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**Advert for Bishop Bridgeman CE Primary School**

**Teaching Assistant - Level 2 +SEN**

**Salary**: Grade D Point 6-11 + SEN **–** please note this will be pro-rata based on hours and term time only

**Full Time:** 32.5 hours

**Term of contract**: Fixed Term Contract until 31.08.2024

The Governors of this successful and popular primary school invite applications for the above post from suitably qualified or experienced people who enjoy working with children.

The person appointed will work for 32.5 hours/week and will provide learning support in the classroom.

We can offer you:

* A warm and welcoming school with a very supportive Christian ethos.
* Supportive governors that are committed to school improvement and who will work with you to achieve your goals.
* Dedicated and talented staff who are keen to build on high standards.
* Supportive parents and an active local church community.
* A commitment to continuing professional development.
* An inclusive school with happy children who enjoy learning.

We are looking for someone who is:

* Passionate about children’s learning.
* A nurturing classroom practitioner who is able to support the teacher in making teaching and learning outstanding.
* Ambitious, flexible and motivated.
* Interested in working with children with additional needs.
* Have excellent communication and interpersonal skills.
* High standards of pupil discipline and behaviour.
* A calm, organised and flexible approach to team working
* An ability to build positive relationships
* Good Maths, English and Computing skills
* Be sensitive to the school’s ethos, which embraces the multi-faith community we serve but remains true to the Christian foundation.

Application forms and job descriptions can be obtained from the Greater Manchester Jobs Website. If you have any queries, please contact the School Office on 01204 333466.

**CLOSING DATE**: Please return completed forms to Mrs K Diggle, [digglek@archbishoptempletrust.co.uk](mailto:digglek@archbishoptempletrust.co.uk) by **NOON Monday 12th June 2023 at 12pm (midday).**

Interviews will take place on Thursday 15th June 2023

*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. Successful candidates will be subject to an Enhanced Disclosure by the Disclosure and Barring service*

**** Welcome to The Archbishop Temple Trust

Chief Executive, Canon Jill Pilling

A very warm welcome from The Archbishop Temple Trust. I am deeply proud of our schools, where each individual is welcomed, respected and loved. Our Trust was established on 1st August 2016. Our schools are happy, thriving environments where learning and individual successes are celebrated through our Trust values of faith, hope, love, trust and service.

I passionately believe that each of our schools, while maintaining their distinct character, community and identity, has greatly benefitted from the ethos of collaboration and support that as a Trust we provide. The schools in our Trust are, Bishop Bridgeman Church of England Primary School, St James Church of England Primary School and St Maxentius Church of England Primary School. They are situated in Bolton, each taking a role in their local clusters of schools. We have a very strong link with Manchester Diocese.

Curriculum development is key for providing excellent learning opportunities that enable our children to flourish. Staff from our schools work together to shape the curriculum, sharing good practice and tailoring experiences to meet the needs of individual school communities. We are committed to providing high quality training opportunities for all staff to ensure the very best quality of teaching and learning for every child within our Trust. I am delighted that all our schools are in line with or exceed national standards, due to the combination of high-quality teaching and learning, an engaging curriculum and a shared vision.

Our committed Trustees work closely with the immensely supportive Local Governing Boards and parents to determine the unique direction of each school, to make a difference in their local community.

**Great people……**

We aim to recruit outstanding people who have the right attitude. If you have a love for teaching and are passionate about seeing children succeed, we would love to hear from you! For our part, we will provide excellent development opportunities, leadership training and the time to develop all of this so that you can be the best you can be.

Recruiting the right teachers and staff helps us to achieve the goals we set for our children. We are always keen to hear from educators who are passionate about working for the schools and communities we serve. We would rather make no appointment than appoint someone who does not share the same positive ethos that runs through our Academies. For this reason, we try to articulate clearly our vision, values and expectations when putting together information for applicants.

We aim to recruit staff who:

* are excited by their role and by the prospect of working with young people, even those who are less well motivated;
* love the processes of learning and teaching and are keen to continually develop their own skills;
* recognise that teaching can be a demanding job but react positively to those demands with resilience;
* wish to make a real difference in the lives of others;
* will subscribe to the ethos of the Trust and ‘go above and beyond’ in terms of time and commitment to get the very best from our children;
* are quick to praise and slow to criticise; and are not afraid to admit to seeing themselves as potential leaders of the future.

**CPD and training**

Continual Professional Development is seen as a priority at all our schools. It is vital that staff have the time to further develop themselves and to stay abreast of changes within education, developing pedagogy and practice through innovative processes which are research based. We have a wide range of strategy groups that meet regularly, including Year2/6 and EYFS, SEND, Personal Development and Welfare, DSL, Curriculum and many more. These groups provide staff with support, sharing of knowledge and skills and a platform to develop leadership skills.

**Vision statement**

Archbishop Temple Trust is committed to improving the life chances of all children. We aim to develop a family of outstanding academies where world-class leaders and teachers put children at the heart of all they do.

