



CANDIDATE INFORMATION BROCHURE



Newlands
Academy
To make our best better



Academies
Enterprise Trust
To make our best better

To inspire young people to make their best better



May 2017

Dear Candidate

Thank you for your interest in the Teaching Assistant Apprenticeship role at Newlands Academy. We are very proud of our current 'Good' Ofsted grade and are on a journey to achieve 'Outstanding' at our next inspection. 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'.

Newlands Academy is a new purpose-built special school for students who have social, emotional and mental health needs. Newlands Academy was formed in September 2013 and is part of Academies Enterprise Trust and is part of network of 66 primary, special and secondary academies.

We are passionately 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.

We warmly invite you to look at our website and read through the information about what we do, our achievements both inside and outside of curriculum time and the other accolades the academy has achieved. You are encouraged to visit the academy for a tour.

Newlands 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

Maria Rodrigues

Principal



Newlands Academy

Newlands Academy is a special school for students who have social, emotional and mental health needs. Many of our students have had to overcome significant difficulties in their lives and have struggled to succeed in other educational establishments; in some cases, they have been regarded as unteachable.

When they come to Newlands they are offered a fresh start and the opportunity to develop as young people. Our mission is to use our detailed understanding of every child's personalised needs so that we can best equip them with the skills and values to ensure a successful transition to adult life.

The Location

Newlands Academy is located in a quiet residential area adjacent to Peckham Rye and the historic Nunhead cemetery in the London Borough of Southwark. There are transport links.

The Vision

Our school ethos can be summed up by our five key principles.

1. We are a caring and accepting community where everyone's voice is valued
2. We see potential in all our students and offer them a fresh start
3. The students' learning and emotional needs are at the centre of every decision we make
4. We give students time and space to gain an understanding of their own identity; we strive to nurture, educate and empower them through to adulthood
5. We work in the academy with humour, justice, compassion and forgiveness. We understand that all members of the community can make mistakes and that we learn from each other

We believe in finding solutions so that difficulties or concerns can be overcome and the highest possible standards of achievement can be attained. We are committed to establishing a therapeutic community, whereby all adults model empathy and kindness, where all professionally respond to the needs of highly challenging and marginalised young people, with social emotional and mental health difficulties.

We believe in the educational role of the family and foster strong links between the home and school environment.

We have onsite partnerships with the Anna Freud Family Project, the Southwark Troubled Families Project, as well as provision for Art therapy and Speech and Language Therapy.

We aim to provide a personalised and stimulating environment, where students can be welcomed and learn safely. We place a high emphasis on the spiritual social and moral development of each student.

Key Priorities

- To ensure that students become independent learners to prepare them for life after Newlands
- To work with families and students to tackle the problems of a small number persistent absentees/non attenders
- To analyse academic and behaviour data in order to inform progress
- To ensure that progress is good across all subjects
- To develop numeracy across the curriculum
- To continue to develop a therapeutic approach to learning
- To ensure that safeguarding is outstanding
- To continue to develop middle leaders



Job Description

Job Title: Teaching Assistant - Intermediate Apprenticeship

Location: Newlands Academy

Hours of work: 36

Reports to: Lead TA

Overall Responsibilities:

After receiving training and guidance:

To provide an efficient and high quality support service to all students.

- To promote the inclusion of all students.
- In liaison with the class teacher to work with students to target identified learning needs.
- To provide practical support in the classroom to students who have recognised learning needs, supporting them to achieve their potential.
- To work with subject teachers to ensure lesson materials are used effectively in order for students to make the expected progress towards their target levels.

Training:

During the apprenticeship you will be assigned an Assessor and you will complete a Level 2 BTEC Certificate in Supporting Teaching and Learning in Schools. You may also be required to complete Literacy, Numeracy and IT Functional Skills (this will be determined by existing qualifications). Training will be mainly through workplace assessment which will take place approximately every 4 weeks.

