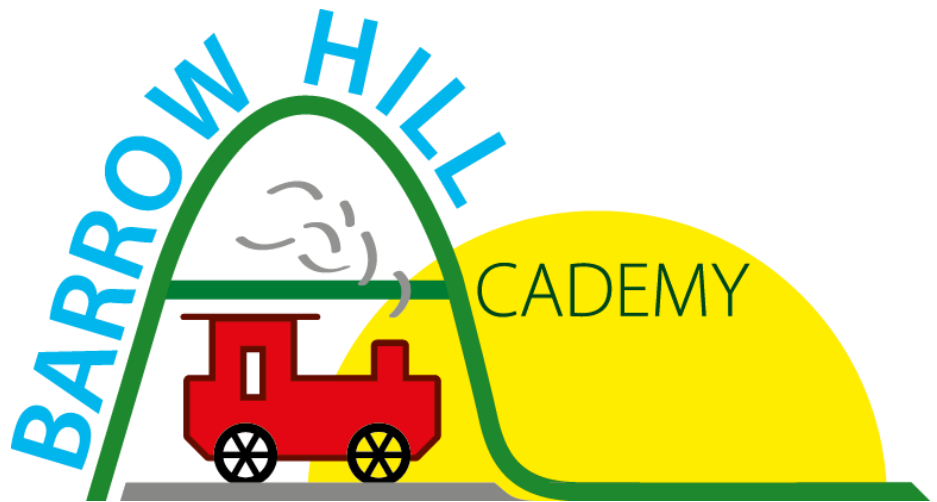


Briefing Pack for Applicants Teaching Assistant Level 3



The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

The school will undertake stringent and rigorous checks of identity and qualifications to ensure that we maintain the very highest standards of child protection for our students.

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May we take this opportunity to thank you in anticipation of your application. If, however, you have not heard from us by the proposed date for the interview you should assume that on this occasion your application has not been successful. In that event we wish you every success in any future applications you make.

Section 1: Post Advertisement

Post:	Teaching Assistant Level 3
Location:	Barrow Hill Primary Academy
Pay scale:	NJC Grade 4, point 7: £25,584 to 12: £27,711 gross per annum
Actual	
Annual Salary:	£19,329.31 to £20,936.31 (under 5 years of service)
Contract:	Temporary (1 year), part time, 32.5 hours per week, term time
Start date:	01 September 2025

Minerva Learning Trust is a growing multi-academy trust committed to providing an outstanding education for students from a wide variety of backgrounds across Sheffield and Derbyshire. Founded in 2014, Minerva Learning Trust has expanded to a thriving family of schools, including primary, secondary, sixth form, and a unique post-16 provision. We have a strong track record of school improvement, successfully transforming schools from Ofsted ratings of RI and Inadequate to GOOD.

Barrow Hill Primary Academy joined Minerva Learning Trust on 01 December 2024 as part of the Trust's merger with Cavendish Learning Trust. Exciting times lie ahead as the Trust continues to grow, partnerships are strengthened and the offer for all our children is enhanced.

We are seeking to appoint a Temporary Teaching Assistant Level 3. The successful candidate will be responsible for the supervising and providing particular support for students, including those with special needs, with a particular focus on SEMH, ensuring their safety and access to learning activities. We are looking for someone to work in our Engine Room Provision, which is our LINC (Learning, Inclusion, Nurture, Communication) base in our school.

We are looking for someone who can work as part of a team to ensure the highest delivery of service. Experience working across the primary age range would be an advantage but isn't essential. The successful candidate will join an exceptional team of support staff. Teamwork and the community are at the heart of what we do.

Candidates are encouraged to visit the school or have an informal discussion about the role with David Smith- Head of Academy. Arrangements for this can be made by contacting Shona Buckley- School Business Assistant via e-mail info@barrowhill-mlt.co.uk

The closing date is at 9am on Thursday 19 June 2025 and interviews will take place on Thursday 26 June 2025.

The Trust is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment, further information can be found in our child protection and safeguarding policy on our statutory information page on our website [Statutory Information - Minerva Learning Trust](#). The successful candidate will be required to complete an

Enhanced Disclosure and Barring Service (DBS) check. In line with KCSIE, the trust/school will be carrying out online searches on shortlisted candidates as part of their due diligence.

