

Teaching Assistant Candidate Pack

Montsaye  ACADEMY



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About us



"We pride ourself on being
at the heart of the local
community"

Montsaye Academy is located in the historic Northamptonshire market town of Rothwell, easily reached from Leicestershire, Northamptonshire, Warwickshire and Bedfordshire. Northamptonshire is a popular place to live and one of the greenest counties in England with over 161 parks covering 1600 acres. Montsaye Academy is a vibrant and active community where learning and achievement, in their widest sense, are viewed as the core purpose of our work. It is also a caring and supportive environment in which children can become adults, unafraid to make mistakes, flexible enough to overcome obstacles and ambitious enough to be extraordinary not average.

The school is a member of Pathfinder School's Multi-Academy Trust and collaborates closely with the Trust Central Team, and it's nine other Schools. The academy has developed very effective partnerships with other local secondary schools, which enhances our curriculum and supports our practice.

We are fortunate to support the learning of over 1000 students between the ages of 11-18, including a vibrant Sixth Form. Our students join us from Rothwell and a number of neighbouring villages and towns. We employ close to 200 staff, including 70 teachers and leaders and 130 support staff, who enable our academy and students to thrive.

Our on-site facilities include:

- A Community Sports Centre with a Sports hall, Swimming Pool, Fitness Suite, Dance Studio, a full-size 3rd Generation Rubber Crumb all weather surface, grass football pitches and Multi-use Games areas.
- Staff room and Faculty bases
- State-of-the-art Science laboratories
- Dedicated Sixth-Form area
- Recently refurbished restaurant and café



Our Values Excellence, Resilience Aspiration



“

These are more than just words on a page—they reflect who we are today and guide our decisions’

”

As an educator of young people, what we do speaks volumes. How we do it resonates even more loudly. Our values of **Excellence**, **Resilience** and **Aspiration** underpin everything we do and have become common language throughout the academy.

Excellence—The spirit of Montsaye is one that celebrates excellence in all things. Our curriculum is specifically aimed at making lessons both varied and challenging by putting enquiry, thinking, questioning and independence at the heart of everything we do.

Resilience—Resilience in learning is about persevering through setbacks, taking on challenges and risking mistakes to reach a goal. Here at Montsaye we want everyone staff and pupils alike to have the tenacity to overcome barriers and exceed expectations.

Aspiration—Inspiring students and staff to be the best they can be is a whole school approach, we want our students and staff to seek new and exciting opportunities to develop themselves. At Montsaye we invest heavily in our student careers and our staff continuous professional development programmes.

Career Development

**'Montsaye Academy
nurtures aspiring
leaders'**

We are a research engaged school and our teaching and learning strategies are driven by the evidence of what works. Our aim is to re-intellectualise teaching and to give all our teachers the opportunity to engage in research and development to improve their teaching practice.

We are committed to developing our staff and invest heavily in our well developed CPD programme, as well as giving our staff the freedom to focus on highly effective learning.

We also provide our staff with access to accredited qualifications and training.

Apprenticeships

Both our support staff and teaching staff have access to apprenticeships unique to their area of work.

Early Career Framework

We are proud to be a member of Pathfinder Schools who in partnership with the Best Practice Network (BPN) will be delivering the new Early Career Framework. Our Early Career Teachers will benefit from our specialist skills in the new framework.



National Professional Qualifications (NPQ'S)

Pathfinder Schools is an official NPQ delivery partner who in collaboration with the Outstanding Leaders Partnership (OLP) are delivering the National Professional Qualifications (NPQ) training programmes to schools. The qualifications draw from the very latest evidence and research into pedagogy, behaviour, curriculum and more.

What our staff say...



“There’s a family atmosphere amongst staff”

“Shared resources allow flexibility, and we are constantly evolving to further improve”

“Excellent team spirit”

“There’s a staff buzz; they rally the troops and get on board to have some fun”

“Montsaye staff really care about the students”

Staff Wellbeing



“

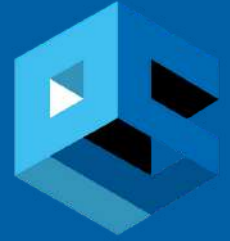
**‘Team Montsaye:
staff look out for
each other.’** ”

”

Montsaye Academy is heavily invested in staff wellbeing and is proud to offer access to the following;

