



# Teaching Assistant (Level 1) Candidate Pack



Please visit our school website for further information.  
<https://www.elmsbank.co.uk/>

# Welcome from the Headteacher

Dear Candidate,

**Welcome to Elms Bank! Thank you for taking the time to read about our wonderful school and your interest in working as part of our amazing staff team. We are highly committed to staff development and pride ourselves on having clear career pathways and opportunities for all staff at Elms Bank and across the Trust. We are looking for individuals who are enthusiastic about making a difference, can think creatively and continually reflect on how to improve outcomes for young people.**

Elms Bank is a school with a real sense of community! We are delighted to be part of a family of schools within the Oak Learning Partnership. Oak Learning Partnership is passionate about inclusion and improving the life chances of all children within the Trust. As a school in the Trust, we pride ourselves on being a welcoming school with a strong emphasis on pastoral care, alongside a rigorous academic education tailored to the needs of the individual.

Our Vision – is ‘Excellence for All’. Elms Bank offers a holistic provision. Our students’ achievements and successes are celebrated widely. We use innovative and **aspirational** strategies to increase student’s **resilience** and confidence to overcome barriers to ensure their lives are enriched both now and into adulthood. We believe that at the heart of a student’s personalised success is exceptional teaching, learning and pastoral care. We pride ourselves on our overwhelming sense of family and community; where every staff member leads with **integrity** and compassion to achieve ‘Excellence for All’.

Orienne Langley-Sadler

**Headteacher at Elms Bank School**





A young man with short brown hair and black-rimmed glasses is speaking into a black microphone. He is wearing a dark blue school suit jacket over a white collared shirt and a blue and white striped tie. A small name tag is visible on his jacket. The background is blurred, showing other students in school uniforms. A green circular graphic contains a quote and a title.

**"I really enjoy  
working at Elms Bank.  
Everyone is valued and we  
are part of a collaborative  
community that brings  
people together. I could  
not think of a better place  
to work."**

Teaching Assistant at  
Elms Bank

# Teaching Assistant (Level 1)

**Salary:** Grade 6, SCP 6, actual salary £15,386

**Hours:** 32.5 hours per week, term time only plus 5 days

**Closing Date:** 9.00am, Wednesday 31<sup>st</sup> August 2022

## Required for October 2022

The Trust, on behalf of Elms Bank school, are seeking to appoint a highly motivated and enthusiastic Teaching Assistant (Level 1) who can join a team of professionals.

Our pupils are aged 11 to 19 years, with a diverse range of learning disabilities (PMLD, SLD, MLD, SEMH), combined with medical conditions, physical disabilities, visual impairment, hearing impairment, and/ or autism.

Successful candidates may be asked to work on our school or college sites, in one of our five pathways (Thrive, Explore, Inspire, Specialist Provision, or Nurture), either on a 1:1 basis or as part of a class.

The role is both physically and emotionally demanding and involves working with some pupils with challenging behaviour.

You will be part of an excellent team and will be given extensive support to develop to your full potential both in this role and beyond. Applicants must have relevant qualifications and experience, please ensure that you meet the person specification before applying.





# How to Apply

## Overview of Role – Teaching Assistant

### Overview of Job/Role from Headteacher

Teaching Assistants at Elms Bank are an exceptionally highly skilled team and change our students' lives on a day-to-day basis. Our teaching assistants are widely celebrated and are recognised as being an integral part of the wider staff team by everyone at Elms Bank. Clear line management exists within Elms Bank, and across the Trust, so that everyone who works in a support staff role feels supported and invested in. Many of our teaching assistants carve out lifetime career goals with us and multitudes of teaching assistants have progressed either into promoted teaching assistant roles or progressed into the teaching profession.

If you feel you can be part of an innovate team, where individuals matter, and qualities of integrity, resilience, reflective practice, and teamwork are truly important, then we would be really looking forward to receiving an application from you.

**Applicants must have relevant qualifications and experience, please ensure that you meet the person specification before applying.**

We are committed to **equality of opportunity** for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.