Further information is available by contacting Shona Buckley- School Business Assistant via e-mail info@barrowhill-mlt.co.uk

The application form and information pack is available on the school website through clicking the vacancies link <https://minervalearningtrust.co.uk/work-with-us/vacancies/>, **Please ensure that you do not fill in a Derbyshire County Council form in respect of this vacancy, *ONLY MINERVA LEARNING TRUST APPLICATION FORMS WILL BE ACCEPTED.*** Please provide telephone numbers and email addresses for yourself and referees.

Section 2: Letter from the Chief Executive – Bev Matthews

Dear Candidate,

Thank you for your interest in this role within Minerva Learning Trust. Minerva Learning Trust was established in October 2014 with the vision of providing outstanding education for pupils who are from a wide variety of backgrounds. As a Trust our mission, vision and values are central to our work and are the driving force behind all that we do. Our vision of Outstanding Together, Working Together and Learning Together is underpinned by our core values of Inclusion, Independence, Respect and Success.

Through our values we foster an ethos of collegiality, we ensure inclusion is at the heart of all we do and we work hard to ensure that every child succeeds, no matter what their background or circumstance. We resolutely believe that we are stronger together and that each school within the MAT has individual strengths and we celebrate the diverse and unique qualities of each particular school.

We recognise that the commitment and care shown by all our staff is fundamental to the success of our young people. As such, we work hard to ensure that staff are supported, encouraged, developed, respected and listened to within an enjoyable and rewarding working environment. Our culture is one of professional trust, respect, honesty and integrity and we want our staff and students to work and learn within an environment that enables them to flourish and to work at their best.

The professional development of staff, including opportunities for research, is a key priority of Minerva Learning Trust. As such, we seek to enrich employee capability and maximise the strength and contribution of each individual who works with us. The Trust believes in investing in the learning and development of its employees through a range of opportunities which are aligned to the needs of the organisation and its young people.

This is an exciting opportunity and time to join our Trust. If you choose to apply you will be choosing to work alongside a team of dedicated professionals who passionately believe in the power of education to change the life chances of young people.



Bev Matthews
Chief Executive Officer

Section 3: Letter from the Headteacher

Dear Candidate,

Thanks for your interest in the post at Barrow Hill Academy. We are excited about our new journey now that we have joined Minerva Learning Trust. We are proud of all of our amazing children and the community that we serve. Working together we aim for the highest possible standards and support each other to ensure they are achieved.

At the heart of our offer is a commitment to staff development. We believe that through investing in our staff, we can support all our children in excelling across the curriculum.

At Barrow Hill we believe it is important to provide a curriculum which is engaging, exciting, relevant and inclusive for all learners in the 21st century. We teach a curriculum based on the knowledge and skills that children need to acquire in order to be successful in each subject. Alongside this, children are given opportunities to develop learning attributes that will support them throughout their lives underpinned by our Mission, Vision and Values (see below).

If you believe you have the commitment, determination and drive to contribute to our vision, achieving the very best for all our pupils, then we look forward to receiving your application.

David Smith

Head of Academy – Barrow Hill Primary Academy

Section 4: About our School

Barrow Hill Primary Academy

We are a small, but growing, primary school and nursery located in the village of Barrow Hill, near Chesterfield in Derbyshire. We currently have 84 children on roll from Nursery up to Year 6. At Barrow Hill Primary Academy, we want all our children to Belong, Participate and Achieve. We believe it is important for our children to have a sense of local identity and work in partnership with local community groups.

Our vision is to create a safe, nurturing, learning environment where children, staff and the community are proud of their achievements. We are:

- Kind
- Expressive
- Resilient
- Successful

Our school ethos is centred around giving our children real-life, purposeful learning opportunities to inspire them to 'be the best they can be' in their own lives. We are a growing and improving school, and we pride ourselves that we know each and every child inside out. We do our best to help each child find their strengths and talents so that they will flourish, be supported and be challenged.

We work closely with our families to ensure that all children achieve their potential across our community, having relentlessly high expectations for ourselves and others.

We look forward to your application and thank you for your interest in our school.

Further information about the school including access to the full Ofsted Report can be found on our website: <https://www.barrowhill.academy/>



Our Mission, Vision and Values

Our Mission

To provide supportive and challenging learning opportunities that empowers all our children to be academically capable and be ambitious for their future.

Our Vision

Our vision is based upon the principle of "Be the best you can be"

Belong

A safe, nurturing, inclusive and supportive environment.

Participate

Children to be fully included and engaged in the school curriculum.

Achieve

Children to achieve to their potential and make accelerated progress from their starting point.

Our Values

Our values underpin all that we do as a school and are brought to life in all areas of our organisation.

