



## CANDIDATE INFORMATION BROCHURE



**Meadstead**  
**Primary Academy**  
To make our best better



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

To inspire young people to make their best better

## Welcome from the Headteacher



Thank you for your interest in our school and I delighted that you are considering joining us and our lovely village school setting.

This is an exciting time for our Academy and the Academies Enterprise Trust as we continue to build upon our 'Good' Ofsted rating and move towards Outstanding. I was appointed as permanent Head

Teacher in January 2016 At the Academy we are keen to continue to build a strong team that shares the same moral purpose and values of providing an outstanding education for the whole child.

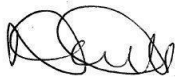
We are looking for colleagues who have a passion for learning and who wants to make a difference to the lives of children.

Our Governing Body is very committed, hard-working and engaged with the Academy. We feel the best education is a partnership between the Academy and home and believe that children work best when home and the Academy work together. Our parents are very supportive and have a thriving PTA that supports all school events and children extremely well. Both of these stake holders are very good at keeping us on our toes – something we welcome and encourage!

We embrace new ideas and ways of working and I actively welcome you to come and visit and have that all important first conversation.

I hope you take the opportunity to visit us.

I look forward to meeting you and reading your application.

A handwritten signature in black ink, which appears to read 'Nichola Smith'.

Nichola Smith - Head Teacher

## **Meadstead Primary Academy**

Based in Royston, Barnsley, Meadstead Primary Academy was established in June 2013 with 223 on roll.

After four years of transition as an AET academy with a significant programme of staff development, rightsizing and budget rebalancing, the Governors, staff and sponsor have created a stable school with much improved outcomes. The challenge now is to continue to develop the school to the level of academic achievement and attainment that its pupils deserve.

The school is currently rated as GOOD by its' last Ofsted inspection in November 2014, and during the time since this inspection has gained the confidence of the community. The Academy aspires to become a focal point for the educational and cultural development of Royston and has strong community links led by a successful community team.

### **School Leadership**

In January 2016 the academy welcomed our new Headteacher Nicola Smith. The leadership group comprises of a Deputy Headteacher (Haley Haddy) and two middle leaders who work within KS1 and KS2.

### **The AET Yorkshire Cluster**

Although part of Academies Enterprise Trust network of 64 schools nationally we work closely with our Yorkshire Cluster which consists of Shafton Primary, St Helen's Primary Academy, Cottingley Primary Academy, Feversham Primary, Swallow Hill Community College and Firth Park Academy.

### **Ofsted**

To view our current Ofsted report please click [here](#).

To view our current performance please [click](#).

We urge you to visit our website at [www.meadsteadprimaryacademy.org](http://www.meadsteadprimaryacademy.org) to get a feel of how we are helping to transform the lives of all our children.

## **Our Ethos**

At Meadstead Primary Academy children are supported and nurtured in order to develop their aspirations for their future as learners and as positive contributors to society. We expect every child to put learning first, work hard and show respect in order to achieve the highest standards. We offer a safe and enjoyable learning environment where excellence is promoted.

## **The Academy will:**

- Work to ensure that every pupil leaves the Academy at the end of Y6 with the sufficient skills in literacy and maths to be able to access their secondary curriculum.
- Work to ensure that many pupils leave the Academy at the end of Y6 with skills in literacy and maths that are above the national average.
- Work to ensure that every pupil has an appreciation of a wide range of academic subjects and has had an opportunity to direct their own learning in line with their interests through the delivery of a creative curriculum.
- Work to ensure that every pupil has the highest aspirations and expectations for themselves and understands the importance of effort in achieving these.
- Work to ensure that every pupil understands how to keep themselves as healthy and safe as possible.
- Work to ensure that every pupil learns how to conduct themselves well in both formal and informal social settings and understands the importance of following rules.
- Work to ensure that every pupil has an understanding of the skills needed to be a good learner and is able to demonstrate and explain a number of these.

## **Job Description**

**Job Title:** SEND Champion Teaching Assistant

**Reports to:** Headteacher, SENCO, Line Manager, Class Teacher

### **Purpose of the Role:**

To work in partnership with class teachers to support learning in line with the National Curriculum, codes of practice and school policies and procedures.