**Values and Ethos**

Archbishop Temple Trust is founded in the values of Faith, Hope, Love, Trust and Service firmly rooted in the Christian faith.

Archbishop Temple Trust has been established within the Diocese of Manchester. The Trust is working to support all of its member academies and to develop the culture of mutual support and development. In the Diocesan context each school remains part of the broader family of schools. The commitment to developing a high-quality curriculum, delivered by highly trained staff, quality first teaching and sharing expertise is at the heart of the Trust’s vision and development.

**Aims and Objectives**

1. To enable autonomous outstanding academies within the Trust framework. We will achieve this by:

\* ensuring rapid progress to outstanding for all schools.

\* retaining and developing Christian distinctiveness and character of each academy.

\* welcoming all schools into the Trust and securing excellent outcomes for all schools.

\* providing stability and strength in governance and leadership.

\* encouraging innovation and sound decision making.

\* building capacity and resilience.

2. To be recognised as a Trust with outstanding learning opportunities. We will achieve this by:

\* raising aspirations to secure high levels of academic achievement.

\* providing a wide range of memorable learning opportunities.

\* ensuring equality of opportunity within a safe nurturing environment.

3. To maintain and develop rigorous Trust wide school improvement programmes to support staff and Governors in raising achievement. We will achieve this by:

\* ensuring effective Governance together with ambitious and determined leadership,

securing the best outcomes for our academy communities.

\* valuing committed, reflective, positive staff who challenge themselves to be creative

and take risks enabling outstanding performance.

\* developing leadership capacity within the Trust.

\* providing continual professional development and promoting a well-resourced, high

quality environment.

4. Every school in the Trust becomes the school of choice for parents, staff and Governors.

\* each academy is recognised as a centre of learning excellence, disseminating best

practice within and across the Trust.

\* become the employer of choice.

\* successful engagement with parents/ carers and the local community to support pupil

progress, well-being and achievement.

5. To establish a financial foundation to enable the Trust to fulfil its vision.

6. To promote the Trust’s core values at all times.

Canon Jill Pilling CEO

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***Archbishop Temple Trust is founded in the values of Faith, Hope, Love, Trust and Service firmly rooted in the Christian faith.***

Dear Applicant

Thank you for your interest in the current vacancy within the Trust.

We want to create an environment where *everyone* matters and *everyone* is involved in continuing to move the school forward. If you can work collaboratively, are emotionally intelligent and resilient, then Archbishop Temple Trust is a fantastic place to be.

All schools are judged as Good by Ofsted and have Good/Outstanding SIAMs Inspections. We are forward thinking with high aspirations for all. We are not complacent and constantly aim to improve all aspects of our work.

You will find further information about the school on the respective websites. We hope that you will find the details informative and of interest to you.  If there is anything else you would like to know please contact me.

If you have not been contacted within ten days of the closing date, please assume your application has been unsuccessful.  Whatever the outcome, we thank you for the interest shown.

Yours sincerely

**Mrs Nikki Patel**

**School Improvement Director**

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**JOB DESCRIPTION:**

**Job Title** Teaching Assistant Level 2 +SEN

**Grade** Grade D Point 6-11 + SEN

**Primary Purpose of the Job** Provide support for teaching and learning in the school setting

**Responsible to** Headteacher

**Headteacher Responsibilities** Provide support for teaching and learning activities.

Contribute to children’s development and safeguarding.

Provide support to develop the learning environment.

**MAIN DUTIES**

* Work with the class teacher and with identified individual/s with SEND to ensure a full and inclusive curriculum for all.
* Provide support for learning activities across a range of key stages and in a range of environments.
* Support children’s development (e.g. physical, emotional, social, communication and intellectual development needs).
* Help to keep children safe, including maintaining a safe environment, dealing with accidents, supporting safeguarding.
* Encourage children’s positive behaviour.
* Contribute to positive relationships with children and adults through communication and interaction.
* To provide personal care as and when required.
* Be aware of specific health needs for pupils and communicate effectively with medical professionals and other multi agencies who may be involved with individual pupils.
* Provide effective support for colleagues.
* Support the use of information and communication technology for teaching and learning.
* Use information and communication technology to support pupils’ learning.
* Observe and report on pupil performance.
* Escort and supervise pupils on educational visits and out-of-school activities.
* Contribute to maintaining pupil records.
* Contribute to monitoring and maintaining curriculum resources.