Be Kind

to yourself and each other and demonstrate respectful and caring relationships across our school community.

Be Expressive

by communicating appropriately and effectively with each other in our work, play and when the going gets tough.

Be Resilient

when things are difficult, we are motivated and dedicated to do our best and keep trying.

Be successful

our achievements and special talents will be recognised, encouraged and celebrated across our school community.

Our Beliefs

Our values underpin all that we do as a school and are brought to life in all areas of our organisation.

Positive relationships and interactions to be modelled and promoted across our school community.
Children have the right to a high quality curriculum that is inclusive and engaging by design.
Children should be enabled to develop the skills of an independent learner.

Section 5: Job Description



Minerva Learning Trust Job Description



Minerva Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

POST TITLE	Teaching Assistant Level 3
GRADE/SALARY	NJC Grade 4, point 7 to 12
HOURS/WEEKS	32.5 hours, term time
LOCATION	Barrow Hill Primary Academy
RESPONSIBLE TO	Headteacher
RESPONSIBLE FOR	<p>Specialist Teaching and Learning Assistants' work is primarily to:</p> <ul style="list-style-type: none">• Foster the participation of pupils in the social and academic processes of the academy.• Support pupils to become more independent learners.• Raise standards of achievement for all pupils.
PURPOSE OF THE JOB	<ul style="list-style-type: none">• Qualified Teaching and Learning Assistants are appointed to work with pupils as part of a team under the direction of the Senior Leadership.• We are developing our LINC (Learning, Inclusion, Nurture, Communication) provision in school and are seeking to appoint somebody with the passion and interest to lead the deliver of this in school.• To offer extra support for some children with complex learning needs such as Autism, ADHD, SEMH and Speech and Language Difficulties.
RELEVANT QUALIFICATIONS	Very good literacy/numeracy skills. NVQ 3 for Teaching Assistants or equivalent qualifications or experience. Training in the delivery of relevant interventions and/or specific training or experience in a particular area of special educational needs.

SPECIFIC DUTIES AND RESPONSIBILITIES

The post-holder, must at all times, carry out his/her duties and responsibilities within the spirit of Minerva Learning Trust and School policies and within the legislative framework applicable to academies.

This is not a comprehensive list of all tasks which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade.

SUPPORT FOR PUPILS

1. Use specialist (curricular/learning) skills/training/experience to support pupils struggling with learning or disengaged from learning.
2. Establish productive working relationships with pupils, acting as a role model and setting high expectations.
3. Promote the inclusion and acceptance of all pupils within the classroom.
4. Support pupils consistently whilst recognising and responding to their individual needs.
5. Encourage pupils to interact and work co-operatively with others and engage all pupils in activities.
6. Promote independence and employ strategies to recognise and reward achievement of self-reliance.
7. Provide feedback to pupils in relation to progress and achievement.

SUPPORT FOR THE TEACHER

8. Work with the teacher to establish an appropriate learning environment.
9. Work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate.
10. Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives.
11. Provide objective and accurate feedback and reports as required, to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.
12. Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested.

13. Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
14. Liaise sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings with parents with, or as directed.
15. Provide general clerical/admin. support e.g. produce worksheets for agreed activities etc.

SUPPORT FOR THE CURRICULUM

16. Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs.
17. Implement local and national learning strategies e.g. literacy, numeracy, early years and make effective use of opportunities provided by other learning activities to support the development of relevant skills.
18. Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
19. Help pupils to access learning activities through specialist support.
20. Determine the need for, prepare and maintain general and specialist equipment and resources.

SAFEGUARDING

- To be aware of and work in accordance with the school's child protection policies and procedures in order to safeguard and promote the welfare of children and young people and to raise any concerns relating to such procedures which may be noted during the course of duty.

OTHER SPECIFIC DUTIES

- To play a full part in the life of the school community, to support it's mission and ethos and to encourage staff and students to follow this example.
- To actively promote the school and Trust's policies.
- To be courteous and provide a welcoming environment.

GENERAL

1. To be aware of, and comply with, Trust and school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
2. The above duties are not exhaustive and the post-holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Headteacher and Local Governing Body.
3. This job description will be kept under review and may be amended via consultation with the individual, Headteacher and Local Governing Body as required. Trade Union representatives will be welcome in any such discussions.

