

CANDIDATE INFORMATION BROCHURE

Hazelwood Academy
To make our best better

Academies Enterprise Trust
To make our best better

To inspire young people to make their best better



March 2017

Dear Candidate

Thank you for your interest in the Teaching Assistant role at Hazelwood Primary Academy.

We are very proud of our current ‘Good’ Ofsted grade and are on a journey to achieve ‘Outstanding’. We are passionate about ensuring that, individually, we are continually improving and challenging ourselves and as an academy, striving towards our vision ‘To make our best better’.

Hazelwood Academy opened in June 2013 and is part of Academies Enterprise Trust, the largest nationwide, multi academy sponsor in the country.

We are committed to inspiring children and young people. We firmly believe that all young people deserve to become world class learners - to learn, enjoy, succeed and thrive in a world class educational environment, which has the best facilities, the best teaching and the most up to date resources available to them.

Our vision is to help students achieve world class learning outcomes by developing world class teachers in a world class community.

Hazelwood Academy has an exciting future and this appointment represents a great opportunity to secure positive outcomes for our learners.

If you share our vision and values then we would be very excited to hear from you.

Yours faithfully

Suzanne Lloyd

Headteacher



Hazelwood Academy

Hazelwood Academy opened on the 1st June 2013, following the successful conversion of its predecessor school, and is sponsored by Academies Enterprise Trust (AET).

We are a Primary Academy with an attached Nursery, situated in West Swindon, Wiltshire located just off J16 of the M4. There are currently approximately 220 pupils on roll and pupils benefit from a modern, purpose built school building with extensive grounds. The Academy, rated 'good' in its recent Ofsted inspection, is at an exciting stage in its journey and is committed to securing the future of Hazelwood Academy as a centre of excellence and innovation, where talent is nurtured. We serve a fantastically rich and varied catchment area.

We are extremely proud of all that goes on here. The children at Hazelwood are supported by enthusiastic and dedicated staff, governors and parents; and we strive to maintain high standards and excitement about learning.

Ofsted commented that the "good quality of teaching leads to pupils" increasingly good progress. High expectations have helped to raise pupils' achievement. Teachers and assistants skilfully foster good working relationships with pupils".

Hazelwood Academy welcomes you to see all that we have on offer.



Job Description

Job Title:	**Teaching Assistant**
Location:	**Hazelwood Academy**
Hours of work:	**27.08 hours per week, 39 weeks per year** **Monday to Friday 8.45am – 3.10pm, term time only**
Reports to:	**Senior Teacher**

Job Purpose:

Under the direction of the Head, teacher or Special Education Needs Co-ordinator (SENCo), work as part of a team to promote the emotional, physical and educational development of pupils.

Key Accountabilities:

Under the direction of the classroom teacher or designated supervisor:

Supporting the pupil

1. Participate in activities designed to meet the emotional, physical and learning needs of individual children and groups of children.

Supporting the teacher

2. Assist with the organisation of the learning environment.
3. Under direction of the class teacher, maintain accurate records in accordance with school policies and data protection.

Supporting the curriculum

4. Assist in the organisation and delivery of learning activities, including numeracy, literacy or ICT.

Supporting the school

5. Provide consistent and effective support for colleagues in line with the responsibilities of this role.
6. Assist with the implementation of a behaviour management programme.
7. Support the maintenance of pupil safety and security and minimise the risks from health emergencies.

Supporting the Teaching Assistant

8. Participate in regular performance reviews to ensure that any personal development needs are identified and met. Attend relevant inset training.

Other duties

9. In accordance with the provisions of the Health & Safety at Work Act 1974, to take reasonable care for the health and safety of yourself, colleagues and pupils who may be affected by your omissions at work, and to co-operate with the school so far as is necessary to enable the school to perform or comply with their duties under statutory health and safety provisions.
10. Undertake any other duties that can be accommodated within the grading level and nature of this post.
11. Maintain confidentiality in respect of information regarding private and personal information of academy staff, pupils and their families.

Knowledge and Experience:

Minimum

Good general level of education to include Maths and English GCSE grade C or above, or further relevant experience in the absence of formal qualifications.

Preferred

Classroom Assistant Stage 1 certificate (NCFE)

Decision Making:

Working under the direction of the line manager/classroom teacher, some discretion to make minor decisions

Contacts and Relationships:

Headteacher
Governors
Education professionals
Parents
Staff
Pupils

Creativity and Innovation:

Assist in the delivery of learning outcomes.

Emotional Demands:

Working with children and supporting behaviour management. In accordance with the provisions of the Data Protection Act 1998, jobholders should take reasonable

care to ensure that personal data is not disclosed outside Council procedures, or use personal data held on others for their own purposes. In accordance with the provisions of the Freedom of Information Act 2000, ensure requests for non-personal information are dealt with in accordance with the Council's written procedures.

