

Rush Common School

Abingdon Learning Trust

TEACHING ASSISTANT RECRUITMENT PACK

15 / 03 / 2023



About

ABINGDON LEARNING TRUST

From the outset, the creation of Abingdon Learning Trust remains about maximising opportunities for children and young people in our schools so that each individual can thrive, grow and succeed.

Adding value more widely to the communities in which our schools sit is important to us too, and our Trust-wide commitment to achieving a Net Zero position in two generations of students, by 2035, demonstrates one facet of this.

We believe strongly that local school governors and school leaders know their schools best and are therefore in the position to make decisions for their school most effectively, with much responsibility delegated locally by the Trust Board.

We aim to celebrate diversity and promote equality of opportunity for all who learn and work in our schools and Trust; to create a culture and ethos where inclusion, equality and diversity are embraced; where employment and educational opportunities are open to all; and where everyone in the Trust is treated with fairness, dignity and respect.

We are committed to being the employer of choice in the area, and understand that great staff directly help our pupils and students reach their full potential for a happy and successful life.

Our commitment to staff includes our Wellbeing and Workload Charter and investment in CPD at all ages and stages; an additional structure of teacher Professional Pathways, which include strong support for ECTs, NPQs and preparation for the next professional challenge; and a culture that places carbon reduction towards a net zero position by 2035 at its heart.

We believe in investing for all of our futures.

OUR VALUES

QUALITY to create an outstanding learning community, including strong leadership and governance

OPPORTUNITY to provide the best opportunities for all children to reach their full potential

COLLABORATION to support a shared commitment and dedication to learning

AMBITION for continual improvement and to strive for excellence in all we do

COMMUNITY To be an active participant in our community, leading and supporting initiatives for the benefit of all members of society

Further detail can be found on the *Abingdon Learning Trust website*.



JOB DETAILS

POST OF:

AT:

SUMMARY OF ROLE:

COMMENCEMENT:

CONTRACT TYPE:

SALARY:

Teaching Assistant

Rush Common Primary School

Teaching Assistant

17th April 2023

Temporary until 21st July 2023

Grade 4, Point 4 £21,189 pro rata

Letter from the CHAIR OF LOCAL GOVERNORS OR HEADTEACHER

On behalf of the Local Academy Board, I would like to thank you for applying to work at Rush Common School.

The board of governors at Rush Common are enormously proud to be part of what we believe is an amazing school which has gone from strength to strength under the leadership of the current Head, Kristen Fawcett and his leadership team.

If you join the school, you will be part of a committed, hardworking, and outstanding team who always put the children and their success at the heart of everything they do. You will find a shared sense of purpose and community amongst your colleagues who work together to support the children of Rush Common on their journey to be confident and accomplished learners as well as well-rounded individuals. These aspirations are demonstrated in our excellent results which are consistently well above national average as well as through the excellent behaviour seen around the school and in the kindness that the children show each other.

As governors we are a mixed group, comprising parents, members of the local community, employers, and staff: mixed in background, but all united in our support of the school's professional staff and all ambitious to make the school an excellent place to work and an excellent place to be a pupil. We believe that our support, and the challenge we provide, are part of what makes Rush Common a great school.

We hope you will be inspired to work here and will want to join us in our ambition to improve what we do on a daily basis. You will be well supported with opportunities provided to facilitate your professional development both within and outside the school. We look forward to your application.



Introduction to RUSH COMMON SCHOOL

Rush Common School is a welcoming and popular two-form entry Primary School with a capacity of 420 pupils aged between 4 and 11. The school is split into three stages: Early Years Foundation Stage, Key Stage 1 (Years 1 and 2) and Key Stage 2 (Years 3, 4, 5 and 6). Rush Common School converted to an Academy in March 2012 and is part of Abingdon Learning Trust. The school was awarded a Good Ofsted Grading in November 2021.

