



Da Vinci Academy
A L.E.A.D. Academy



"One Team, Changing Worlds"

Teaching Assistant (Learning Support Assistant)

Candidate Information Pack

Role: Teaching Assistant (Learning Support Assistant)

Reporting to: SENCO

Salary: NJC 7-12 (£22,369 - £24,496 FTE)

NJC 7-12 (£19,297.62 - £21,133 Pro Rata)

Location: Da Vinci Academy, Derby, DE21 4ET

Contract Term: Permanent

Working Pattern: 39 weeks per year
37 hours per week

Start Date: Monday 9th January 2023

Closing Date: Tuesday 6th December 2022 at 9.00 am

Interviews: Wednesday 14th December 2022



Join us on our amazing adventure to make THE difference

“Leaders put pupils’ interests at the heart of all that they do”
Ofsted 2021

Having converted to academy status at the heart of the L.E.A.D. Academy Trust in May 2017, Da Vinci Academy is now a successful secondary school with over 700 students and approaching a full pupil roll. In summer 2019, we were proud to be the most improved Progress 8 school in Derby and in October 2021, we were rated ‘good’ by Ofsted. A copy of the report can be found on our website.

“Staff have high aspirations for all pupils’ success. Leaders are determined that no child will be left behind.”

We are described as a ‘proudly inclusive school with a big heart and huge ambition’. A student-centred philosophy is supported by an unwavering commitment to the achievement of successful outcomes for each and every young person.

“The school is inclusive and welcoming to all. Pupils feel valued and cared for.”

Together with the L.E.A.D. Academy Trust, a strong and clear vision is in place - **one team changing worlds**. Our vision is achieved by supporting all to **Aspire, Believe, Learn, Achieve**. This is what we all firmly believe in and strive for at all times. The benefit of our close-knit academy community is a real team environment where people genuinely care for each other and where students and staff alike can really shine.

“Staff have high aspirations for all pupils’ success. Leaders are determined that no child will be left behind.”

We are looking to recruit a **Teaching Assistant (Learning Support Assistant)** to offer in class support (supporting a named student and the class). You will be an excellent classroom support practitioner with the skills and determination to ensure exciting learning and outstanding progress for students of

all abilities. You will possess the energy and enthusiasm to share good practice and to achieve a high standard of education for students leading to excellent outcomes. The successful applicant will work as part of a dedicated team who have a real passion for supporting our students to achieve their very best.

“Leaders are considerate of staff’s workload and promote staff’s well-being.”

In return we can offer brilliant development from experienced leaders and one of the most supportive staff cultures that you could hope to be part of. We are family oriented and recognise a life outside of work whilst being determined to do everything we can as professionals in support of our students. Individual and academy team ambition go hand in hand. LEAD Trust support and career development are a given.

“Staff fully support leaders’ vision for the school’s continued improvement.”

A drive to continue the ongoing improvement trajectory of our academy is a given and this role will support our determination to continue building positive attitudes to learning by all students. Ambitious team players with a good sense of humour are welcome. Our team goes above and beyond to support each other and our students so it is critical that this aligns with the candidate’s own values and ethos. Applicants will be expected to be able to demonstrate a prior commitment to their own professional development and should be looking forward to ongoing development of their own practice and that of the academy team as part of our collaborative and supportive Trust offer.

We are looking for someone who:

- has high expectations of pupil progress
- is passionate about education and developing a love of learning in students
- has the skills to work collaboratively with the learning support and teaching team
- can build positive relationships with pupils, staff and parents
- is willing to embrace or bring new ideas to the Academy
- has a commitment to developing their own skills

In return, the successful candidate will:

- be joining a strong and dynamic team of professionals
- work in a school with high aspirations for all of its students and staff
- be provided with excellent career opportunities

It is an exciting time at Da Vinci Academy, and you will be part of our future development and the adventure to continue raising standards as we build an exceptional academy together as one team.



We welcome applicants from diverse backgrounds and promote accessibility and inclusivity for all. L.E.A.D. Academy Trust is committed to the recruitment and promotion of all on the basis of ability and suitability for the role irrespective of disability, race, gender, health, social class, sexual

preference, marital status, nationality, religion, employment status or age. The Trust is committed to treating your application fairly on these grounds.

Safeguarding

The L.E.A.D. Academy Trust is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment.

This post is subject to an enhanced DBS check.

