



APPLICATION PACK TEACHING ASSISTANT AT WESTFIELD ACADEMY



Westfield Academy

Seeing the qualities in every child

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Westfield Academy has made significant progress in recent years. It was judged ‘Good’ by OFSTED in 2014 and again in May 2018. Student numbers have grown along with its reputation within the area and we were heavily oversubscribed in the last three year’s intake.

There has been significant investment in the site, over the last few years, including new sports facilities and Creative Arts spaces. Yeovil is a growing town and the Academy has seen its student numbers increase to 1025 this year. We also believe in investing in our staff and have dedicated significant time and funds to professional development.

We are a school that has invested in technology and all students have chromebooks, which enabled a smooth and efficient transition to distance learning when necessary during the pandemic.

Please return your application form, including the names and addresses of two referees, to Lisa Jeffreys, Headteacher’s PA, (lisa.jeffreys@westfieldacademy.co.uk) by 12:00pm on Thursday 3 February 2022. Interviews will take place on Thursday 10 February 2022. Shortlisted candidates will be contacted by 5:00pm on Friday 4 February.

Detailed references will be requested for all shortlisted candidates prior to interview.

Westfield Academy is committed to safeguarding and promoting the welfare of children & young persons. An Enhanced Disclosure from the Disclosure and Barring Service (DBS) will be required from the successful candidate.

I look forward to hearing from you.

With best wishes



Simon Dallimore
Headteacher



THE ACADEMY

Westfield Academy is a successful school judged as 'Good' at our most recent Ofsted inspection in May 2018. We are proud of what we are as a school, and consider ourselves to be at the heart of the community in the town of Yeovil and surrounding villages. Our site is used and valued by a range of community groups.

We are a friendly and welcoming school, occupying a green and attractive site where parents know their children will be well looked after and encouraged to reach their potential. The Academy is well resourced and financially secure. An increase in funds has occurred due to the improvement of income per student following the introduction of the National Funding Formula and growth in student numbers. Improvements included new sports facilities, Dance Studio, music facilities, and upgrades to Design & Technology.

We are one of four 11-16 schools serving the town and surrounding villages. Relationships between schools are good and, together with primary schools, meet as the Yeovil Federation on a regular basis. The reputation of Westfield Academy is good and improving. In the summer of 2021, 176 Year 11 students left us, with 229 new Year 7 students joining Westfield in September, reaching our published admission number. This pattern of growth is set to stay for the next four years, at least.

The town itself has its roots in the aircraft and defence industries, although in recent years the economy has diversified significantly. The town is set to expand over the next ten years and we expect the Academy to reach close to 1050 students by next year. Yeovil sits in a delightful part of the country, close to the World Heritage Jurassic Coastline and the Somerset Levels. The town has its own theatre, The Octagon, as well as a range of arts and cultural activities in the area. The annual Glastonbury Festival is also close by.



Our Values and Ethos

Our motto is “Seeing the qualities in every child”, with our aim being to ensure all of our students become successful lifelong learners, confident individuals and responsible citizens. Our teachers and support staff work hard and are fully committed to challenging and supporting the students in their care.

Students are encouraged to make the most of a wide range of extracurricular opportunities, including The Duke of Edinburgh Award Scheme. We run fixtures in all major sports and have a wide range of clubs and leisure sports activities. Students benefit from working with specialist coaches and enjoy good access to community clubs on and beyond the school site. For elite performers, there are a variety of further opportunities including sports psychology, training and nutrition.

Performing Arts are a real strength of Westfield. Students take advantage of a wide range of specialist Music tuition together with our choir, orchestra, string group and contemporary music groups. Students have the opportunity to perform in three concerts each year. Drama and Dance opportunities include an annual school play and two shows a year, all hosted in our theatre.

Westfield Academy is committed to using new technologies to support both teaching and learning. From 2019 all students at both Key Stage 3 and Key Stage 4, have their own Google Chromebook. These chromebooks are used to support learning across the curriculum. All teaching staff have their own chromebook.

