

# MURRAY PARK SCHOOL



## APPLICANT INFORMATION PACK

### TEACHING ASSISTANT LEVEL 1 'THE BRIDGE' (ALTERNATE PROVISION)

APPLICATION DEADLINE: MONDAY 27TH JUNE 9AM

INTERVIEW DATE: THURSDAY 30TH JUNE

START DATE: SEPTEMBER 2022

*Murray Park School is committed to safeguarding and promoting the welfare of children and appointment to this post is subject to a criminal record and background check and references*



**Head Teacher:** Mrs N. Caley

**Address:** Murray Road, Mickleover, Derby, DE3 9LL

**Telephone:** 01332 515921

**Web:** [www.murraypark.derby.sch.uk](http://www.murraypark.derby.sch.uk)

**Recruitment Email:** [recruitment@murraypark.derby.sch.uk](mailto:recruitment@murraypark.derby.sch.uk)

# OUR HEAD TEACHER



MRS N. CALEY

We are fully committed to offering a top-class education - on-line or in school - which keeps abreast of national and international trends. We welcome applications from high-quality candidates who are looking to make a real difference to our students' lives.

We support all new staff with a supportive induction package. NQTs follow the Derby City new teacher programme as well as our in-house training. We endeavour to ensure your skills are developed so you can perform at your optimum.

Please take your time to consider the information in this pack and do not hesitate to make contact with us should you require any further information.

I am delighted to introduce you to our wonderful school. Since my arrival in 2018, I have sought to create a thriving working environment which enables our wonderful students to succeed in all aspects of life at Murray Park and beyond.

We pride ourselves on giving teachers the conditions in which to teach without distraction and ensure that all staff are supported quickly with any concerns both in and outside the classroom.



“As a new member of the Murray Park team I was warmly welcomed by the entire school community, students, colleagues and parents alike. We really are proud to be here”. (Mr Hagen - AHT KS3 Achievement)





# AMBITION STATEMENT

At Murray Park School, our curriculum vision is to provide an ambitious and inspirational education for all of our pupils. Our strong set of values: Perseverance; Respect; Independence; Dreams and Excellence (PRIDE) underpins our ethos. Through our curriculum, our pupils develop the confidence to embrace the responsibilities that life has to offer and to become valued members of the local community, both now and in the future.



In all lessons the pupils are challenged and engaged in an education that prepares them for their futures. Our curriculum enables all of our pupils to develop life skills, such as, creativity, empathy and collaboration, resulting in resilient individuals with high aspirations.

Our health and wellbeing provision ensures that our pupils lead healthy and fulfilling lives and that every pupil has the knowledge and confidence to take care of their own health and wellbeing.

As a result of our outstanding careers programme, all of our pupils are prepared for the next stage of their education, training and employment through our extensive network of business partners and dedicated careers' centre. Our wide range of extra-curricular activities include residential opportunities and international travel. These opportunities enrich the formal curriculum and deepen the pupils' knowledge and skills.



Every child at Murray Park School is equipped to become a well-qualified and successful young person.

*“The supportive atmosphere created by amazing, dedicated colleagues and students that genuinely appreciate what you do for them, gives me a reason to smile every day.” (Miss Dodd - Head of Mathematics)*



# SCHOOL INFORMATION

Murray Park is a dynamic and forward-looking 11-16 mixed comprehensive school on the western fringes of the city of Derby. It is a Foundation Status school, but has a close working relationship with the local authority.

We cater for approximately 1030 students, situated on a spacious site surrounded by greenery. We serve students from the Derby City area, within reach of the Derbyshire countryside and our cohort sizes are growing each year.

Our students reflect the full academic ability range and there is a huge breadth to the socio-economic status of our families.



## APPLICATION PROCESS

Informal visits to the school are available but not essential. You must complete the application form fully and give details of all employment, training and gaps in employment since leaving secondary school to the present day. Any additional information, which you wish to bring to the notice of the selection panel should be included in your letter of application.

Your letter of application should make reference to the job description and in particular how you meet the person specification. At least one of your references should be a current employer and you should indicate if you are happy for us to contact each reference. Please provide an email address for your referees so that we can contact them.

