

Kippax Ash Tree Primary School

Teaching Assistant / Key Worker
FSU

Applicant Brief



Welcome from Aidan Sadgrove, CEO

Dear Applicant,

Thank you for your interest in the post of Teaching Assistant / Key Worker FSU. It's an exciting time to join us on our journey to raise standards of education in the communities we serve.

We serve over 3000 children from the ages of 2 all the way through to 18. All of our schools are located within a few minutes' drive of each other, and have worked closely together for many years. This context gives us a unique opportunity to shape a child's journey from infancy all the way through to university or a high quality alternative. This is a huge privilege and a responsibility we take very seriously in our seven schools, who share a common commitment to improving outcomes and raising aspirations for all students.

Our mission is to provide a cradle to career education that allows our children to enjoy lives of choice and opportunity. By the age of 18, we want every child to have the option of university or a high quality alternative. This means that we aim for life changing personal and academic outcomes, with no child left behind.

To achieve this, we know that students, staff and our schools themselves must strive for continual improvement, and to be 'better, every day'. Our people are our greatest resource and we will only be able to deliver on our promise of 'success and respect for all' by attracting and developing the very best.

Our work is underpinned by our core values of Equality, Integrity and Resilience. In our schools, teachers spend time ensuring that each child is known and cared for. We aim to create environments where our children are happy, inspired and eager to attend each day. We firmly believe in the value of scholarship, and aim for every child, no matter what their background, to be given the ambition, and the practical tools, to succeed academically, giving them the basis from which any career or academic goal is achievable.

I hope this pack gives you a flavour of the BLP MAT. I very much look forward to meeting you and working with you to ensure that we provide a transformational education for the young people in our care.

Please do get in touch to arrange a visit or to have an informal conversation about the role.

Aidan Sadgrove
Chief Education Officer



The Brigshaw Learning Partnership - Background

We serve communities in Outer East Leeds and have for over a decade collaborated to ensure all children can enjoy lives of choice and opportunity. In 2010, the schools formed a Co-operative Trust, committing themselves to working with and for each other, underpinned by co-operative values. In 2016 our schools cemented this collaboration through the formation of the BLP, a Multi-Academy Trust of 7 schools educating over 3000 children in East Leeds.

Our mission is to provide a cradle to career education that allows our children to enjoy lives of choice and opportunity. By the age of 18, we want every child to have the option of university or a high quality alternative.

We are immensely proud of our reputation for being a highly inclusive Trust. We believe that with the right combination of love, structure and high expectations, all children can achieve, regardless of their socio economic status, background or any barriers they may face.

We aim to establish great schools that develop knowledge, character and cultural capital to prepare children to play an anchor role in our community.

Our Values

- **Equality:** we are one team with one goal, unapologetically ambitious for all in the belief that every child can achieve, regardless of their background or socio economic status. We work with each other and for each other.
- **Resilience:** We give 100% effort. We don't make excuses or give up when it's hard, embracing challenges as opportunities for growth. We know success is achieved incrementally.
- **Integrity:** we are open about our successes and areas for growth and take responsibility to become better, every day.

Our strategic anchors

- **Aspirational Culture:** love, structure and high expectations for all
- **Building great teachers:** high impact school improvement, CPD and instructional coaching
- **Powerful cradle to career curriculum:** knowledge rich, raises aspirations and builds cultural capital
- **Highly effective support systems:** allow school leaders to focus on improving the quality of education and culture in their schools



Our schools:

We are one team with one goal, committed to our vision to provide a transformative education from 2-18. We serve 3000 children and young people. Approximately 1600 children aged 3-11 attend our six primary schools, spread across the villages that make up our locality. The majority of our primary students attend our secondary phase, Brigshaw High school. This presents a unique opportunity for us to cohere a powerful cradle to career journey for our children and communities. Our schools are:

Allerton Bywater – 433 pupils serving the village of Allerton Bywater

Brigshaw High School – 1400 pupils

Kippax Ash Tree – 341 pupils serving the central part of the village of Kippax

Kippax Greenfield – 164 pupils serving the western side of Kippax

Kippax North – 244 pupils serving the northern side of Kippax

Methley – 427 pupils serving the village of Methley

Swillington – 178 pupils serving Swillington village

Two local church schools are associate members of the BLP, ensuring all children within our community have access to the same offer, whichever school they attend.

All trusts will say they face an ‘exciting’ future, but in the case of the BLP it has never been clearer.



June 2022

Dear Applicant

Re: Teaching Assistant / Key Worker FSU

Thank you for showing an interest in the above post.

I enclose some information to help you should you decide to apply for the above post:

- a job description and person specification.