### **Responsibilities:**

- To support the work of the SENCO, contribute to planning, development and decision making and undertaking related admin duties.
- Working with individuals or small groups of pupils under the direction of teaching staff
- Establish positive relationships with pupils supported
- To coordinate use of medicines in the academy
- Support pupils with activities which support literacy and numeracy skills
- Support the use of ICT in the classroom and develop pupils' competence and independence in its use
- Promote positive student behaviour in line with school policies and help keep pupils on task
- Interact with, and support pupils, according to individual needs and skills and provide feedback in relation to attainment and progress under the guidance of the teacher
- Promote the inclusion and acceptance of pupils with special needs within the classroom ensuring access to lessons and their content through appropriate clarification, explanation and resources
- To participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on student progress and behaviour
- Monitor and record student activities as appropriate writing records and reports as required
- To support learning by arranging/providing resources for lessons/activities under the direction of the teacher
- Assist with the development and implementation of LJJ's
- To attend to pupils' personal needs including help with social, welfare, physical and health matters
- Liaise with other staff and provide information about pupils as appropriate
- To supervise pupils for limited and specified periods including break-times and lunchtimes
- To assist with escorting pupils on educational visits
- To understand and apply school policies
- Attend relevant training and take responsibility for own development

- Attend relevant school meetings as required

**Additional 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 regularly 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 Head teacher.
5. There may be occasions when it will be necessary to cover other roles within the Academy.
6. 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.
7. Post holder may deal with sensitive material and should maintain confidentiality in all Academy related matters.

**We are committed to safeguarding and promoting the welfare of children and young people, and expect all staff and volunteers to share this commitment.**

### Person Specification

General heading	Detail	Essential requirements:	Desirable requirements:
<b>Qualifications &amp; Experience</b>	Specific qualifications & experience	<ul style="list-style-type: none"> <li>• Successful experience working with children in a school/early years environment</li> <li>• NVQ 3+ (willing to work towards in 12 months of securing post)</li> <li>• Level 2/ GCSE grade C+ equivalent in English</li> <li>• Level 2/ GCSE grade C+ equivalent in Maths</li> <li>• Good working knowledge of basic ICT to support learning</li> </ul>	<ul style="list-style-type: none"> <li>• Team Teach qualification or equivalent</li> <li>• Basic knowledge of First Aid</li> </ul>
<b>Knowledge/Experience</b>	Specific knowledge/ experience required for the role	<ul style="list-style-type: none"> <li>• Understand and implement the school's behaviour management policy. Have a positive approach to behaviour management</li> <li>• Understanding of the school curriculum</li> <li>• Ability to assess progress and performance of children</li> <li>• Understand and support the importance of physical and</li> </ul>	<ul style="list-style-type: none"> <li>• Have some knowledge of learning difficulties and a variety of strategies to support children</li> <li>• Knowledge of literacy/ numeracy frameworks/ Foundation Stage Curriculum and Phonics Programmes</li> </ul>

		emotional wellbeing <ul style="list-style-type: none"> <li>• Ability to maintain intervention records</li> </ul>	
<b>Skills</b>	Line management responsibilities (No.)	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	
	Forward and strategic planning	<ul style="list-style-type: none"> <li>• To be able to work from teacher plans and follow reasonable directions with regards to moving learning on</li> <li>• To be able to track children information and inform all parties</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to use clear language to communicate information unambiguously</li> </ul>
	Abilities	<ul style="list-style-type: none"> <li>• Ability to write detailed reports, letters Good organisational skills</li> <li>• Ability to remain calm under pressure</li> <li>• Ability to support the work of children and move their learning on</li> <li>• Ability to manage own time effectively</li> <li>• Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults</li> <li>• Know when, how and with whom to share information</li> <li>• Ability to evaluate own performance</li> </ul>	



<b>Personal Characteristics</b>	Behaviours	<ul style="list-style-type: none"> <li>• To take up CPD opportunities</li> <li>• Is motivated and energised</li> <li>• Eager to develop and learn from others</li> <li>• Behaves calmly and professionally when under pressure</li> <li>• Listens to constructive feedback and reacts appropriately</li> <li>• Treats others with respect and dignity</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
<b>Special Requirements</b>		<ul style="list-style-type: none"> <li>• Successful candidate will be subject to an enhanced Disclosure and Barring Service Check</li> <li>• Right to work in the UK</li> <li>• Evidence of a commitment to promoting the welfare and safeguarding of children and young people</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to travel as required</li> </ul>

## **Academies Enterprise Trust**

Academies Enterprise Trust is a network of 63 schools (Primary, Secondary and Special) across England.

Click [here](#) to view a map of our Academies across the country.

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 pupils 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 pupils.
- 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 for Education**

Google for 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!

The latest innovation in an increasing number of our academies includes access to Chromebook Flip for all teachers with the ability to cast the screen from anywhere to the large format screen at the front of the classroom. Where students have access to Chromebooks, teachers can also allow students to cast their work to the screen as well to support with peer assessment, group projects and collaborative working!

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.
- BHSF – The Group works in partnership with BHSF, to support our health and wellbeing agenda. BHSF provides access to support services and employee benefits

## **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.