At Rush Common School, we aspire for our pupils to achieve high academic standards, whilst also developing a wide range of learning and thinking characteristics that prepare them well for their future lives. We aim for pupils to grow into effective communicators, critical thinkers, knowledgeable pupils, creative, confident learners and self-aware and empathetic people. To achieve this, our talented and enthusiastic staff provide a broad ranging, balanced and enriching curriculum.

Every pupil's personal development is highly-valued and we are ambitious for our pupils as they build on individual strengths, whether academic, musical, sporting or artistic. We challenge all of our pupils to be the best that they can be, and provide tailored, targeted support for pupils when required.

Our pupils have a real love of learning and a fantastic attitude towards school and their education. They are happy, active and resilient children, who demonstrate exemplary behaviour. Their ability to articulate their views and opinions and describe their learning is highly impressive and they are very proud of everything they achieve across the curriculum.

We have a wide range of pupil leadership opportunities across the school; this includes Head boy and girl, House Captains, School Parliament, Eco Council, Digital leaders and Play Leaders. As pupils take on and develop these roles we find it grows confidence, allows children to develop a greater sense of responsibility and cultivates an understanding that pupils have a voice in our school.

We are proud of our curriculum enrichment activities and pupils are excited by the opportunities we offer. We teach Mandarin Chinese across the whole school and have found that pupils engage brilliantly with this challenging language. Pupils also participate in forest school and outdoor learning, choir, orchestra, numerous sports teams, history wow days and musical productions to name but a few. We believe these additional opportunities inspire and motivate pupils even further to follow their passions and dreams.



Job Description

JOB PURPOSE

To work under the instruction/guidance of teaching/senior staff to undertake work/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.

KEY RESPONSIBILITIES AND TASKS

Support for Pupils:

- Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities
- Establish constructive relationships with pupils and interact with them according to individual needs
- Set challenging and demanding expectations and promote self-esteem and independence

Support for Teachers:

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals
- Provide feedback to teachers on pupil's achievement, progress, problems etc.
- Promote good pupil behaviour, dealing promptly with any negative behaviour
- Establish constructive relationships with parents/carers

Support for the Curriculum:

- Undertake structured and agreed learning activities/teaching programmes for children
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use

Support for the School:

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- 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
- Participate in training and other learning activities and performance development as required
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher

Support at Lunchtime

You will be required to:

- Work with a team of lunchtime supervisors/teaching assistants to ensure smooth running of lunchtime operations including managing school hall, classrooms and playgrounds during lunch time.
- Maintain the trust of what has been seen and heard in confidence both inside and outside school.
- Helping at the appropriate level and according to age group maintain good standards of behaviour and sensible play.
- To work with other supervisors at lunchtimes on an agreed basis, be trained on first-aid as required.
- Attend specific training sessions during school time in order to enhance skills.



JOB CONTEXT

The jobholder reports directly to the Phase Leader of the phase s/he is working in. He/she will be empowered to make and take decisions related to his/her accountabilities and responsibilities. Whilst there will be freedom to act he/she should operate within the parameters as agreed by the Phase Leader and the class teacher.

KNOWLEDGE SKILLS AND EXPERIENCE

- Can use ICT effectively to support learning.
- Full working knowledge of relevant policies/codes of practice/legislation.
- Working knowledge and experience of implementing national curriculum and other relevant learning programmes/strategies.
- Good understanding of child development and learning processes.
- Understanding of statutory frameworks relating to teaching.
- Ability to organise, lead and motivate a team.
- Constantly improve own practice/knowledge through self-evaluation and learning from others.
- Ability to relate well to children and adults.
- Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.
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SAFEGUARDING

Abingdon Learning Trust is committed to safeguarding and promoting the welfare of children. All staff must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

The points below are a requirement for the postholder of this position:

- A knowledge and keen awareness of Safeguarding Children matters and an ability to demonstrate personal values and beliefs in accordance with Rush Common School's Safeguarding Children Policy
- Display commitment to the protection and safeguarding of children and young people
- Enhanced DBS disclosure (with Barred List)
- A strong appreciation of child protection issues and the capacity of acting in accordance with Rush Common School's Safeguarding of Children policy
- Reading, understanding and following all aspects of the Rush Common School's Safeguarding Children policies, including informing the Designated Safeguarding Lead (DSL) or Deputy DSL promptly of any concerns
- Comply with safeguarding training expectations

Your contract of employment is directly with The Abingdon Learning Trust. Your main place of work will be Rush Common School, but you may be deployed to work at any school within The Abingdon Learning Trust and carry out those duties that may be reasonably required in relation to such deployment. This will depend upon the role, timetabling and organisational needs of the schools in the Trust and your own individual professional development needs. Any change to your main place of work will be discussed and agreed with you, in advance.

Abingdon Learning Trust is committed to safeguarding children and young people. All post holders in regulated activity are subject to appropriate vetting procedures and a satisfactory Disclosure and Barring Service Enhanced check. The Trust is fully committed to the principles of equal opportunity, diversity and inclusion and welcomes applications from less well represented groups in the school and Trust. Posts in regulated activity are exempt from the Rehabilitation of Offenders Act (ROA) 1974 and all shortlisted candidates will be required to disclose information about their previous criminal convictions. All staff are expected to promote fundamental British values



Person Specification

	Essential Criteria - <i>candidates will only be shortlisted if they meet all these criteria</i>	Desirable Criteria
Qualifications	<ul style="list-style-type: none"> • Good levels of proficiency in English and mathematics. • Functional ICT skills. 	<ul style="list-style-type: none"> • Further qualifications i.e. GCSE, A level, degree.
Knowledge and Experience	<ul style="list-style-type: none"> • Successful experience of working with primary age pupils. • Ability to learn new and relevant skills. • Working knowledge of specific literacy interventions. 	<ul style="list-style-type: none"> • Working in a school environment. • Experience of supporting students in English and Maths.
Skills/ Attributes	<ul style="list-style-type: none"> • Effective interpersonal skills • Interacts with others on the basis of mutual self respect • Remains calm under pressure • Works effectively in a team • Able to be flexible over hours during the working day • Very trustworthy and ensures confidentiality is never broken • Communicates clearly and concisely • Demonstrates initiative, flexibility and commitment to get things done • Knows when to seek help from others • Supports others by listening and encouraging 	<ul style="list-style-type: none"> • Leading small group activities.
Personal Qualities	<ul style="list-style-type: none"> • Ability and willingness to work to get the best from all children • Commitment, enthusiasm and energy • Commitment to own personal and professional development • Willingness to be involved in the wider life of the school community • Emotional intelligence and empathy 	<ul style="list-style-type: none"> • A sense of humour





QUALITY
OPPORTUNITY
COLLABORATION
AMBITION
COMMUNITY



Terms of APPOINTMENT

The appointment will be made based on Oxfordshire County Council's Support Staff pay and conditions.

The appointment is for 17th April 2023 and is temporary position (possible permanent appointment long term)

Rush Common School and Abingdon Learning Trust are committed to safeguarding and promoting the welfare of children and young people and require all staff to share this commitment.

This post is exempt from the Rehabilitation of Offenders Act.

A copy of the school's Safeguarding and Child Protection Policy is here:

<https://rushcommonschool.org/wp-content/uploads/2022/11/Trust-SafeguardingPolicy-2022-2023.pdf>

Applicants must be willing to undergo all the relevant pre-employment checks as laid out in Keeping Children Safe in Education.

How to APPLY

Applications will be reviewed upon receipt.

To apply, an application form and applicant monitoring form should be downloaded from <https://rushcommonschool.org/our-school/recruitment-vacancies/application-forms/>
Please send the completed forms to: recruitment@abingdonlearningtrust.org

Shortlisted applicants will be notified following assessment of applications against the person specification and job role requirements.

Please do contact Kerrie Cox at pa@rushcommon.school if you would like to visit the school and/or for an informal discussion about the role.

We look forward to receiving your application.