Learning beyond the school site includes theatre visits, Geography field trips, ski trips and visits to Spain and France.

Regular rewards assemblies and annual awards evenings are where we recognise and celebrate the very wide range of student achievements. Students are also encouraged to take on roles of responsibility such as Prefects, House Captains and Form Captains, and to help further improve their own school through our School Council. All students are members of a tutor group and one of four houses, (Darwin, Einstein, Franklin and Galileo). Houses form the basis of inter-house sporting activities and fundraising events. Students are encouraged to understand, respect and celebrate diversity, not least through our annual ‘Diversity Week’ programme.



TEACHING ASSISTANT

Main Purpose of Job

- To assist the Headteacher and teachers in the development and implementation of a programme of work and in the provision of a stable, caring and supportive learning environment, which enables students to achieve their full learning potential and facilitates their social and moral development.
- Support is both on a one to one basis and in groups, to students with additional learning needs. This may include students with a high learning ability ('gifted/talented'). This may take place in the mainstream setting or in the SEN rooms.

Main Responsibilities & Duties

Supporting the Teaching and Learning Process

Under the guidance and direction of the teacher:

- Develop, maintain and apply knowledge and understanding of students' general and specific learning needs and to ensure that support is given at an appropriate level.
- Supporting and directing literacy and numeracy tasks, clarifying and explaining instructions.
- Focus support in areas needing improvement, both academic and social.
- Work with and support students to ensure they are able to use ICT and other specialist equipment to enhance their learning.
- Motivate and encourage students to concentrate on and fulfil the tasks set.
- Undertake learning activities with students of varying abilities to ensure differentiation and access to the curriculum.
- Seek to ensure the promotion and reinforcement of students' self esteem, appropriate levels of effort and behaviour; to guide students to become independent learners.
- Contribute to the assessment of students' learning, in particular with regard to literacy, numeracy, science and IT skills.
- Contribute to the implementation of the curriculum and specific individual student targets.
- Provide small group and 1:1 interventions as required.

Assist teaching staff in the development of learning strategies, with the provision of teaching and learning resources and in the preparation and maintenance of a safe, secure and suitable learning environment

- Assist in the development, monitoring and evaluation of programmes of work.
- To maintain data files, catalogue resources, maintain inventories, photocopy, and use IT systems for administrative and educational purposes.
- Contribute to and assist in the development and monitoring of systems for review and recording of students' progress.
- Where appropriate, accompany students on school visits.
- Attend and contribute to school staff meetings and in service training events within contracted hours or outside normal hours by agreement.



JOB DESCRIPTION *(continued)*

To provide care and supervision of students within the classroom, within the school and outside of the school

- Assist in the supervision of tests/assessments as directed.
- Develop an understanding of and provide for students' specific personal needs to ensure a safe learning environment.
- To assume sole supervision of whole classes for short periods in the absence of the teacher, but only when it is essential for the teacher to leave a class, such as in an emergency. This would not be expected in the case of inexperienced TAs.

Additional duties may include

- Under the direction of Health Service professionals, undertake activities in support of occupational, physio and speech therapy.
- To work with student groups using a range of strategies to gain acceptance and inclusion of students with special educational needs.

Facts and Figures

- School of 1050 pupils on a large and spread out site.
- Complex variety of buildings of differing ages and construction.

Supporting Processes:

Problem Solving and Creativity

- On a daily basis, within prescribed guidelines and under the direction of the teacher, develop a range of strategies to engage individuals and groups of students, often with differing requirements, in the experience of learning and in their personal, social, health and moral education. For example, a reward system appropriate to an individual student.

Decision Making

- Within the agreed school policies, guidelines and rules, decide on when and how to apply a range of strategies for the benefit of students in relation to their education activities, behaviour and care.
- On occasions there will be the need to make immediate decisions, without initial referral to teachers.

Physical Effort & Working Conditions

- A normal school environment, although the job holder may be involved in external school activities.
- Most of the working day is spent standing and moving around, with periods of crouching/bending/sitting to engage students in activities.
- There may be occasional physical risks associated with intervention in incidents of challenging behaviour, including aggression, which are encountered with students who have psychological needs.