Appointment is subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service and references. The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

**Please do not send CVs. Applications should be sent to:**

**[recruitment@oaklp.co.uk](mailto:recruitment@oaklp.co.uk)**, For the attention of Mrs Langley-Sadler







**"The school has highly effective systems for managing students' behaviour. The systematic approach, consistent use of the behaviour policy and skilled behaviour management result in students with more challenging behaviour making exceptional progress in gaining self-control and re-engaging with learning within a very short space of time."**

Ofsted 2014

# Teaching Assistant (Level 1)

**Salary:** Grade 6, SCP 6, actual salary £15,386

**Hours:** 32.5 hours per week, term time only plus 5 days

**Closing Date:** 9.00am, Wednesday 31<sup>st</sup> August 2022

## Job Description

**Normal place of work:** Elms Bank, although you may be required to work at any other school within the Trust.

**Normal working hours:** Monday 8.45am – 4.45pm, Tuesday to Friday 8.45am – 3.30pm, the post is 32.5 hours per week term time plus 5 additional days to be worked during periods of school closure.

**Responsible to:** Class Teacher

### PURPOSE OF THE POST

- 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

### DUTIES AND RESPONSIBILITIES

#### Support for the Pupil

- Attend to the pupils' personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters.
- Supervise and support pupils ensuring their safety and access to learning.
- Establish good working relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs.
- Promote inclusion and acceptance of all pupils.
- Encourage pupils to interact with others and engage in activities led by the teacher.
- Encourage pupils to act independently as appropriate.
- Follow behaviour management and positive handling programme.

### **Support for the Teacher**

- Provide clerical/administration support (e.g. photocopying, typing filing, collecting money etc.).
- Assist with the display of children's work.
- Prepare classroom as directed for lessons and clear afterwards.
- Be aware of pupil problems/progress/achievements and report to the teacher as agreed.
- Undertake pupil record keeping as requested.
- Support the teacher in managing pupil behaviour, reporting difficulties as appropriate.
- Gather/report basic information from/to parents/carers as directed.

### **Support for the Curriculum**

- Support pupils to understand instructions.
- Support pupils in respect of local and national learning strategies e.g. literacy, numeracy, early years as directed by the teacher.
- Prepare and maintain equipment and resources as directed and assist pupils in their use.

### **Support for the School**

- Be aware of and comply with school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection. Report all concerns to the appropriate person (as named in the policy concerned).
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend relevant meetings as required.
- Participate in training and other learning activities as required.
- Assist with the supervision of pupils out of directed lesson time, including before and after school if appropriate and within working hours.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required.
- Attend Awards' Evening and Parents' Evenings as directed with appropriate adjustments in hours.



# Teaching Assistant (Level 1) Person Specification

CRITERIA		Experience, Qualifications and Training: On their application form, candidates will demonstrate that they have the following training, qualifications and school experience:
ESSENTIAL		DESIRABLE
<ul style="list-style-type: none"><li>• GCSE D-G in English and Maths or Level 1 in Key Skills in English and Maths</li><li>• Willingness to participate in relevant training and development opportunities</li><li>• Training in literacy/numeracy strategy and/or willingness to undertake training</li><li>• Willingness to complete Team Teach Behaviour Management and Physical Intervention course, and other courses/training as required</li></ul>		<ul style="list-style-type: none"><li>• GCSE D-G / Key Skills Level 1 in ICT (Must work towards an ICT qualification during the probationary period if you do not have this)</li><li>• GCSE A*-C English, Maths or ICT or Level 2 Key Skills in English, Maths or ICT</li><li>• NVQ Level 2 in Supporting Teaching and Learning and/or 'A' Level in English, Maths and ICT and/or teaching degree qualification</li><li>• SEN experience</li><li>• Experience of working in a school environment</li></ul>
CRITERIA		Skills and Knowledge: In their statement of suitability and during the selection process, candidates will demonstrate that they have the following skills and knowledge:
ESSENTIAL		
<ul style="list-style-type: none"><li>• Ability to work effectively within a team environment, understanding classroom roles and responsibilities</li><li>• Ability to build effective working relationships with all pupils and colleagues</li><li>• Ability to promote a positive ethos and role model positive attributes</li><li>• Good personal numeracy and literacy skills</li><li>• Ability to work with children at all levels regardless of specific individual need and identify learning styles as appropriate</li><li>• Working knowledge of relevant policies/codes of practice/legislation</li><li>• Understanding of inclusion, especially within a school setting</li><li>• Ability to prepare resources to support learning programmes</li><li>• Ability to use other basic technology – video, photocopier</li><li>• <b>Customer Care</b> – Listen and respond to customer need, seek out innovative ways of consulting service users and engaging partners. Network with others to develop services for the benefit of the service users</li><li>• <b>Valuing Diversity</b> - Listen, support and monitor the diverse contributions made to service development without prejudice. Challenge behaviours and processes which do not positively advance the diversity agenda whilst being prepared to accept feedback about own behaviour. Recognise people’s strengths, aspirations and abilities and help to develop their potential. Understand how Valuing Diversity can improve our ability to deliver better services and reduce disadvantage</li><li>• <b>Developing Self and Others</b> - Ability to question, and request right training and development that links to the post, to seek opportunities that add to skills and knowledge, to respond positively to opportunities that arise. And to support others’ learning and share learning with others</li></ul>		