Other clauses:

1. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
2. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
3. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal/Group/Chief Executive
4. There may be occasions when it will be necessary to cover other Administrative roles within the academy or to work with the administrative team when there are peaks and pressing issues.
5. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
6. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

Safeguarding

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.

Person Specification

EXPERIENCE

Experience of working with or caring for school-age children;

QUALIFICATIONS

Good numeracy and literacy skills;

KNOWLEDGE AND SKILLS

Ability to relate well to children and adults;

Ability to work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these;

Ability to work successfully with pupils who have special educational needs, including those who have behaviour support needs;

Ability to use basic technology effectively, eg computer, video, photocopier

GENERAL

Have a caring, calm and friendly manner;

Have good communication and listening skills;

Be reliable, punctual and flexible;

Show initiative and be resourceful;

Be aware of issues of confidentiality and safeguarding;

Be able to employ a variety of strategies to support behaviour management.

Academies Enterprise Trust

Academies Enterprise Trust is the largest Academy Partnership in the United Kingdom, with 66 schools (Primary, Secondary and Special) across England.



We believe that all young people deserve to become world class learners – to learn, enjoy, succeed and thrive in a world class educational environment, which has the best facilities, the best teaching and the most up to date resources available to them.

Our vision is to help students achieve world class learning outcomes by developing world class teachers in a world class community.

Ethos Statement

Every young person deserves the opportunity to have a life that can be described as 'good quality', free from fear and danger, where they can give and receive respect to and from others with a sense of well-being, belonging, worth and achievement.

AET academies will become High Performing Organisations and, therefore, must be the:

- Education provider of choice for students.
- Employer of choice for staff.
- Investment of choice for parents.

Values and Beliefs

Through our actions and behaviours we will strive to develop young people who:

- Respect themselves and the community (people, property and the environment), and seek to have a positive impact on society;
- Are polite, calm, caring, honest, trustworthy and helpful;
- Are responsible, independent and supportive of each other;
- Are tolerant, open minded and not prejudiced;
- Are determined and have a strong work ethic;
- Will be thoughtful and compassionate with the ability to listen and challenge in a considerate fashion;
- Have good communication skills;
- Offer themselves as good role models for future generations of learners and citizens;
- Can demonstrate strong self-belief and confidence and have high aspirations;
- Are team players who can work and support others, and where necessary are able to take on leadership roles.



A commitment to training and personal development

We welcome colleagues who drive their own professional development and who consider themselves lifelong learners. To encourage this we offer a professional learning journey which can be tailored to your individual needs. We provide experiences, social learning and formal programmes that will enable you to develop new skills, and to work, collaborate, learn and develop with colleagues across our large network.

Your journey will be accessible through the knowledge exchange to enable you to be responsible for your own learning and development. You will have to access to the market place, resources and online communities to share good practice and be part of the vast learning opportunities across our network .

We are the largest network of academies in England allowing you to develop your skills, knowledge and expertise in a variety of different settings and locations across the country.

Our journey is designed to create a clear career pathway from induction, to statutory/core development, supporting further development, talent management and career progression. We will support you in achieving excellence together and stretch your learning and development to have greatest impact across our network.

For further information about the Academies Enterprise Trust please visit our website www.academiesenterprisetrust.org or contact recruitment@academiesenterprisetrust.org to answer any questions you may have.

Staff Benefits

Career Development

- Apprenticeships
- Financial Support towards achieving further Qualifications
- Leadership Programmes
- Progression Opportunities
- Teacher Training Programmes

Family Friendly

- Childcare vouchers – If you are using registered or approved childcare, you can choose to take part of your salary in Childcare vouchers through Sodexo to pay for it which are Tax and National Insurance free. This means you get extra value from your pay packet each month.

