in the staff Code of Conduct

3. Be committed to working with a cohesive, supportive and forward-thinking team of colleagues which shares an ambitious vision to secure Outstanding and Flagship status for Humphrey Perkins School
4. Contribute to the formulation and implementation of The Humphrey Perkins School Development Plan
5. **Be prepared to work 'across the board', being flexible and interested in other areas such as tutoring**
6. Offer, or be willing to offer, an extra-curricular activities to broaden, deepen and enhance the learning experience at Humphrey Perkins School
7. Proactively undertake student supervision as required as part of a wider staff team
8. Be aware of and take part in the schools Professional Development Review participating in training and development activities as required
9. Work in a manner that actively safeguards the wellbeing and safety of students, ensuring student voice and appropriate confidentiality
10. Carry out duties placed on staff by Health and Safety legislation
11. Carry out appropriate additional tasks at the request of the Principals

Key Requirements of the Post

1. Provide agreed support to the teacher in the delivery of planned whole class learning activities
2. Work under the direct supervision of a teacher to carry out planned learning activities with small groups or individual students, providing feedback on their engagement in activities and their achievement of the desired learning objectives
3. Help prepare, monitor and maintain a safe and secure learning environment in line with **the teacher's lesson plans**
4. Observe and feed back to the teacher on student performance and behaviour, taking action as appropriate in line with relevant school policies
5. Support the physical, intellectual, emotional and social development of students, including contributing ideas and suggestions to support planning, to meet their development needs
6. Interact with and respond positively to children, young people and adults
7. Develop positive relationships with colleagues, providing consistent and effective support and working constructively as a member of the school staff team
8. Support students to improve their numeracy and literacy skills through focussed learning activities and more generally across the curriculum
9. Prepare and support the use of learning materials, in accordance with the requirements of the teacher, in order to facilitate a relevant physical learning environment
10. Provide care and encouragement to children and young people with disabilities or special educational needs, supporting them to participate in activities and liaising, if required, with parents / carers / other professionals as appropriate
11. Contribute to the provision of support for bilingual / multilingual students if required

12. Invigilate internal and external tests and examinations under formal conditions
13. Encourage participation in structured and unstructured learning activities, including break and lunch (timetabled and during breaks if required)
14. Use relevant technology to support the learning process and to ensure that all such learning resources are available to students via the Humphrey Perkins School Learning platform
15. **Maintain accurate and complete electronic records of student's progress and development and update all necessary records accurately and completely as required**
16. Manage student behaviour in the learning environment by establishing and enforcing rules and procedures in accordance with the rules and behaviour management systems of Humphrey Perkins School
17. As required, participate in subject and school meetings, parent meetings and to communicate necessary information regularly to students, colleagues and parents regarding student progress and student needs

Key Accountability Measures

Proactively and successfully engage with the within Humphrey Perkins School Professional Development Review process.

Person Spec and Qualifications

	Essential	Desirable
Qualifications		
Education to level 3		✓
Minimum of GCSE grade C / 4 or equivalent qualification in English and Maths	✓	
Evidence of continuous professional development	✓	
First Aid Qualified		✓
Experience		
Experience of coaching young people	✓	
Experience working within a school setting		✓
Experience of using strategies to manage challenging behaviour	✓	
Experience of supporting young people of all abilities including those with SEN, EAL and /or who are More Able	✓	
Experience of delivering specific intervention programmes	✓	
Experience of developing and delivering consistently effective monitoring and tracking of pupils' successes and areas for development	✓	
Knowledge and Skills		
Understanding of how to monitor and track the progress of pupils	✓	
Understanding of how, as an adult in an education environment, you can create a culture of high expectations	✓	
An understanding of the complex lives that some young people lead	✓	
Understanding of safeguarding	✓	
Knowledge of child learning processes and Special Educational Needs	✓	
Proven ability to manage a demanding workload, work under pressure and deal with conflicting demands		✓
Ability to overcome communication barriers with children and adults	✓	
Ability to understand and implement the school's Behaviour for Learning Policy	✓	

Good understanding of the school's curriculum	✓	
Experience of working with collaborative partnerships		✓
Personal Attributes		
Resilience – the ability to remain calm and work well under pressure	✓	
Proven ability to think both strategically and creatively	✓	
Ability to use initiative to respond to unexpected problems using recognized procedures and policies as a guide	✓	
Excellent communication skills (including written, oral and presentation skills)	✓	
A commitment to safeguarding and promoting the welfare of children and young people	✓	
Ability to work creatively and collaboratively	✓	
Demonstrably professional, honest and loyal	✓	
Flexible and open to continuous change	✓	
Commitment to our pupils and their learning, wellbeing and safety	✓	
Committed to equality	✓	
Able to build and maintain successful and purposeful relationships	✓	
Ability to work effectively within a team	✓	

Humphrey Perkins School has a commitment to safeguard and promote the welfare of children and/or young people. We have robust processes and procedures to reduce risk and continuously promote a positive culture of safeguarding throughout our School.

This job description is intended as a summary of the primary responsibilities of and qualifications for this position. The job description is not intended as inclusive of all duties an individual in this position might be asked to perform or of all qualifications that may be required either now or in the future. This job description will be annually reviewed as part of the Performance Management process

The Package

We appreciate the dedication and hard work of all our employees at Lionheart Academies Trust, which is why we have developed a package of additional benefits, that are highly competitive within the industry.

As an employee of the Lionheart Academies Trust, you receive...

- Additional duty free lunch and beverages during term time
- The option to join Benenden Healthcare
- Salary sacrifice schemes for purchasing bikes and electrical equipment
- Golden Time - **paid time off so you don't have to miss out on special occasions**
- Comprehensive CPD including external talks, part or fully-funded studies and access to the apprenticeship levy
- Opportunities for career development across the Trust
- Remote/flexible working opportunities, where possible
- Generous annual leave entitlement
- The opportunity to join our equality, diversity and inclusion staff groups
- Enrolment onto generous pension schemes
- Free summer social event Monthly Staff Wellbeing events
- Comprehensive sick pay scheme
- Teacher and support staff discounts
- Free parking across most of our sites