*Please email your completed application form and letter of application to [recruitment@murraypark.derby.sch.uk](mailto:recruitment@murraypark.derby.sch.uk) or upload using the TES platform. The application letter should be no longer than 2 sides of A4, Arial font size 11.*

*"The School has continuously supported me with my career development. If you wish to challenge yourself to develop as a leader then Murray Park School is the place for you." (Mr Gregory - AHT KS4 Achievement)*



# STAFF WELL-BEING

Murray Park considers the well-being of staff to be important. Decisions in terms of staff support make well-being a priority. Anything that can be done to support staff in their role will be considered. In recent years we have raised the profile of staff well-being by establishing the following initiatives to ensure that our staff are happy in their workplace.

- Opportunity to work from home where possible.
- Latest laptops issued to all staff.
- Live marking policy.
- Designated, trained mental health leader.
- Staff social events.
- Staff sports events.
- Meal allowance for lunch duty staff.
- Meeting free weeks throughout the year.
- Bespoke CPD opportunities.
- Opportunity for all staff to complete mental health awareness course.
- Duty timetable to reflect teacher workload.
- Robust behaviour system to support staff.
- Alternative provision

## SAFEGUARDING INFORMATION

Murray Park School shares a commitment to safeguard and promote the welfare of children and young people. Our commitment is underpinned by robust processes and procedures that seek to maximise opportunity, minimise risk and continuously promote a culture that embraces the ethos of safeguarding amongst our workforce.

This post is Exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020 and is subject to an enhanced DBS Disclosure check.

### Recruitment Information

The application form must be completed in line with our Important Recruitment Information section on the school website. It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.

- Child Protection and Safeguarding Policy
- Recruitment of Ex Offenders
- The Equality and Diversity Form
- GDPR Privacy Notice

Recruitment Policy

These documents can be found using following the link:  
<https://www.murraypark.derby.sch.uk/key-information/vacancies/>

“Since starting at Murray Park there has been no time for nerves, just excitement. I am delighted to continue my journey here, whilst inspiring others on my way” (Miss Bunting - NQT Science)





# DEPARTMENT INFORMATION

## Alternative Provision

Murray Park School is a highly inclusive school. We go to great lengths to ensure every child can and does succeed in education. As part of our provision we have developed The Bridge, a small, specialised unit for those students at risk of exclusion, or where pupils with additional needs, such as anxiety, behavioural issues or learning difficulties, could be taught in smaller groups. We have also developed our Bridge off-site centre, this is based close to the school.



The aim of the unit is reintegration for those students who can cope - they will leave armed with strategies to help them deal with their areas of difficulties and courses are available in anger management, resilience, behaviour and self-esteem. We support students who access our alternative provision, promoting a learning environment that supports high expectations, and delivering bespoke provision to meet the needs of individuals.

The pupils attending The Bridge provisions do so with a personalised package in place which is individual to their needs, some students attend for a short period of time and are then reintegrated back in to their mainstream lessons. They may receive all their lessons in The Bridge, where the teachers from mainstream deliver the lessons, or they go back into the main school setting with additional support.

As part of our alternate provision unit we also develop, organise and deliver small group and intervention packages, events and initiatives, this includes our fantastic community garden which has helped students engage positively in outdoor learning and has given them opportunities to work with the local community in developing this project.



We also introduce our students to the world of work and the different and exciting opportunities that are available to them, by linking lessons to the workplace and giving pupils the opportunity to learn from employers about professions and the skills that are valued in society. Students take part in visiting places of work in order to develop the skills needed when considering their next stage of life after Murray Park.

“ Murray Park School is a great place to work. If you are passionate about making a difference to the lives of young people, this is the place to be”  
(Mr Holland - PE)



# JOB ADVERT

## TEACHING ASSISTANT LEVEL 1 'THE BRIDGE' - ALTERNATE PROVISION

**39 WEEKS PER YEAR - TERM TIME ONLY  
37 HOURS PER WEEK**

**PAY SCALE NJC POINTS 5-6 : ACTUAL SALARY FOR 39 WEEKS  
£16,909-£17,241**

### **What are we looking for?**

This is an exciting opportunity to join Murray Park School. The school seeks to appoint an enthusiastic, dynamic and committed Teaching Assistant who will be based in our Alternate Provision unit 'The Bridge'. The ideal candidate will be highly motivated and an excellent classroom practitioner who is committed to student success and development. The successful candidate will join a hardworking; forward thinking and supportive Alternate Provision department at an exciting time.

### **Why work at Murray Park School?**

As a member of staff at Murray Park School we can offer:

- Excellent professional development opportunities.
- A friendly and supportive working environment.
- Excellent learning resources.