Da Vinci Academy adopts a rigorous Safer Recruitment Policy which is followed for every appointment.

If you are invited to interview, your suitability to work with children will be explored. As such you will be asked to declare any convictions, cautions or reprimands which you have incurred.

If you are then successful at interview, an offer of employment will be made. This offer will be subject to the L.E.A.D Multi-Academy Trust Receiving:

- Satisfactory background checks e.g. Enhanced Disclosure and Barring Service check, Prohibition Check and Medical Check
- Satisfactory References
- Proof of Eligibility to work in the UK

Staff will be expected to take part in an induction day which has a safeguarding focus.

Staff will be expected to undertake CPD Safeguarding Training throughout every academic year.

There is a clear policy for staff conduct which all employees must adhere to.

How To Apply



Finding Out More

For more details about our academy, please visit our website www.davinciacademy.co.uk

Should you have any questions regarding the role please contact Jenny Linthwaite, HR Officer - email jenny.linthwaite@davinciacademy.co.uk

It is important that potential applicants are able to find out as much as possible about both our academy and the role as they consider making an application. We welcome visits and can be flexible around timings of the day to suit. We are committed to doing all we can to support those interested in researching more about what it is like to work in our proudly inclusive, ambitious academy as part of our 'one team'. Pre-application visits are therefore very welcome. We can also arrange a phone call with our Headteacher or other suitable members of staff. To arrange such an informal discussion ahead of and around making an application, please email Jenny Linthwaite, HR Officer - email jenny.linthwaite@davinciacademy.co.uk.

Please find job description, job specification and information about the L.E.A.D. Academy Trust attached.



Making Your Application

To apply, please visit our website: <https://www.davinciacademy.co.uk/support-staff/>

Please send a completed application form and covering letter (no more than 2 sides of A4), with a supporting CV if you wish to.

Completed applications should be sent to vacancies@davinciacademy.co.uk

Closing date: Tuesday 6th December 2022 at 9.00 am

Interviews: Wednesday 14th December 2022

Start date: Monday 12th December 2022

Applications will be reviewed upon receipt therefore shortlisted candidates may be contacted in advance of the closing date.

The L.E.A.D. Academy Trust is committed to safeguarding and promoting the welfare of children and young people and we can expect all staff and volunteers to share this commitment. This post is subject to an enhanced DBS check.

Job Description – Learning Support Assistant

Job Purpose:

- To work with children as part of a team under the overall direction of the SENDCO / Deputy SENDCO who will be responsible for the policy and educational programme and for matters of control and discipline within National Curriculum Framework.
- To foster the participation of pupils in the social and academic processes of the school by recognising individual pupils' needs and identifying and implementing appropriate responses under the overall management and guidance of the class teacher.
- To work independently in accordance within guidelines in order to encourage pupils to become more independent learners and help to raise the standard of achievement and attainment for all pupils.
- Activities undertaken by colleagues at this level would be monitored by the SEND Team or more senior colleagues and the content of learning activities would be planned by the teacher/more senior staff, although there would be an expectation that the post holder would contribute to this process

Duties and Responsibilities:

Key Duties

- Assist with the planning and evaluation of teaching and learning activities.
- Provide support to individuals and groups on teacher planned activities to enable them to access the curriculum, whilst monitoring progress and dealing with challenges as they arise.
- Through effective learning strategies, support all pupils to participate in learning activities. This will involve being aware of pupils' needs, using appropriate equipment and materials and modifying resources as necessary to support pupils to participate and progress.
- Contribute to the implementation of an effective behaviour management strategy, applying it fairly and consistently within clear boundaries and reinforcing positive aspects of behaviour.
- Develop positive relationships with parents, carers and families by taking a partnership approach, maintaining and sharing accurate information where appropriate.
- Planning, delivering and monitoring interventions within the Learning Centre and the classroom.
- Support at break, lunchtime and before/after school (dependant on rota)

Support for the Pupil

- Support learning activities for all pupils by maintaining awareness of the stages of development and individuals' specific needs and giving positive encouragement and feedback to ensure pupils are reaching their full potential.
- Care and support pupils by providing a safe and secure environment, responding appropriately to accidents, emergencies and following established procedures wherever appropriate.
- Contribute to the health and well-being of pupils through the support of safeguarding for pupils by ensuring a safe environment, and following policies & procedures at all times.
- Develop and promote positive relationships with pupils by communicating effectively, allowing them to feel valued and listened to and encouraging questions and ideas.
- Assist with the personal and intimate care of pupils.
- To support children and young people with SEND, supporting them to actively participate in learning activities. To liaise with parent/carers/outside agencies as required.