Further information about the school, including a map, can be found on our website, www.kippaxashtree.leeds.sch.uk/ and on our Academy Trust website www.brigshawlearningpartnership.com. Our 2019 Ofsted Report is also available through www.ofsted.gov.uk.

The closing date for applications is **Monday 4th July 2022 at 12.00 noon** and interviews will be held on **Thursday 7th July 2022**. Unfortunately, although we appreciate the time you have spent completing the application form, it is not possible for us to respond to all unsuccessful applicants. Therefore, if you do not receive a response to your application **within four weeks of the closing date**, please assume that on this occasion, your application has been unsuccessful, however I wish you well in your future job-hunting.

I look forward to receiving your application if you decide to apply.

Yours sincerely

Amanda Campbell
Headteacher

Job Description

POST TITLE:	Teaching Assistant / Key Worker FSU
SALARY:	Grade A1/ B1 SCP 2-6
ACCOUNTABLE TO:	Head Teacher
HOURS OF WORK	32.5 hours per week, term time only. Temporary contract
JOB PURPOSE:	To work under the direct instruction of teaching / senior staff, usually in the classroom with the teacher, to support access to learning for pupils and provide general support to the teacher in the management of pupils and the classroom.

MAIN DUTIES/RESPONSIBILITIES

Purpose of job

To work under the direct instruction of teaching/senior staff, usually in the classroom with the teacher, to support access to learning for pupils and provide general support to the teacher in the management of pupils and the classroom.

Responsibilities

- To attend to the pupils' personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters
- To supervise and support pupils ensuring their safety and access to learning
- To establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs.
- To promote the inclusion and acceptance of all pupils
- To encourage pupils to interact with others and engage in activities led by the teacher.
- To encourage pupils to act independently as appropriate
- To prepare the classroom as directed for lessons and clear afterwards and assist with the display of pupil's work.
- To be aware of pupil problems/progress/achievements and report to the teacher as agreed.
- To undertake pupil record keeping as requested
- To support the teacher in managing pupil behaviour, reporting difficulties as appropriate
- To gather/report information from/to parents/carers as directed
- To provide clerical/admin. support - photocopying, typing, filing, collecting money etc
- To support pupils to understand instructions

- To support pupils in respect of local and national learning strategies - literacy, numeracy, KS3, early years, as directed by the teacher
- To support pupils in using basic ICT as directed
- To prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use.
- 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 be aware of and support differences and ensure all pupils have equal access to opportunities to learn and develop.
- To contribute to the overall ethos/work/aims of the school
- To appreciate and support the role of other professionals
- To attend relevant meetings as required
- To participate in training and other learning activities and performance development as required.
- To assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes.
- To accompany teaching staff and pupils on visits, trips and out of school activities as required.
- To ensure promotion and support of Equal Opportunities and Health & Safety
- To undertake any other duties that are commensurate with the post

Relationships

The post holder will be required to work flexibly to deliver an efficient service.

There will be regular contact with pupils, colleagues, other members of staff, line managers and internal and external customers.

AREAS OF OTHER RESPONSIBILITY

Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Promote the safeguarding of all pupils in the school

Physical Conditions

The post is currently based at Kippax Ash Tree Primary School

Kippax Ash Tree Primary School has access by stairs and lift and is accessible by disabled persons to the ground floor by a portable ramp on request.

The post is subject to an Enhanced Disclosure and Barring Service check.

The school operates a non-smoking policy

Economic Conditions

Grade: Level 1(A1/B1)

Annual Leave: Term time only working

Hours: 32.5 hours p[er week, term time only

Conditions of service: NJC Conditions apply

Prospects

Promotion

Whilst there is no automatic progression to any more senior posts, opportunities do exist for advancement and promotion, dependent upon normal staff movements and on the capabilities of the individual post holder.

Training

The school encourages training both “in-house” and external to meet the needs of the individual and of the Service.

Qualifications

Teaching Assistant Level 2 or above

These duties are neither exclusive, nor exhaustive and the post holder will be required to undertake other duties and responsibilities which the CEO or Trust Board may determine

THIS POST REQUIRES ENHANCED DBS DISCLOSURE AND THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS BEFORE AN OFFER OF APPOINTMENT IS MADE, AND WILL ALSO BE SUBJECT TO RECHECKING AS APPROPRIATE

Person Specification – Teaching Assistant / Key worker FSU

Detailed below are the types of skills, experience and knowledge that are required of applicants applying for the post. The 'Essential Requirements' indicate the minimum requirements, and applicants lacking these attributes will not be considered for the post. The points detailed under 'Desirable Requirements' are additional attributes to enable the applicant to perform the position more effectively or with little or no training. They are not essential, but may be used to distinguish between acceptable candidates.