Financial

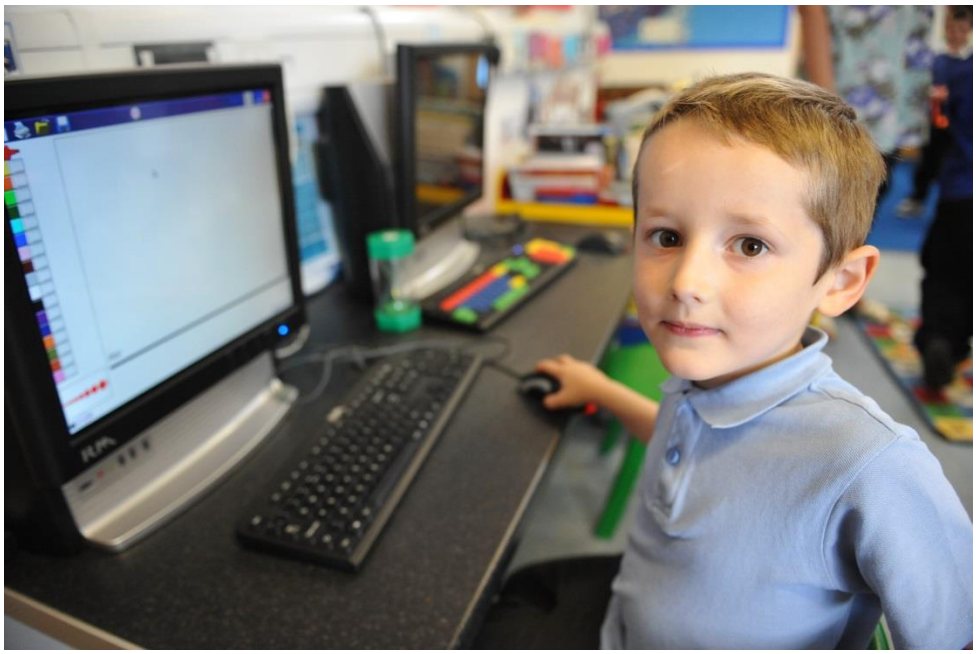
- AET JTRS Apple Product Store – AET employees, students and families are eligible to purchase a range of Apple products at preferential terms.
- Halfords – Gift Vouchers are available to purchase with a 10% discount for AET employees, students and families.
- Halfords Autocentres – AET employees are eligible to receive a range of discounts on their motoring costs, such as MOT's, servicing and repairs.
- EAG Essex Auto Group – AET employees are eligible to receive preferential terms on the purchase of new vehicles within the EAG range of vehicle bands they offer. EAG also offer vehicle servicing and repairs, and hold an agency with Motability for those who require a vehicle to their specific disability needs.
- EPCIS (Employee Personal Computer Initiative Scheme) – this is a HMRC approved scheme which allows you to purchase a Training Package which includes a high specification computer from a selected range. Your payment is deducted from your gross salary before you are taxed.
- Life Assurance
- Pension

Health and Wellbeing

- Edenred Travel Club – this provides all AET employees with discounts and special offers on holidays all over the world.
- Halfords Cycle to Work – this scheme allows eligible employees to purchase a cycle tax efficiently through their employer, with deductions being made from the employee's salary before Income Tax and National Insurance are applied. The repayment of the cycle will be over a 12 month period.
- Hi-Tec Sport – Hi-Tec offer staff, students, and parents of AET a discount on all footwear purchased directly from Hi-Tec via its online store.
- Westfield Health – AET Solutions has enjoyed a business partnership with Westfield Health since 2008, which offers an opportunity to obtain cash back

for eligible employee's routine health needs. The scheme provides an excellent range of benefits for you and your dependent children.

- Westfield Rewards – Employees who have Westfield Health qualify to receive discounts at over 200 High Street and online stores, such as ASDA, Boots, Debenhams, House of Fraser and M & S.
- Virgin Active – AET employees can obtain a corporate discounted membership. Virgin offers a range of therapy and wellbeing treatments where the costs can be claimed for under their Westfield Health annual benefit allowance.



Academies Enterprise Trust, Safe Recruitment Procedure

Academies Enterprise Trust is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.

Disclosure and Barring Service
A Disclosure and Barring Service Certificate will be required for all posts.

Shortlisting
Only those candidates meeting the right criteria will be short listed.

Interview
1. Those shortlisted will take part in an in-depth interview process.
2. Candidates will be asked to address any discrepancies, anomalies or gaps in their application form.

Reference Checking
References from the previous and current employer will be taken up for shortlisted candidates, and where necessary employers may be contacted to gather further information.

Probation
All new staff will be subject to a probation period of six months (which may, in certain circumstances, be extended by up to 3 months). The probation period is a trial period, to enable the assessment of an employee's suitability for the job for which they have been employed. It provides the academy/trust with the opportunity to monitor and review the performance of new staff in relation to various areas, but also in terms of their commitment to safe guarding and relationships with pupils.

Equal Opportunities
Academies Enterprise Trust recognises the value of, and seeks to achieve, a diverse workforce which includes people from differing backgrounds with different skills and abilities. AET takes positive steps to create an employment culture through its Board of Governors, managers and other employees, in which people can feel confident of being treated with fairness, dignity and tolerance irrespective of their individual differences. This commitment extends beyond the relationship between and conduct of employees and potential employees, to the whole community and others connected with it. AET is committed to the elimination of unlawful discrimination and to the promotion of good relations between all.

Data Protection
Personal data provided on your application, and for equal opportunities monitoring, is required to enable Academies Enterprise Trust to operate and monitor its recruitment and employment procedures. Data is kept secure and accurate, and disclosure is restricted to those people within the organisation who have a need to access it. Personal data supplied by you is destroyed within prescribed time limits, unless you are appointed, in which case the data you have supplied will form the basis for your individual staff record.