In Class Support

- Contribute to the planning and evaluation of teaching and learning activities by being clear of own role in delivery, sharing realistic ideas, offering constructive suggestions and giving feedback where appropriate.
- Support with the delivery of learning activities in the absence of the teacher, e.g. when providing cover supervision or working with pupils outside of the classroom; however learning activities should take place under the direction and supervision of a qualified teacher in accordance with arrangements made by the Headteacher of the school.
- Working alongside the class teacher to ensure that learning resources and materials are ready for use in activities whilst recognising and minimising potential hazards and making adjustments where necessary.
- Escort and supervise pupils on educational visits and out of school activities.

Support for the Curriculum

- Support pupils in activities to develop their literacy and numeracy skills by having an awareness of individual needs, learning targets, and the relevant support required to assist pupils' development, offering encouragement and feedback where appropriate.
- Prepare and effectively use ICT within the classroom environment to support and promote pupils' learning in ways that are stimulating and enjoyable for pupils according to age, needs and abilities.

Support for the School

- Develop and maintain effective working relationships with other practitioners, drawing on their strengths and expertise in order to best support teaching and learning.
- Support children and young people through transitions that occur in their lives, enabling them to manage them in a positive manner.
- Willingness to keep up to date with professional practice by maintaining an up-to-date understanding of the requirements of the role and individual responsibilities.
- Contribute to maintaining accurate pupil records following relevant procedure and ensuring confidentiality at all times.
- Carry out break supervision and other duties as directed
- First aid training and associated duties

As job descriptions cannot be exhaustive, the post-holder may be required to undertake other duties which are broadly in line with above key responsibilities.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and individually take responsibility for doing so.

At L.E.A.D. we have a strong vision and four core principles, to lead, empower, achieve and drive, which you will be expected to demonstrate in your working practices.

Job Specification – Learning Support Assistant

This job specification lists the competencies expected of an experienced/fully trained Teaching Assistant 2.

The two right hand columns provide guidance for the appointment of new Teaching Assistant 2. (E=Essential criteria, D=Desirable criteria).

Skills, knowledge and aptitudes	The L.E.A.D. Teaching Assistant 2 should be able to provide evidence of the following:		
	<ul style="list-style-type: none"> knowledge of Teaching Assistants' contribution to raising standards by the promotion of independent learning 	E	
	<ul style="list-style-type: none"> an appreciation of the National Curriculum and how this is applied to planning, preparation, and delivery of learning activities 		D
	<ul style="list-style-type: none"> knowledge and understanding of pupil assessment, progress, evaluation, and reporting of attainment 		D
	<ul style="list-style-type: none"> knowledge of stages of child development and individual needs 	E	
	<ul style="list-style-type: none"> understanding and awareness of individual needs and ability to adjust communication methods accordingly 	E	
	<ul style="list-style-type: none"> developed communication skills, both orally and in writing 	E	
	<ul style="list-style-type: none"> ability to establish positive relationships with pupils, families, and colleagues 	E	
	<ul style="list-style-type: none"> awareness of techniques necessary to support individual learning needs and development 	E	
	<ul style="list-style-type: none"> initiative in dealing with day-to-day issues 	E	
	<ul style="list-style-type: none"> ability to contribute to the planning and delivery of learning activities 	E	
	<ul style="list-style-type: none"> knowledge of appropriate behaviour management practices 	E	
	<ul style="list-style-type: none"> knowledge of Health and Safety policies and procedures that contribute to the maintenance of pupil safety and security 	E	
	<ul style="list-style-type: none"> knowledge of safeguarding procedures and protocols 	E	
	<ul style="list-style-type: none"> ability to organise classroom resources and assist with the maintenance of pupil records 	E	
Qualifications and Training	The L.E.A.D. Teaching Assistant 2 should have:		
	<ul style="list-style-type: none"> preference will be given to suitable candidates who hold a relevant qualification as listed below however we will also consider applicants with significant demonstrable experience in a similar role 	E	
	<ul style="list-style-type: none"> GCSE pass level or equivalent qualifications in Maths/Numeracy & English/Literacy 	E	
Experience	The L.E.A.D. Teaching Assistant 2 should be able to produce evidence of:		
	<ul style="list-style-type: none"> experience of working within an education setting or equivalent 	E	
	<ul style="list-style-type: none"> direct experience of working with pupils to raise attainment through personal intervention 		D