- A dedicated wellbeing hub
- A weekly focus on wellbeing with regular wellbeing-focused activities
- Cake Wednesdays, where staff have the opportunity to bring in their bakes and catch up with colleagues
- A reduced membership rate for our on-site Sports Centre, which boasts a pool and modern gym where staff can swim for free
- Access to 24/7 telephone counselling service for staff and their immediate family via Zurich
- Access to a health and wellbeing cash plan via Westfield Health
- Access to trained staff Mental Health First Aiders, and part of the Pathfinder Schools Wellbeing Committee
- Access to an exceptional Occupational Health advice
- Support to create Wellness Action Plans
- An employer who is committed to empowering our colleagues to achieve and maintain life-work balance

Being part of Pathfinder Schools

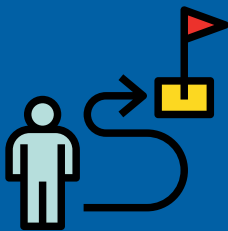


Pathfinder Schools is a cross-phase, multi-academy Trust of 10 schools in the north of Northamptonshire. Our Trust includes both church and community academies and we work closely together, connected by the vision we share for our pupils. Each school has its own unique character but we are unified by our unshakeable belief in the power of education to change lives. We believe that staff and pupils can flourish when they are happy and well-supported. We are inspired by the challenge of providing children with a rich tapestry of experiences that allow them to explore the world and their place in it.

We are passionate about our values of **Aspiration, Responsibility and Courage**, we believe that when people feel respected and included they can be more creative, innovative, and successful.

One Trust, transforming lives and communities, inspiring greatness

Our purpose



Our Trust is a growing family of schools, built on a commitment to the development of the children and young people in the communities we serve.

We exist to deliver the very best educational outcomes for every learner.

Based upon a foundation of independence, we empower young people to broaden their horizons and open their minds to new opportunities.

Our vision



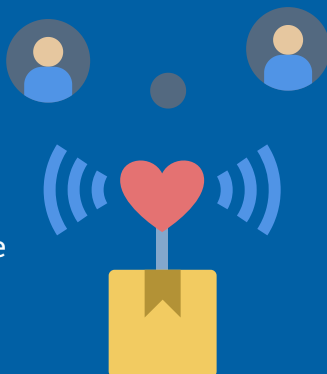
Together we want to develop inspirational schools which instil Aspiration, Responsibility and Courage in every learner, enabling them to find the greatness within them.





Our strategic objectives

- Every school a great school
- Every school an inspiring place to work and learn
- Every school a school of choice in the community
- Every school expertly supported by a strong central team



Our Values

Our values stand at the very core of everything. They are the centre from which all we do and say radiates, guiding the way that we work together.

Our Values

Aspiration

We aim high



Everyday we aim to be the best we can be. We are all striving to reach our own personal greatness. We recognise that we do not all start from the same place and we work to enable all to overcome barriers and achieve their full potential.

Responsibility

We play our part



We believe that we are all responsible for making Pathfinder Schools an inspiring place to work and learn. We hold ourselves accountable for our own actions, admit when we have failed against our own standards, feel comfortable asking for support and always strive to be our best selves.



Courage – We are brave

We are a Trust that faces challenges directly, we are honest about the decisions we make and the reasons for them. We support each other through difficult times in our learning and in our lives. We have the strength to persevere in the face of difficulty, uncertainty and challenge.



Advert

Contract type

- Permanent
- Part Time
- 27.5 hours per week
- 39 weeks per year

Salary

- Grade D Points 3 - 4
- £22,737 - £23,114

Interviews

- TBC

Start date:

- September 2024

To apply, please complete a Pathfinder Schools application form, which can be downloaded from the vacancies page of the website

www.pathfinderschools.org.uk/join-us/vacancies

Completed application forms should be accompanied by a letter of application and should be sent to recruitment@pfschools.org.uk

We are looking to appoint an enthusiastic, committed teaching assistant who has a range of skills and experience to call upon.

Montsaye Safeguarding Policies and Procedures are available on their website, which can be accessed on the following web address:

<https://www.montsaye.northants.sch.uk/about-us/policies-and-funding/>

We occasionally close vacancies early in the event that we receive a high volume of applications. Interviews may begin soon after receipt of applications for shortlisted candidates, therefore we recommend that you apply early.

Being part of Pathfinder Schools offers a fantastic opportunity to develop yourself, as a Trust we actively encourage collaboration and the sharing of good practice; we believe that by developing a love of learning and having the highest expectations, all members of the Pathfinder Schools community can achieve and inspire greatness.

Pathfinder Schools are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. DBS, Reference, Identity, Criminal Record and Medical Checks are mandatory for all posts within Pathfinder Schools.

Online searches

As part of our rigorous Safer Recruitment process, Pathfinder Schools has adopted the practice of online searches including Social Media for external shortlisted candidates. The purpose of the search is to enable us to fulfil our duty under Keeping Children Safe in Education and is part of our due diligence to identify any incidents or issues that have happened, and are publicly available online, which we may need to discuss with you during interview.