Main Duties:

After receiving guidance and training:

- To develop an understanding of the learning needs of students and use this knowledge to support them to become independent learners in the classroom.
- To take into account a student's learning needs and ensure their access to the lesson and its content through appropriate clarification, explanations, and use of equipment and materials.
- To develop the study and organisational skills of students, enabling them to remain focused in lessons and be able to execute tasks effectively.
- To monitor students' responses to learning activities and progress towards targets, record achievement and feedback to teachers and the SENCo as required. Assist in the implementation and tracking of student targets.

- To provide support for student's emotional and social needs by encouraging and modelling positive behaviour and demonstrating high expectations, in line with the Academies' Behaviour policy.
- To assist with the general pastoral care of the students, and be assigned as a co-tutor to work with a form group.
- To be aware of and comply with policies and procedures relating to child protection, security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To contribute to the review of academy policies as appropriate.
- To accompany teaching staff and students on visits, trips and out of school activities as required.
- To attend and participate in relevant meetings

This job description is a guide to the duties the post holder will be expected to undertake. It is not intended to be exhaustive or exclusive and will be subject to change as working requirements dictate and to meet the organisational requirements of Academies Enterprise Trust.

Other clauses:

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment
2. 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.
3. 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.
4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal/Group/Chief Executive
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

Job Title: Teaching Assistant - Intermediate Apprenticeship

General heading	Detail	Essential requirements:	Desirable requirements:
Qualifications & Experience	Specific qualifications	<ul style="list-style-type: none">You must be resident in England and have the right to work in UK, aged over 16 and not in fulltime education or hold University degree	
	Qualifications required for the role	<ul style="list-style-type: none">GCSE Maths and English Grade A-C or equivalent or willingness to work towards literacy and numeracy functional skills qualifications	
	Other	<ul style="list-style-type: none">Basic understanding of child development and learning	<ul style="list-style-type: none">Experience of working with or caring for children of a relevant ageExperience of working with children with SEN
Behaviours	Scope of the role	<ul style="list-style-type: none">Good numeracy/literacy skillsAbility to communicate and relate well to both children and adultsEffective use of ICT to support learningAbility to self-evaluate learning needs and actively seek learning opportunitiesWork constructively as part of a team, understanding classroom roles and responsibilities and own position within these	
	Special requirements	This post is subject to receipt of a Disclosure and Barring Service Certificate	

Job Description

Job Title:	Teaching Assistant - Advanced Apprenticeship
Location:	Newlands Academy
Hours of work:	36
Reports to:	Lead TA

Overall Responsibilities:

After receiving guidance and training:

To support teaching staff in the development and education of pupils including the provision of specialist skills as appropriate.

Training

During the apprenticeship you will be assigned an Assessor and you will complete a Level 3 BTEC Diploma in Supporting Teaching and Learning in Schools. You may also be required to complete Literacy, Numeracy and IT Functional Skills (this will be determined by existing qualifications). Training will be mainly through workplace assessment which will take place approximately every 4 weeks.

Main Duties:

After receiving guidance and training:

- Support the activities of individuals or groups.
- Establish and maintain relationships with individual pupils and groups.
- Contribute to individual Education Plans as appropriate.
- Support pupils during learning activities.
- Promote pupils' social and emotional development.
- Contribute to the health and well-being of pupils.
- Provide support for bilingual/ multilingual pupils (where appropriate to the focus of the role).
- Support children with specific needs (where appropriate to the focus of the role), for example, sensory and/ or physical impairment, cognitive or learning difficulties, behavioural, emotional and social development needs, communication and interaction difficulties.
- Support for Gifted and Talented pupils.
- Support pupils with literacy and numeracy skills.
- Support pupils to access the curriculum.
- Dealing with the personal care needs of children where appropriate in line with the guidance of the local authority.

Support for the teacher when instructed to do so by line manager or a member of teaching staff (s):

- Observe and report on pupil performance.
- Contribute to the planning and evaluation of learning activities.
- Assist in preparing and maintaining the learning environment.
- Contribute to the management of pupils' behaviour.
- Contribute to maintaining pupils' records.
- Support the maintenance of pupils' safety and security.
- Supervise the whole class for a short time in an emergency (normally for a period less than a whole lesson until the teacher returns or alternative arrangements are made) or for a very short period of planned absence for less than a whole lesson.
- Undertake routine marking in line with school policy.
- Provide general administrative support, for example, administer coursework, produce worksheets etc.
- Undertake joint home visits as appropriate and in line with LEA policy.