Section 6: Person Specification



Minerva Learning Trust Person Specification



Post title: Teaching Assistant Level 3

Minimum Essential Requirements	Method of Assessment
QUALIFICATIONS AND TRAINING	
NVQ level 3 for Teaching Assistants or equivalent qualification or Experience.	AF
Good standard of education, including English and Maths to Grade C	AF
First Aid at Work qualification (or be prepared to train)	AF
KNOWLEDGE AND EXPERIENCE	
At least 3 years' experience in a school setting	AF
Experience of supporting students in a classroom environment, including those with special educational needs	AF
Experience of using information technology to support pupils in the classroom	AF
PROFESSIONAL DEVELOPMENT	
Develops own knowledge and skills to improve service area performance	AF/I
Evidence of a commitment to Professional Development	AF/I
Willingness to actively participate in professional development	AF/I
SKILLS	
Good standard of education, including English and Maths to Grade C	AF/I
Ability to work alone unsupervised	AF/I
Ability to establish positive relationships with students and understand their needs	AF/I
Good organisational skills	AF/I
Good interpersonal/communication skills	AF/I
QUALITIES AND ATTRIBUTES	
High Expectations of self and others	AF/I
Ability to relate positively to students and show a fundamental commitment to them and their development.	AF/I
Ability to work cooperatively with a wide range of staff and as part of a team.	AF/I
EQUAL OPPORTUNITIES AND SAFEGUARDING	
An understanding of safeguarding issues and promoting the welfare of children and young people.	AF/I/R
A commitment to safeguarding students.	AF/I/R
Suitability to work with children.	AF/I/R
A commitment to equal opportunities.	AF/I/R
Ability to recognise discrimination and willingness to put Equality Policies into practice.	AF/I/R

Key: AA = Assessed Activity AF = Application Form I = Interview R = Reference

Section 7: The Appointment Process

These notes are intended to guide you when making an application.

1. The Application Form

You must complete the standard Minerva Learning Trust job application form neatly, fully and accurately, including exact dates. The form may be typed or handwritten but if you do write it by hand please make sure that it is legible and that you use black ink. Indicate clearly on the front page the post you are applying for. You are requested to submit a concise application.

2. Education and Training

State your qualifications and any training you have undertaken relevant to the post.

3. Present Appointment

Make it clear what your present post is, which establishment you work in and who your employer is.

4. Previous Appointment

When completing this section, it is important that you offer a continuous record, or an explanation of any gaps to allow full account to be taken of your experience, for example, child raising, voluntary work.

5. Referees

If you are currently working, or have worked before, your first reference must be your present or most recent employer.

- Your second reference should, where possible, be from your second most recent employer or, if that employment was not working with children but you have worked with children in the past, your most recent child-centred employment.
- Employment references must be from a senior person who knew you in a management capacity. If your reference is from an education establishment, the referee must be the Headteacher or equivalent.
- If you are an ECT, your first reference should be the Headteacher of the school in which you completed your main placement; the second should be your ITT provider.
- If you have not previously been employed, then Headteachers, College Lecturers, or other persons who are able to comment authoritatively on your educational background and/or personal qualities, are acceptable as referees.
- Wherever possible, the email addresses given for your referees should be their work email (or equivalent), not their personal email address.

Suitable referees are people who have direct, recent experience of your work and who are in responsible positions. We may need to contact them at short notice so please be specific with regard to contact addresses including e-mail and telephone numbers.

6. The Supporting Statement/Letter of Application

The supporting statement or letter is regarded as a very important part of your application. You should make statements that demonstrate how your qualifications and experience match the post. You should take particular care to demonstrate how you meet the person specification included as part of these details. **Please limit your supporting statement to two sides of A4 in size 11 font.**

7. Arrangements for Interview

Shortlisted applicants will be contacted as soon as possible after the closing date. Referees are contacted prior to the interview stage for teaching and some support staff posts. We would ask that all shortlisted applicants read the safeguarding information on the school website prior to attending the interview. All shortlisted applicants will be asked to complete and return a criminal records self-disclosure form before interview. You must disclose all convictions, cautions, reprimands, final warnings, binding over or other orders, pending prosecution or criminal investigations that are not 'protected'. This should be returned prior to interview, via email to School Business Assistant – Shona Buckley- info@barrowhill-mlt.co.uk

8. The Interview

Candidates will be invited to spend a day visiting the school during which time they will have the opportunity to meet staff and students and see the school at work. Interviews are likely to take place in the afternoon.

9. Feedback

Feedback is offered to those candidates who are shortlisted and not recommended for appointment. It is hoped that this information will help you with future applications.