# Teaching Assistant (Level 1) Person Specification (continued)

## CRITERIA

**Work Related Circumstances – Professional Values and Practice:** On their application form, candidates will demonstrate that they have the following;

## ESSENTIAL

- High expectations of all pupils; respect for their social, cultural, linguistic, religious and ethnic background and a commitment to raising their educational achievements
- Ability to build and maintain successful relationships with pupils, treat them consistently, with respect and consideration and demonstrate concern for their development as learners
- Demonstrate and promote the positive values, attitudes and behaviour they expect from the pupils with whom they work
- Ability to work collaboratively with colleagues and carry out role effectively, knowing when to seek help and advice
- Establish constructive relationships with parents and carers
- Able to improve their own practice through observations, evaluations and discussion with colleagues
- The role is both physically and emotionally demanding and involves working with some pupils with challenging behaviour





Aspiration



Integrity



Resilience

# Introduction to Our Trust

Dear Candidate,

Thank you for your interest in this post at Elms Bank School, which is a member of Oak Learning Partnership Trust.

Our Trust is a recently established group of schools currently comprising of a primary, secondary and special school all located in Bury, Greater Manchester. At Oak LP we are passionate about transforming children's lives and their communities through the delivery of a well-balanced, rounded education, providing individual support in schools which are happy places within which staff and young people thrive. We are passionate about inclusion; this is at the heart of our ethos and is a consistent focus. In all our schools we endeavour to leave no child behind.

We understand that we can only achieve our vision by recruiting the right people and providing them with the support, training and time they need in order to allow them to flourish and be the best they can be. Whatever role an individual undertakes within our organisation, be that supporting or teaching, they are contributing to our collective aim of transforming lives. We have high expectations for our staff, we invest heavily in them ensuring they feel valued and their well-being is always considered. We understand that if staff feel valued and if the impact they are having is recognised, they can perform at their best.

Our schools work closely with one another: they collaborate, support each other and share collective systems across both educational and business provisions. But it's also important to us that each school has individuality and freedom to be innovative. What we do insist on is clarity and consistency from our leaders and always making sure common sense is at the heart of decision making.

I joined the Trust in September and I'm excited to lead Oak LP into the next part of its journey. We are laying strong foundations for growing the Trust and with this, will come multiple development opportunities for our staff. We are committed to making a difference on a wider scale, whilst continuing to build on our current strengths. Above all we will continue to have a strong moral purpose, provide a truly inclusive education and embed our core values of **Aspiration**, **Resilience**, and **Integrity** in everything we do.

If you're excited about joining Oak LP, your values are aligned with ours and you feel like you can make a difference please contact the school directly for any additional information about the role.

*James F-Smith*

James Franklin-Smith  
CEO of Oak Learning Partnership



[oaklp.co.uk](http://oaklp.co.uk)



# Schools within our Trust

Find out more on our website: <https://oaklp.co.uk/our-schools/>

**Oak Learning Partnership is a recently-established Trust of schools which currently comprises of a primary, secondary and special school in Bury, Greater Manchester. We are an educational charity which exists to advance education. As a Trust, Oak Learning Partnership is one single organisation to which all our schools belong, and all staff in our individual schools and our central team work for the Trust as a single entity.**

Our schools work closely with one another: they collaborate, support each other and share collective systems across both educational and business provisions. But it's imperative to us that each school has its own individuality and autonomy and we are very keen for schools to be managed by their own leadership team and staff. The Trust's central team is made up of both business and educational professionals, and their role is to support schools to be the best they can be. We are passionate about being part of a family of schools and know the benefits this brings to young people, staff and communities.