SKILLS	Ess	Des	MOA
Good numeracy / literacy skills	*		A/I/T
Ability to relate well to children and adults	*		A/I/T
Able to use a range of office equipment (e.g. printers, photocopiers, fax).	*		A/I
KNOWLEDGE/QUALIFICATIONS/TRAINING	Ess	Des	MOA
Working with or caring for children of relevant age.	*		A/I
Appropriate knowledge of first aid.		*	A
Work constructively as part of a team, understanding classroom roles and responsibilities and your position within these.		*	A/I
Participate in development and training opportunities.	*		A/I
Completion of DfES Teacher Assistant Induction Programme		*	A/C
EXPERIENCE			
Experience in dealing with queries from a wide range of people.	*		A/I
Experience in the use of the Microsoft package	*		A/I
Experience of working in Early years		*	A/I
BEHAVIOURAL AND OTHER RELATED CHARACTERISTICS	Ess	Des	MOA
Willing to abide by the Council's Equal Opportunities Policy in the duties of the post, and as an employee of the Council.	*		I
Willing to carry out all duties having regard to an employee's responsibility under the Council's Health and Safety Policies	*		I
To display a responsible and co-operative attitude to working towards the achievement of the service area aims and objectives	*		I
An ability to respect sensitive and confidential work.	*		I
Commitment to own personal development and learning	*		I
METHOD OF ASSESSMENT(MOA)	A = Application Form T = Task I = Interview C = Certificate		

Terms and Conditions of Employment

Salary Grade	Grade A1/B1 – SCP 2-6
Working Hours	32.5 hours per week (8:30 – 3:30, Monday to Friday)
Contract	Temporary in the first instance
Payment	Support Staff are paid monthly on the 16 th of the month, two weeks in advance and two weeks in arrears by credit transfer.
Notice	Your notice period will be 4 weeks
Pension	You will be automatically enrolled on to the Pension Scheme, unless you choose to opt out.
General	<p>The successful candidate will be required to complete a medical form.</p> <p>The successful candidate will be required to provide proof of eligibility to work in the UK in accordance with the Asylum and Immigration Act 1996, before employment may commence.</p> <p>This post is subject to an enhanced Disclosure and Barring Service check. An enhanced disclosure from the Disclosure and Barring Service will be requested in the event of a successful application.</p> <p>Please note that all applicants will be required to comply with all Brighshaw Learning Partnership Policies.</p>

REQUIREMENTS OF THE ASYLUM AND IMMIGRATION ACT 1996

In order to comply with the requirements of the Asylum and Immigration Act and to confirm your eligibility to work in the UK you will be required to produce one or more of a statutory list of documents. A photocopy will be taken of the documentation before your interview and will be destroyed in the event that you are unsuccessful in your application. If you are appointed the photocopy of the document confirming your identity will be placed on your personal file.

The documents that you may use are listed below:

- United Kingdom passport
- European Economic Area passport
- National Identity Card
- United Kingdom residence permit

OR

An official document with a National Insurance Number

PLUS

One of the following:

- A full birth certificate from the United Kingdom, Channel Islands, Isle of Man or Ireland
- A letter from the Home Office
- An Immigration Status document endorsed by the Home Office

The original document will be returned to you as soon as it has been photocopied.

Recruitment Process – Key Dates

Closing Date Monday 4th July 2022 at 12.00 noon

Interviews Thursday 7th April 2022








APPLICATION PROCESS AND SAFEGUARDING REQUIREMENTS

Making an Application	Interview and Selection Process
<p>Application Form</p> <p>If you wish to be considered for this post please complete the enclosed application form providing full details of your education and employment history, including any unpaid or voluntary work. Where there are gaps in your employment please state the reasons why (e.g. gap year, career break, unemployed, etc). The person specification, provided with the details of the post, lists the essential and desirable criteria against which each application will be assessed at each stage of the Recruitment and Selection Process.</p> <p>You will note that we require details of two referees, one of which must be your current or most recent employer.</p> <p>CVs are not accepted as part of the application process.</p> <p>Supporting information</p> <p>This section of the form is very important. It gives you an opportunity to explain why you are applying and why you are the best person for this job. Use the job description and person specification as your guide and give specific examples, where possible, to demonstrate how you match the requirements for this post. If you do not have enough space, please attach a separate sheet.</p> <p>Please remember to sign the declaration on the final page of the application form.</p>	<p>Those candidates who meet all the requirements for the post will be short listed and details of the interview programme will be confirmed in writing.</p> <p>As part of the selection process, in addition to assessing your skills and knowledge against the requirements of this role, specific questions will be asked to assess your suitability to work with children.</p> <p>Under the Disability Discrimination Act 1995 and 2005, we are legally required to consider making reasonable adjustments to ensure that disabled people are not disadvantaged in the recruitment and selection process. We are therefore committed to meeting, wherever possible, any needs you specify on the application form. Please contact the school if you need to discuss this in any detail.</p> <p>We will consider any reasonable adjustments under the terms of the Disability Discrimination Act to enable an applicant with a disability (as defined under the act) to meet the requirements of the post.</p> <div data-bbox="810 1529 1449 1648" style="border: 1px solid black; padding: 5px; text-align: center;"> <p>Induction and Continuous Professional Development</p> </div> <p>The head teacher and governing body are committed to ensuring your well-being and continuous professional development in this role. On appointment the appropriate Line Manager will discuss an appropriate induction programme with you that will help familiarise you with the culture of the school, local practices, policies and expectations.</p>