**PERSON SPECIFICATION**

**Teaching Assistant Level 2 + SEN**

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| Selection Criteria | Essential |
| * Qualifications and training | * Holder of, working towards or willing to work towards an NVQ Level 2, BTEC Level 2 or equivalent in Teaching Assistant or Supporting Teaching and Learning Schools. |
| * Professional values, skills and knowledge | * Ability to support the teacher in all aspects of teaching and learning. Knowledge and understanding of strategies relating to inclusion and how to support the class teacher to support pupils’ learning. * Knowledge and understanding of English and Maths strategies and resources. Understanding of EYFS provision and curriculum. * To undertake CPD sessions through external agency support to enable the effective delivery of any required interventions e.g. speech and language therapy and sensory. * To undertake necessary training to support the care of any children with medical needs. * Ability to listen and observe children/young people and share observational findings effectively. * Ability to keep children and young people safe during day-to-day work activities. Ability to assess the balance between safety and risk, challenge and protection, and adjust own behaviour accordingly. * Ability to praise and encourage children/young people according to their age, needs and abilities. Ability to deal sensitively with challenging behaviour (in line with setting/school policy and procedures). Act as a role model for positive behaviour. * Ability to interact and respond positively to children, young people and adults. Ability to establish and maintain rapport with pupils. Ability to demonstrate verbal and non-verbal communication skills when dealing with children, colleagues, parents, carers, families and other practitioners. To have an understanding of other suitable strategies for effective communication for children with additional needs, e.g. total communication approach. * Ability to become an effective member of staff. Ability to work effectively with colleagues and other practitioners. Ability to take an active role in developing own skills and expertise. * Ability to help pupils, under the direction of the teacher, to participate in whole class, group and individual literacy and numeracy learning activities. * Ability to operate ICT resources safely and effectively as a learning resource. Ability to access and use learning programmes and information. * Ability to encourage and support pupils in using ICT during learning activities and feedback on their progress and response. * Value people equally, supporting an inclusive ethos. |
| * Valuing Diversity and Equality | * Listen, support the diverse contributions made to the school/setting 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 helps to develop their potential. Understand how Valuing Diversity and inclusion can improve our ability to deliver better services and reduce disadvantage. * Listen and respond to customer need. Network with others to develop services for the benefit of the school/setting community. * Be willing to share learning and encourage others to do the same. Listen to others and respond to their needs. Strives for improvement and take responsibility for own development. Be self-confident and lead by example. * Ability to identify risk to self and others when undertaking work activities and appropriate actions needed to minimise risk. * Acknowledge the need to maintain confidentiality at all times and to become aware of the National, Council and school/setting policies on Confidentiality, and the management and sharing of information. * Be aware of the energy efficiency issues in own area of work and throughout the organisation. |

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**How to apply**

We hope that you have enjoyed reading about the Archbishop Temple Trust and our school and that you will feel able to apply for this post.

Please complete the **downloadable** **application form.** Please do not send CVs or open references as part of your application as these will not be considered.

It is important that you provide a complete employment history from when you left full time education. If the application form is not fully completed or has unexplained gaps in your employment history, your application will not be considered. Copies of your qualifications will be required at the interview stage; please do not send these with your application.

Please also write **a letter of no more than two sides of A4** to explain why you want to work within our Trust, why you are the best candidate for the post and what you would contribute to our schools, with examples from your recent work if possible.

Please let us have both the supporting letter and the application form by **noon** on **Monday 12th June 2023** as we will not be able to consider applications received after that.

In accordance with the Data Protection Act, the details provided in the application form will be used for selection and interview procedures, and for employment records if your application is successful.

If you are disabled, please give details of how we can ensure that you are offered a fair selection and interview process.

Successful candidates will be asked to provide, prior to taking up the appointment, documentary evidence (including National Insurance number) showing their entitlement to work in the UK. We will also carry out an enhanced DBS and declaration of health check. References will also be required in line with Keeping Children Safe in Education 2019.





Bishop Bridgeman is a special place where “we work, we play, we care and we pray…”

At Bishop Bridgeman, we aim to inspire minds. The primary years are the most important in a child’s life and are certainly the most exciting. The sense of wonder and discovery children experience as they start their learning journey here is a privilege to observe and to be a part of.

The school is a friendly, happy place, buzzing with activity and positive energy. The atmosphere within school is very supportive and purposeful, which is what underpins our pupils’ successes and enables them to find their unique talents and strengths.

Our staff are committed to developing in each pupil a love of learning and developing the skills and values to support their all-round development. This allows them to make a positive contribution to the school community and become responsible members of society.

Providing our children with the very best education possible is our primary aim. Staff provide our children with exciting opportunities, enabling them to grow into confident young people. Giving them the life skills to succeed in whatever they choose to do makes me proud, of not only our children, but the staff who go over and beyond to make Bishop Bridgeman a special place.

The school works closely with a dedicated team of governors and executive leaders, as well as parents, who challenge and support the school to be the best it can be. Bishop Bridgeman is an Academy within the Archbishop Temple Trust. We work as part of a family of schools to raise standards and to enable children to achieve and surpass their potential. Together we ensure children are given the educational opportunity of a lifetime.

Applications would be welcomed from anyone who feels they can add to this wonderful team. The warmth and welcome which you feel at being part of a special school and Trust, is tangible.

Mrs Hafsha Hafeji

Headteacher