Contacts & Relationships

- Contact with all staff in school to pass and receive information, advice, guidance, suggestions and ideas.



JOB DESCRIPTION *(continued)*

Additional Information

- The normal working week is one of 32 hours, term time only. There may be occasions where additional support is required and this will be negotiated with the postholder and remunerated accordingly.
- Annual leave must be taken during school holidays.
- The post is subject to the normal terms and conditions of Westfield Academy staff.
- The salary for the post will be paid at Grade 14 (£14,205 - £14,778 actual salary).
- Professional development is an integral part of the post. The post will be subject to an annual process of Performance Review.

This job description is current as of January 2022. It is not necessarily a comprehensive definition of the post and it may be subject to modification or amendment at any time after consultation with the holder of the post.

Knowledge, Skills and Experience

- Experience of working with children in an education setting is desirable.
- Qualities required are discretion, loyalty, commitment, patience, flexibility, good personal organisation, firmness, to be numerate and literate, a team worker and to have good oral communication.
- Background knowledge of the Foundation and National Curriculum and School Policies and Procedures is desirable.
- Knowledge of students' individual targets and where appropriate may require more specialist knowledge in specific areas and awareness of extended and higher curriculum/subject needs.
- Empathy with students who have additional or special educational needs. Where appropriate to be prepared to undertake special skills training e.g. signing, to meet additional educational and communication needs.
- A willingness to attend courses as required to enhance knowledge, understanding and skills to improve the level and quality of support given to students and teachers.
- Knowledge of legislation and regulations applicable to support and care for students.
- An education standard equating to GCSE grade C in English, Mathematics and Science would be desirable, together with a qualification relevant to supporting the learning process in schools.

Westfield Academy is fully committed to safeguarding and promoting the welfare of children and follow best practice procedures to ensure their safety.



INFORMATION FOR APPLICANTS

Thank you for expressing an interest in this post at Westfield Academy.

Please complete the attached application form in full. Please note that CVs are not accepted as part of the application process.

We are committed to protecting the safety of all students within our care and our selection process is designed to minimise any risk. Part of the selection process will be to explore a candidate's motivation for working with students.

Detailed references will be taken up of all shortlisted candidates prior to interview.

Westfield Academy is committed to safeguarding and promoting the welfare of children & young persons. An Enhanced Disclosure from the Disclosure and Barring Service (DBS) will be required from the successful candidate.

All shortlisted candidates will be required to bring evidence of identity and proof of qualifications to interview.

The selection process may involve a number of different aspects including tests and observations where appropriate, as well as a panel interview. We will endeavour to ensure that you are able to gather as much information as possible regarding the school and you will also be able to ask questions relating to the post during the interview process.

The closing date for submission of applications is **12:00pm on Thursday 3 February 2022** with interviews taking place on **Thursday 10 February 2022**.

Please mark your application for the attention of Mrs Lisa Jeffreys, Headteacher's PA, and return it via email to lisa.jeffreys@westfieldacademy.co.uk

We look forward to receiving your application.



Terms and Conditions of Employment

Westfield Academy Trust's normal terms of conditions of employment apply to the post of Teaching Assistant. Final detailed terms and conditions are subject to agreement between the Trust and the successful candidate and will be reflected in the formal employment contract.

Employer Westfield Academy Trust

Position Teaching Assistant
Westfield Academy, Stiby Road, Yeovil, Somerset, BA21 3EP
The position is permanent and 32 hours per week, term time only

Reporting to SENCo & SEN Supervisor

Location Westfield Academy and any other place operated by the Academy.

Start Date March 2022

Salary Grade 14, £14,205 - £14,778 actual salary

Holidays You are entitled to take holiday during normal school holidays except where your presence is required for the proper execution of your duties.

Safeguarding Westfield Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. An enhanced DBS (previously CRB) check is required for the successful applicant.

Pension Scheme This post is eligible to be a member of the Local Government Pension Scheme.

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