	<ul style="list-style-type: none"> proven experience of working with children and young people, including children with individual needs and from a range of backgrounds 	E	
	<ul style="list-style-type: none"> innovative use of resources and materials including ICT software and equipment 		D
	<ul style="list-style-type: none"> relevant experience of building positive relationships with all stakeholders 	E	
	<ul style="list-style-type: none"> understanding the role of parents/carers and the wider community in education 		D
	<ul style="list-style-type: none"> experience of working with children or young people with SEND 	E	
Personal Attributes	The L.E.A.D. Teaching Assistant 2 should:		
	<ul style="list-style-type: none"> have an openness to learning and change 	E	
	<ul style="list-style-type: none"> have a positive attitude to personal development and training 	E	
	<ul style="list-style-type: none"> be able to work in ways that promote equality of opportunity, participation, diversity and responsibility 	E	
Special Requirements	The L.E.A.D. Teaching Assistant 2 should:		
	<ul style="list-style-type: none"> be able to work at times and locations convenient to the service provision 	E	

In addition to the requirements above, candidates must hold one of the following qualifications:

- Level 3 Certificate and Diploma in Supporting Teaching and Learning (STL)
- Level 3 NVQ Supporting Teaching and Learning (STL)
- Level 3 NVQ Childcare Learning and Development (CCLD)
- Level 3 CACHE Diploma in Childcare and Education
- QTS
- BTEC National Learning Support
- Children's Care and Education Diploma (CCE)
- NVQ Level 3 Caring for Children and Young People
- Open University Specialist Teaching Assistant Certificate (STAC)
- Specialist Teaching Assistant Award (STA)
- City and Guilds Certificate in Learning Support combined with NCFE
- 3563 Special Needs Assistant Qualification
- NVQ3 Teaching Assistant



L.E.A.D. Academy Trust

L.E.A.D. Academy Trust comprises of twenty five academies across Nottingham, Leicester, Derby, Lincoln and Sheffield. Our philosophy is to; lead, empower, achieve and drive.

At the heart of our Trust is the development of outstanding leaders. We empower individuals in our schools to provide the highest quality education, enabling every pupil to realise their full potential. We have also been recognised by Ofsted as a leading academy sponsor, securing rapid and sustainable improvement through the research and application of best practice across operational areas.

The combination of autonomy and collaboration across key areas of leadership and management underpinned by shared vision, values and best practice positions L.E.A.D. as a truly unique Academy Trust.

To view our 'L.E.A.D. Family Brochure' please visit:

www.leadacademytrust.co.uk

To see the wonderful achievements, proud moments and diverse events happening across our Trust please follow our twitter account:

@LEADAcadTrust



Our Leaders

One of the core priorities for the L.E.A.D. Academy Trust is the development of outstanding school leaders. We are dedicated to providing an organisation which will:

- develop inspirational school leaders for the future through high quality recruitment, professional development and coaching;
- invest in joint training, peer coaching, sharing good practice and professional dialogue in a climate of trust;
- continually improve, exploring new ways of working, alternative curriculums and innovation;
- strategically plan to produce the next generation of high quality school leaders.

The L.E.A.D. Teaching School Alliance

The L.E.A.D. Teaching School Alliance is a dynamic, cross-phase collaboration of schools committed to harnessing, nurturing and sharing the specific skills and attributes required to teach and lead in areas with diverse pupil populations. Everything we do in our schools is about providing children with an outstanding, broad and balanced education.

Our innovative Initial Teaching Training (ITT) route aims to increase the number of quality teachers in our schools. In addition, we offer a range of high quality Continuing Professional Development (CPD) for staff at all levels and tailored school-to-school support. We are keen to nurture and grow staff across our alliance and offer a range of opportunities to develop the leaders of tomorrow. By working in partnership with The University of Nottingham and other regional Universities, we are also creating a research culture within our alliance that will impact positively on teaching, learning and the achievement of young people.





Our Support

We provide a range of high quality, professional services to schools in nine core areas:

Financial Management

Project Management

Procurement

ICT Management

Human Resources

Leadership Development

Legal Support

Governor Support

Education





L.E.A.D. Academy Trust
Lead • Empower • Achieve • Drive

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