Support for the school:

- Support the development and effectiveness of team work within the school environment.
- Develop and maintain working relationships with other professionals.
- Liaise with parents as appropriate.
- Review and develop own professional practice.
- Work as required across the curriculum and in all Key Stages within the school in accordance with the job.

Support for the curriculum:

- Support the use of information and communication technology in the classroom.
- Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
- To ensure their tasks are carried out with due regard to Health and Safety.
- To participate in appropriate professional development including adhering to the principle of performance management.
- To adhere to the ethos of the school.
- To promote the agreed vision and aims of the school.
- To set an example of personal integrity and professionalism.
- Attendance at appropriate staff meetings and parents evenings.
- Any other duties as commensurate within the grade in order to ensure the smooth running of the school.
- The post-holder is also required to undertake such other duties and training as may be required by or on behalf of Academies Enterprise Trust provided that they are consistent with the nature of the post.

This job description is a guide to the duties the post holder will be expected to undertake. It is not intended to be exhaustive or exclusive and will be subject to change as working requirements dictate and to meet the organisational requirements of Academies Enterprise Trust.

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Person Specification

Job Title: Teaching Assistant - Advanced Apprenticeship

General heading	Detail	Essential requirements:	Desirable requirements:
Qualifications & Experience	Specific qualifications	<ul style="list-style-type: none">You must be resident in England and have the right to work in UK, aged over 16 and not in fulltime education or hold University degree	
	Qualifications required for the role	<ul style="list-style-type: none">GCSE Maths and English Grade A-C or equivalent or willingness to work towards literacy and numeracy functional skills qualificationsNVQ 2 for Teaching Assistants or equivalent qualifications or experience	
	Specific Knowledge/ Experience	<ul style="list-style-type: none">Experience of working with or caring for children of a relevant ageBasic understanding of child development and learning	<ul style="list-style-type: none">Experience of working with children with SEN
Behaviours	Skills/Abilities	<ul style="list-style-type: none">Good numeracy/literacy skillsAbility to communicate and relate well to both children and adultsEffective use of ICT to support learningAbility to self-evaluate learning needs and actively	

		<p>seek learning opportunities</p> <p>Work constructively as part of a team, understanding classroom roles and responsibilities and own position within these</p>	
	DBS (CRB)	<ul style="list-style-type: none"> • This post is subject to receipt of a Disclosure and Barring Service Certificate 	
	Special requirements	<ul style="list-style-type: none"> • Evidence of a commitment to promoting the welfare and safeguarding of children and young people • Ability to travel as required 	

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.



Learning and 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 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.

Google Education

Google Education is an exciting and innovative way of learning, introducing easy tools to engage students whenever, wherever on any device!

In summer 2012, AET adopted G Suite for Education, the free web-based communication and collaboration suite available to education establishments.

With products including Gmail, Google Calendar, Google Drive, Google Sites and Google Classroom, AET recognised the potential it would bring to classroom learning, knowledge sharing across the academies, improvements in administrative efficiency and providing access from home for all.

This enables all our students and staff to have access to the most up-to-date technology. Our academies have also rolled out many class sets of Google Chromebooks, affordable browser-based laptops that provide quick, simple access to the web!

Google in Education



A New and Open World for Learning

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 to pay for it which are Tax and National Insurance free. This means you get extra value from your pay packet each month.

Financial

- JTRS Apple Product Store–Employees, students and families are eligible to purchase a range of Apple products at preferential terms.
- EAG Essex Auto Group –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.
- Pension

Health and Wellbeing

- Hi-Tec Sport – Hi-Tec offer staff, students, and parents of the Group a discount on all footwear purchased directly from Hi-Tec via its online store.
- Westfield Health – The Group 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.

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.