10. Selection for Appointment

Selection is made conditional upon the successful candidate meeting the Trust's requirements for health, physical capacity and conduct.

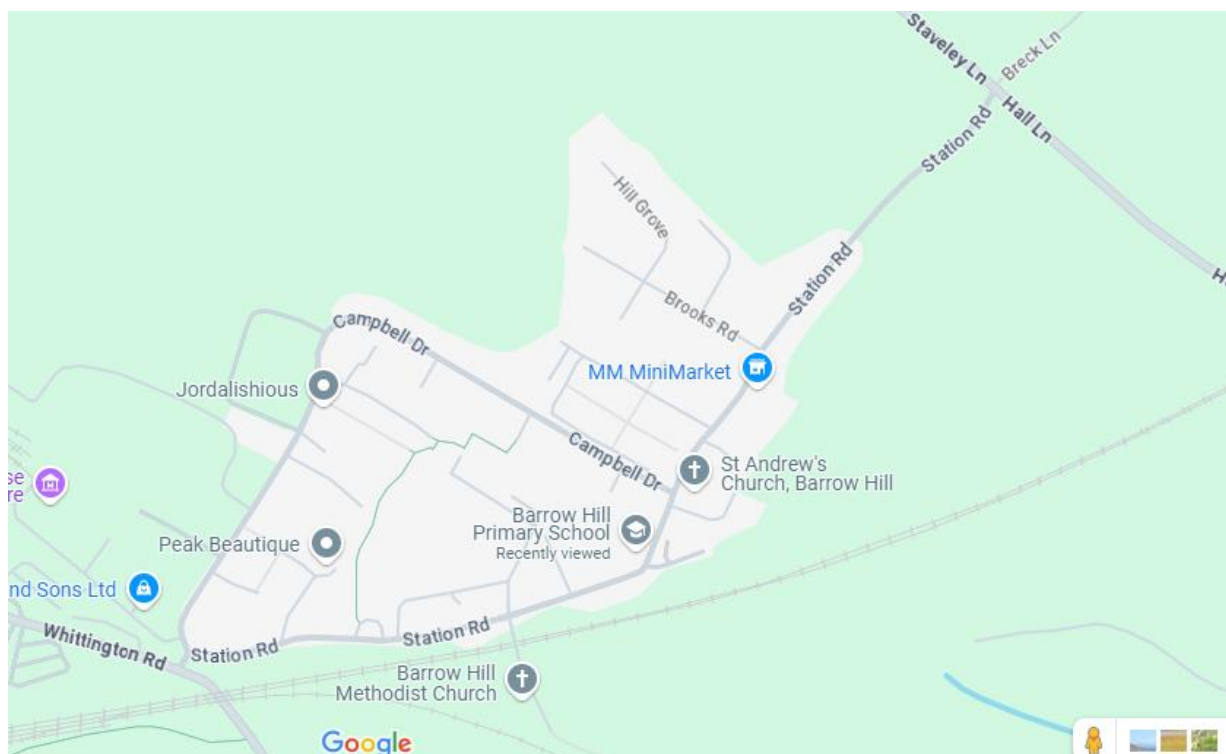
11. Arrangements for Applications

When you have completed your application, the completed form and covering letter should be e-mailed to the School Business Assistant – Shona Buckley- info@barrowhill-mlt.co.uk by the closing date.

Section 8: Visitors to Barrow Hill Primary Academy

Barrow Hill Primary Academy, located at Station Road, Barrow Hill, Chesterfield, Derbyshire, S43 2PG, is accessible from both the M1 motorway and Sheffield.

There is a shared car park with North Esteem Academy which is situated across the road from school.



From the M1 (Junction 30)

1. **Exit the M1 at Junction 30**, heading west on the A616.
2. At the **roundabout**, take the **4th exit** onto the A619, signposted for Chesterfield.
3. Continue on the A619 into **Staveley**.
4. At the **roundabout** in Staveley, take the **2nd exit** onto the B6053.
5. Turn **left** onto **Hall Lane**.
6. Follow Hall Lane for approximately 1 mile.
7. Turn **left** onto **Station Road**.
8. Continue through Barrow Hill; the academy will be on your right.

From Sheffield

1. **Head south on the A61** towards Chesterfield.
2. At the **roundabout** near Matalan, take the **3rd exit** onto the A617.
3. Follow the A617 for approximately 4 miles.
4. At the **roundabout** near the M1, take the **1st exit** onto the M1 North.
5. Exit the M1 at **Junction 30**.
6. Follow the directions from the M1 above.