Therefore, if you are shortlisted for a role, an appropriate online search will be undertaken on your name(s). Consent to an online search is included in the Pathfinder Schools application form. Searches are based on publicly available information, therefore where your profiles are private or are locked, no further search will be required on these pages. Any information given will be treated as confidential and will only be used in relation to the post for which you have applied.

Pathfinder Schools is passionate about its values of Aspiration, Responsibility and Courage, we believe that when people feel respected and included, they can be more creative, innovative, and successful. We are committed to an inclusive workforce that represents many different cultures, backgrounds and viewpoints. Our employee lifecycle processes are designed to prevent discrimination against our colleagues, regardless of gender identity or expression, sexual orientation, religion or belief, pregnancy and maternity, marital status, ethnicity, age, disability status, or any other aspect which makes them unique. While we have more work to do to advance diversity and inclusion, we're committed to moving our Trust and the education sector forward.



Job Description

Accountable to: Business Manager

Responsible to: Head of Educational Support

Principle responsibilities of the post:

- To work under the direct instruction and guidance of teaching/senior staff to undertake work/care/support programmes; to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area.

Principle tasks of the post:

- To take day to day responsibility for the safety, comfort and well-being of named students with Special Educational Needs, so that they are able to gain maximum benefit from the full range of the curriculum.
- To support named students with mobility difficulties in making their way around the school, thus gaining access to all necessary teaching areas.
- To assist named students with toileting and other personal hygiene needs as appropriate.
- To support the delivery of any modifications or adaptations to the curriculum needed to meet the particular circumstances of named students in such areas as Physical Education (including helping with changing), Expressive Arts, Science or Technology. In some cases, this will involve rewriting and adapting curriculum materials.
- To pass on information concerning the needs, well-being, progress and performance of named students to the Special Needs Coordinator.
- To offer such other support to named students as may be requested by the Special Needs Coordinator
- Working in classes under the direction of the class teacher and Special Needs Coordinator in support of named students.
- Working with named students outside the normal classroom on particular areas of difficulty under the direction of the Special Needs Coordinator, Head of Department and the subject teacher where appropriate.
- Passing on information concerning the progress and performance of named students to the Special Needs Coordinator.
- Where requested, liaising with named students' parents to ensure the best quality support for students.
- Giving such other support to named students as may be requested by the Special Needs Coordinator
- Keeping records of support given to named students.
- Helping to maintain the system of record keeping for all students with Special Educational Needs
- Attending Team Meetings.
- Receiving training as necessary.

The job description is not exhaustive, and the post holder may be required to undertake other duties as reasonably required by the Principal or Head of Educational Support Department.

Person Specification

Teaching Assistant



	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> A good standard of basic education. English and Maths at O Level or GCSE grade C or above. 	<ul style="list-style-type: none"> Qualifications beyond basic educational attainment.
Experience & skills	<ul style="list-style-type: none"> Experience of working with young people The ability to work as part of a team. The ability to remain calm under pressure. Being well-organised, efficient and able to keep accurate records. Being flexible. Being able to work on their own initiative within a framework. Prepared to support PE and games – including helping students change. Support students where required with intimate care needs. 	<ul style="list-style-type: none"> Experience of working with young people with special educational needs Training in manual handling Training in providing personal care Experience of behaviour management Some experience in the care/supervision of the welfare of others. Familiarity with information and Computer Technology. Ability to swim and be involved with supervising swimming A sport coaching qualification
Written application	<ul style="list-style-type: none"> A well constructed legible application. 	
Communication	<ul style="list-style-type: none"> An ability to communicate effectively in oral and written forms. 	<ul style="list-style-type: none"> Evidence of being able to write a full report on an incident or event.
Relationships	<ul style="list-style-type: none"> An ability to establish good working relationships with staff and the ability to form and maintain appropriate relationships and personal boundaries with students. 	<ul style="list-style-type: none"> Training in interpersonal skills.
Equal Opportunities	<ul style="list-style-type: none"> An understanding of issues relating to equal opportunities . 	<ul style="list-style-type: none"> Examples of good practice from their own experience.
Disclosure and Barring Service Check	<ul style="list-style-type: none"> Willingness to provide a full Disclosure and Barring Service disclosure. 	

Contact us



1 Visit us Montsaye Academy
Greening Road
Rothwell
Kettering
Northamptonshire
NN14 6BB

2 Call us 01536 418844

3 Email us Academy Business Manager,
Wayne Eldridge
weldridge@montsaye.pfschools.org.uk

4 Follow us @Montsaye



5 Visit our website www.montsaye.northants.sch.uk