	You will be offered the opportunity to further develop your professional knowledge by participating in local training events and, where appropriate, working towards further qualifications.
Pre-employment checks	School Policies
<p>References</p> <p>If you are short listed, we will normally take up references before the interview date. One of your referees must be your current or most recent employer. Two satisfactory references must be received before we confirm any offer of an appointment. The information we request will relate to salary, length of service, skills and abilities, suitability for the job, disciplinary record and suitability to work with children.</p> <p>Copies of references or references that are addressed “to whom it may concern” will not be accepted. On receipt of references, your referees may be contacted to verify any discrepancies, anomalies or relevant issues as part of the recruitment verification process.</p> <p>DBS & Disqualification checks</p> <p>Employment at this school is subject to an enhanced check with children’s barred list through the Disclosure and Barring Service. Employment is also subject to a childcare disqualification check. All such checks must be satisfactory before we confirm any offer of appointment.</p> <p>Under the Rehabilitation of Offenders Act 1974 (Exemption Amendment) Order 1986, there are a number of jobs where we must take account of convictions, even though they are ‘spent’. All posts at this school are regarded as such. However, spent and/or unspent convictions may not necessarily make you unsuitable for appointment. Please ensure you complete the Criminal Record Declaration Form and submit this alongside your completed application form.</p>	<p>Child Protection</p> <p>This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We have a designated senior member of the leadership team who is responsible for referring and monitoring any suspected case of abuse. All members of staff will receive training in line with our child protection policy.</p> <p>Whistle Blowing</p> <p>We recognise that children cannot be expected to raise concerns in an environment where staff fail to do so. Therefore our policy is to ensure that all staff are made aware of their duty to raise concerns about any inappropriate attitude or actions of colleagues.</p> <p>Code of Conduct and Personal Behaviour</p> <p>The school believes that it is essential for standards of conduct at work to be maintained to ensure delivery of quality services and also to protect the well-being of all its employees and pupils.</p> <p>The head teacher and governing body regard everyone working at our school as a role model to our pupils. As such employees should conduct themselves with integrity, impartiality and honesty. Furthermore, everyone in the school has an absolute duty to promote and safeguard the welfare of children.</p>

<p>Prohibition checks (Teaching posts only)</p> <p>Prior to confirming an offer of employment, the school is required to make a mandatory check to ensure a new employee does not have any prohibitions, sanctions and restrictions that might prevent the individual from taking part in certain activities or working in specific positions. The check is undertaken by the school using the Teacher Services, DfE Secure Access Portal.</p> <p>Validation of Qualifications</p> <p>All short listed candidates will be asked to bring original certificates of relevant essential qualifications for the role to interview. These will be photocopied and kept on file and may be confirmed as genuine with the relevant awarding bodies.</p> <p>Right to Work in the United Kingdom</p> <p>Under the Asylum and Immigration Act 1996, it is a criminal offence to employ anyone who is not entitled to live or work in the United Kingdom. Applicants can expect us to ask for proof of this at interview stage, where you will be asked to provide some original documentation to confirm that you are eligible to work within the UK. Photographic proof of identity will also be required.</p> <p>Medical Assessment</p> <p>A satisfactory medical assessment will be required for newly appointed staff before we confirm any offer of an appointment.</p>	<p>Equal Opportunities</p> <p>We are committed to promoting best practice in our efforts to eliminate discrimination and to create a working and learning environment where all are treated fairly and with respect.</p> <p>We take action to ensure that nobody is treated less favourably than anyone else because of their colour, race, ethnic or national origin, religion, gender, sexual orientation, disability or age.</p> <p>Full details of all these policies are available in school.</p>
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The Brigshaw Learning Partnership Schools Map

-  Kippax Ash Tree Primary School
-  Kippax North Primary School
-  Kippax Greenfield Primary School
-  Allerton Bywater Primary School
-  Swillington Primary School
-  Methley Primary School
-  Brigshaw High School