Our Trust is committed to improving the life chances of children and young people through the delivery of an excellent, well-rounded education. At Oak we live and breathe inclusion; this is at the heart of our ethos and we aim for it to be a golden thread of strong practice which links all of schools together. Our core values of Aspiration, Resilience, and Integrity drive everything we do.




**Unsworth Primary School** is a 'family' school with the motto 'Together We Build Understanding.' The five chosen values of happiness, honesty, friendship, respect and learning are at the heart of developing children's social and academic understanding and ensuring that they enjoy making progress together.

**Hazel Wood High School** is driven by the core values of Pride, Respect and Aspiration. Pupils are members of a very inclusive school community which offers them the opportunity and encouragement to aim high and excel.

**Elms Bank** is a generic secondary special school for pupils aged between 11 and 19 years old. Elms Bank works in partnership with many other agencies to ensure that the specific needs of each pupil are met so that they can grow in confidence both socially and academically.



A woman with blonde hair tied back, wearing glasses and a black dress with white polka dots, is sitting on a teal beanbag chair. She is holding a clipboard and looking at it. Three students are sitting on beanbag chairs around her. One student, a girl with glasses and a white shirt, is pointing at the clipboard. Two other students, boys in dark blue school uniforms, are sitting on teal and purple beanbag chairs, looking towards the woman. The setting is a school hallway with a grey floor, a white shelf on the left, and a door in the background.

**"Our Trust is a really supportive and friendly place to work. Whilst crossing from site to site I get a strong feeling that we are a Trust of schools working with and for each other."**

Member of our Trust  
Estates and Facilities  
staff



At Oak Learning Partnership, we value our staff highly and recognise their contribution with a series of benefits and incentives.

Find out more on our website: <https://oaklp.co.uk/>

# Staff Benefits



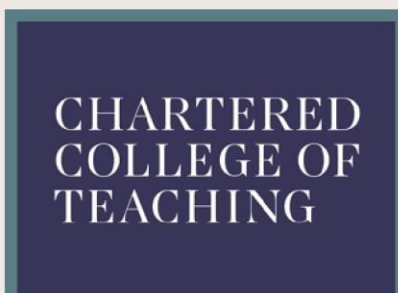
## CPD OPPORTUNITIES

We are committed to helping our staff keep their skills and knowledge up to date.



## BURY LEISURE CENTRE REDUCED MEMBERSHIP

Simply visit Bury Leisure Centre with proof of employment and they will process the discounted membership.



## CHARTERED MEMBERSHIP

Teaching staff are given membership of The Chartered College of Teachers. Members have access to a range of resources.



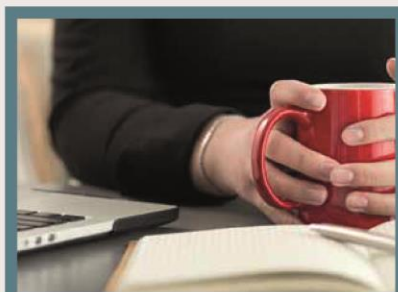
## ON SITE PARKING

On site parking is available for staff with level access to the building.



## CHILDCARE VOUCHER SCHEME

Salary sacrifice childcare voucher scheme With KiddiVouchers.



## WELLBEING SERVICES

Oak Learning Partnership values staff wellbeing and offers comprehensive and positive resources for staff.



## PERKBOX DISCOUNTS

Perkbox discounts through [perkbox.com](https://perkbox.com)



## TECH SCHEME

Tech scheme through [techscheme.co.uk](https://techscheme.co.uk)



## CYCLE SCHEME

Cycle scheme through [cyclescheme.co.uk](https://cyclescheme.co.uk)





**Elms Bank**  
School & College

# Thank you

**Elms Bank**  
Ripon Avenue  
Whitefield  
Manchester  
M45 8PJ

0161 766 1597

[recruitment@elmsbank.co.uk](mailto:recruitment@elmsbank.co.uk)

[www.elmsbank.co.uk](http://www.elmsbank.co.uk)



Part of the

**Oak**   
Learning Partnership