



## CANDIDATE INFORMATION BROCHURE



**Academies  
Enterprise Trust**  
To make our best better



**Inspiration Influence Integrity**

To inspire young people to make their best better



## **Welcome from the Principal**

I am delighted to welcome you to Felixstowe Academy and would like to thank you for your interest in becoming a part of our team!

You will join us at an exciting time as we establish education provision in Felixstowe with high aspiration and expectations.

I am extremely passionate and committed to seeing Felixstowe Academy fulfil its potential and become outstanding - the fantastic staff within our Academy are central to us achieving this goal!

Children's education does so much to shape their character and personality, as well as their achievements, so it is for this reason that we have to get it right and provide the best education provision we possibly can.

The Academy's culture and ethos promotes high aspirations and expectations, balanced with the highest level of care and support. It is our aim that all children will love coming to the Academy, love learning, love being part of the Academy community and strive to be the best they can!

Yours faithfully

Mr Anthony Williams

**Principal**

## About us

We serve the local community of the coastal town of Felixstowe and have approximately 1300 students, including 160 in the Sixth Form.

Felixstowe Academy opened in September 2011 and is part of Academies Enterprise Trust (AET), the largest nationwide, multi academy sponsor in the country. We are proud to be part of a wider family of academies within Academies Enterprise Trust and the opportunities for support, innovation, collaboration, partnership and excellence that ensures that we fulfil our duty to inspire young people to 'make their best better'.

We were very fortunate to move into our new building in April 2014, which is well equipped with a 'super-lab', a number of multi-purpose learning spaces, and performance spaces which are set in large grounds. Technology is at the cutting edge of developments, with access to iPads for staff as well as Chromebooks for students. In addition, we can offer you a welcoming environment with supportive colleagues, and a strong focus on staff induction, training and development.

## Ofsted

Please click [here](#) to view our Ofsted report.



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We are proud that our staff and students collectively created our vision statement, reflecting aspects already achieved by the community at Felixstowe Academy as well as our aspirations for the Academy.

Inspire happy, confident and successful students who are independent and resilient.

Felixstowe Academy is a special place with caring staff who genuinely want the very best for every child. We hope who you choose to become part of this wonderful school community that will provide a perfect platform for children to fulfil their hopes, dreams and aspirations.

We very much hope that if you decide to join our community here at Felixstowe Academy you will see all of this in action! Our students are bright, articulate young people and they will be only too willing to invite you in and show you around their school. Please contact Mrs J Cumberland, at [office@felixstoweacademy.org](mailto:office@felixstoweacademy.org) to arrange a tour!

## **Key Priority**

### **Data**

Age range	11 – 18
Location	Felixstowe, Suffolk
Number on roll	1222
% of students on free school meals	13%
% of students who qualify for PP	28.2%
% of students with English as an additional language	6.4%
Number of Looked After Children	10
% of students with SEN	11.8%
Attendance % and PA %	Attendance 94.2% - PA 16.5%
Date academy established	September 2011
Number of teaching staff	83
GCSE Results 2016	% of students achieving a good pass in English & Maths 56%
GCSE Results 2015	5 x A*-C including English & Maths 42% based on new 1st entry rules
GCSE Results 2014	5 x A*-C including English & Maths 43% based on new 1st entry rules



## Job description

<b>Post Title:</b>	<b>Teaching Assistant</b>
<p>The core professional duty of SEND support staff at Felixstowe Academy is to support teaching staff in the learning and teaching process, in order to ensure all students make progress and access the curriculum. The main purposes of the job are outlined below.</p>	
<b>Core Purpose:</b>	<ul style="list-style-type: none"> <li>• To support students with SEND to make progress with their learning. Teaching Assistants work under the direction of the SENCo whether in class, small group or with individual students. Within a classroom the teacher plans lessons and will direct the Teaching Assistant.</li> <li>• All duties will be carried out within recognised procedures or guidelines and the teacher will be available for support and guidance.</li> <li>• There will be some need to interpret information or situations and to solve straightforward problems. More complex problems will be referred to line manager.</li> <li>• No requirement to supervise others, but may demonstrate tasks to new colleagues.</li> <li>• The post holder will work as part of the Learning Support team to provide support to students across the curriculum.</li> <li>• The post holder is responsible to the SENCo</li> </ul>
<b>Responsible to:</b>	AVP - Inclusion via the SENCo
<b>Area of Accountability 1:</b>	
<b>Support for students</b>	
<ol style="list-style-type: none"> <li>1. To promote students' development in a safe, secure, and challenging environment</li> <li>2. To have regard for the safety and wellbeing of the student at all times</li> <li>3. Undertake a range of routine tasks to support learning e.g. producing differentiated resources, structured questioning, group reading</li> <li>4. Support students in using basic ICT as directed, developing student's confidence and independence in use.</li> <li>5. To meet the physical/medical needs of the student according to a student's individual care plan whilst encouraging independence wherever possible. Medical needs include the administration of medicines by mouth or other medical procedures, provided appropriate training has been given by an</li> </ol>	

	appropriate person.
6.	To develop an understanding of the student's specific needs in order to help them learn as effectively as possible
7.	To focus on individual students and small groups to ensure their needs are being met within the group.
8.	To encourage inclusion within the classroom
9.	To encourage students to interact with others and engage in activities led by the teacher
10.	To assist in the supervision of students on outings and visits
<b>Area of Accountability 2:</b>	
<b>Support for the teacher</b>	
1.	To liaise with teachers regarding the daily/weekly planning of lessons
2.	To work with teachers to ensure individual needs of students are met within the classroom.
3.	To prepare and undertake specific activities and supporting students to understand instructions and in respect of any learning strategies
4.	To communicate effectively with teachers
5.	To work within the established Academy disciplinary policy to anticipate and manage behaviour constructively, promoting self-control and independence
6.	Maintain basic records.
7.	Assist teaching staff to ensure that the aims and objectives of the Academy are achieved.
<b>Area of Accountability 3:</b>	
<b>Support for the Academy</b>	
1.	To work alongside other professionals in assessing student's progress/needs
2.	To attend appropriate staff meetings as required
3.	To assist with the general supervision of students during break times and/or when required
4.	To work as a member of the staff team in all relevant activities to develop the Academy
5.	To ensure knowledge of all whole Academy policies and implement them as relevant to their role in the life of the Academy, promoting the ethos of the Academy
6.	To be aware of all Health & Safety issues
7.	To treat all information relating to a student as strictly confidential
8.	To be a proactive member of the Academy and class team
9.	To attend relevant professional development to update knowledge



**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.
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**

### **Essential:**

- Educated to GCSE level or equivalent including English and Maths at Grade C or above
- Basic ICT skills- ability to use Microsoft Office
- A strong interest in education, particularly for these with SEND
- Ability to encourage participation and give feedback to students
- Ability to bridge gaps in learning so that students with SEND can make progress with their learning
- A non-judgmental and caring approach to dealing with young people
- Good listening and communication skills
- Ability to engage with students that may have difficulty in expressing themselves effectively and may frequently be unable to control their frustrations.
- A creative, imaginative and flexible approach to work
- Ability to use own initiative

### **Desirable:**

- Previous experience as a Teaching Assistant
- Previous exposure to children from a wide range of SEND
- Knowledge of general educational policies and procedures




## **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.



Secondary   
Primary   
Special 

## **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 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.



## **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**

The 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.