### **How to Apply**

An application pack can be downloaded from TES or the school website at <https://www.murraypark.derby.sch.uk/key-information/vacancies/>

**Start Date:** September 2022

**Closing Date:** Monday 27<sup>th</sup> June 9am

**Interview Date:** Thursday 30<sup>th</sup> June

Murray Road, Mickleover, Derby DE3 9LL

Tel: 01332 515921

Email: [recruitment@murraypark.derby.sch.uk](mailto:recruitment@murraypark.derby.sch.uk)

The school is committed to safeguarding and promoting the welfare of children and appointment to this post is subject to a criminal record and background check



# ROLES AND RESPONSIBILITIES

## Duties as a Teaching Assistant:

The Teaching Assistant will be part of the Alternate Provision team supporting pupils both in mainstream classes and in smaller intervention groups.

The Teaching Assistant will

- Set and maintain clear expectations for students
- Be consistent in upholding agreed principles and practices
- Be approachable and enable two-way communication
- Listen to and support students
- Recognise and reward success in achievement and development
- Challenge unacceptable performance of students
- Inspire students through a positive and enthusiastic approach

## Key Tasks:

To work with pupils individually, in small groups or in a class to:

- Support learning through a variety of strategies and approaches
- Work with pupils on specified programmes to improve literacy, numeracy or social/behavioural skills
- Contribute to the development of an effective programme of interventions to improve basic skills
- Help implement programmes devised by specialist support services
- Accompany pupils on outside visits and placements
- Offer general support to pupils at break and lunchtimes
- Listen to pupils concerns and help resolve emotional/behavioural/problems
- Assist pupils needing specific access arrangements during internal/external tests

To work effectively within the Alternate Provision team to:

- Keep accurate records and lesson notes to monitor pupil progress
- Help to prepare suitable teaching materials
- Contribute to the preparation of reports for annual reviews and external agencies
- Attend in service training and ensure professional development is regularly updated
- Contribute to and take part in staff and team meetings ensuring a good working relationship
- Liaise and develop a good working relationship with AP team members
- Prepare and tidy classrooms and equipment and help to display pupil work
- Liaise with parents, including attendance at parental meetings

Additional Duties for Teaching Assistant in Murray Park School Alternative Provision Unit:

- Working with the most vulnerable and complex students within the Alternative Provision Unit commonly referred to as 'the Bridge'
- Supporting re-integration of the most vulnerable students back into mainstream lessons and developing and maintaining all paperwork required to support this process
- Ensure that the health, safety and welfare of students is maintained at all times and ensure safeguarding is a priority following the schools safeguarding procedures
- Create and maintain a calm working environment whilst implementing the school's behaviour and rewards systems
- Leading students during self-study periods





# PERSON SPECIFICATION

	Essential	Desirable
<b>Qualifications</b>		
Relevant teaching assistant qualifications and any other qualifications that would apply to the role.	✓	
<b>Knowledge</b>		
Full working knowledge of strategies used when assisting in a classroom.	✓	
Knowledge and experience of working in a mainstream setting.	✓	
Experience and knowledge of children with social, emotional and behavioural difficulties.	✓	
Knowledge of safeguarding procedures within an educational setting.	✓	
<b>Skills and abilities</b>		
To motivate students.	✓	
To work as part of a team.	✓	
To use own initiative.	✓	
The ability to work under pressure.	✓	
Competence with a variety of strategies to support students with SEBD.	✓	
Strong ICT skills.	✓	
The ability to academically support students 1:1 or in small groups in lessons.		
The ability to inspire students to ensure that high expectations are met and progress is made.	✓	
<b>Personal Qualities</b>		
A positive outlook, well motivated, enthusiastic & energetic.	✓	
Commitment to improvement/staff development.	✓	
The desire to succeed.		
Good attendance and punctuality record.	✓	
Commitment to supporting the full life of the school.	✓	
Professional appearance and manner.	✓	
Enhanced Criminal Record check. (School will apply for this on behalf of the successful candidate)	✓	





# MURRAY PARK SCHOOL

OUR MISSION: SUPPORTING STUDENTS IN GAINING A POSITIVE OUTLOOK,  
SHAPING THEIR FUTURES AND REACHING THEIR FULL POTENTIAL.

"PROUD TO BE HERE"



**Head Teacher:** Mrs N. Caley

**Address:** Murray Road, Mickleover, Derby, DE3 9LL

**Telephone:** 01332 515921

**Web:** [www.murraypark.derby.sch.uk](http://www.murraypark.derby.sch.uk)

**Recruitment Email:** [recruitment@murraypark.derby.sch.uk](mailto:recruitment@murraypark.derby.sch.uk)