



**RECRUITMENT INFORMATION PACK**  
**Teaching Assistant x 2**

**Rowena Academy**

Gardens Lane  
Conisbrough  
Doncaster  
DN12 3JY

## RECRUITMENT INFORMATION PACK

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December 2017

Dear Applicant

Thank you for your interest in working at Rowena Academy.

Rowena Academy is seeking to appoint 2 enthusiastic and highly motivated **Teaching Assistants** to join our “outstanding school where there is a strong emphasis on high quality team work, which creates a strong sense of belonging. This is a community where people genuinely care for each other and everyone’s contribution is valued. Everyone contributes to creating an extremely positive environment where children feel happy, secure and keen to learn” (OFSTED).

Rowena Academy is committed to:

- Inclusive education with a clear focus on every child reaching their full potential.
- A curriculum which stimulates our pupils’ enjoyment and achievement.
- Raising pupil attainment within a caring, supportive learning environment.
- Creating a school at the heart of the community.

We are looking for a **Teaching Assistant** who will:

- Encourage children to have high self-esteem, respecting and caring for themselves and others.
- Have a caring and sympathetic disposition.
- Have vision, energy, enthusiasm and the determination to make a difference.
- Work well with our dedicated and hard-working team of staff.

We can offer:

- Children who enjoy coming to school and of whom we are very proud.
- A very supportive team of staff and governors.
- A positive working environment.
- An excellent career opportunity with a commitment from the school to support individual professional development.

Visits to the Academy are warmly welcomed. Please contact Rowena Academy on: 01709 863109 to arrange a suitable time.

We look forward to receiving your application.

Regards

**Michelle Benton**  
Principal

## Introduction

Delta Academies Trust is a not for profit charitable organisation that is committed to changing outcomes for children in the academies it sponsors and the wider education system. We are a teaching school, training teachers, school leaders and other professionals who work with children.

Delta Academies Trust firmly believes that an outstanding education should be the right of every child and should not be determined by a postcode lottery. The Trust will strive to ensure that all pupils and students in our academies attend an outstanding school.

We are determined that local children can attend a local school and we will place those children who need extra help first in our admissions policy.

In our family of academies, we currently have a range of educational provision that includes: Secondary, Primary, Infant, Junior, Alternative Provision and Pupil Referral Units.

Delta places at the heart of its school improvement a commitment to high quality professional development for all staff who join the Trust. We understand that by investing in our staff we will create an organisation with a shared vision and values that will transform education for the children and young people we serve.

You can find out more details about Delta and our academies at [www.deltatrust.org.uk](http://www.deltatrust.org.uk)

## Vision

### *'Changing lives'*

#### Mission Statement

*To improve educational outcomes for communities in the North of England, creating a sustainable organisation that improves our society and the wider environment.*

#### Strategies

1. To ensure high quality sustained performance and educational outcomes for all Delta academies.
2. To operate a financially sustainable organisation, characterised by high value for money
3. To collaborate with others to establish a Northern Alliance of powerful MATs and other stakeholders that will transform educational outcomes in the North of England.
4. To develop high quality education leadership to enhance the capacity to drive improvement
5. Train and develop high quality teachers and staff
6. To create a generation of young people who are socially and environmentally responsible
7. To ensure that young people are confident, employable and have the knowledge and skills to challenge received wisdom

## Core Values

We will:

- Place children and students at the heart of everything we do
- Place collaboration before competition, working with others for the betterment of all
- Develop and support professionals in our own and other academies and schools to establish practice that improves lives
- Ensure that all children make good progress irrespective of their starting point and those young people facing disadvantage are lifted from educational poverty
- Never do anything to the detriment of learners, staff, or other stakeholders, in a neighbouring community
- Adhere to the 'Seven Principles of Public Life'
- Promote environmental awareness and protection locally, nationally and globally

## Why work for Delta Academies Trust?

- Delta Academies Trust is committed to transforming education across the North of England and as such we are recruiting a range of the very best educationalists to join us in our mission. We are looking for talented and driven professionals who share our drive, passion and enthusiasm to enhance the life chances of young people. We recognise you may not have all the skills or confidence at the start of your journey as part of our team and we are committed to ensuring you get the very best high quality leadership training, much of which is directly delivered by the CEO who has a national profile and reputation for rapid school improvement.
- You will work alongside professionals in a fast-paced and dynamic environment.
- You will develop your skills alongside like-minded colleagues.
- Delta academies work and collaborate as a family of schools. This provides colleagues a conduit to share best practice and affords our professionals the opportunity to develop their own skills, that of others and seek further promotion as they take on responsibilities across academies or at a whole Trust level.
- Career Development - Delta Academies Trust offers personal development through a range of flexible opportunities. All new staff members receive a comprehensive induction. The Trust offers a central CPD programme involving a range of training, which can include the full range of NPQs delivered in association with Ambition School Leadership. The Trust also provide a range of bespoke CPD and is committed to developing all staff.
- Pension - Every employee of Delta Academies Trust has access to a pension scheme.
- There is a range of benefits available to staff which include childcare vouchers, cycle to work scheme and a tech salary sacrifice scheme.

## The Application Process

Further details about the work of Delta Academies Trust including academies it currently sponsors can be found at [www.deltatrust.org.uk](http://www.deltatrust.org.uk)

Completed applications should be returned to [jobssouth@deltatrust.org.uk](mailto:jobssouth@deltatrust.org.uk) or by post to Delta Academies Trust, Recruitment Team, Education House, Spawd Bone Lane, Knottingley, WF11 0EP

All applications that have been submitted electronically will receive an email from the recruitment team confirming receipt.

A letter will be sent to shortlisted candidates with details of the interview process. If you have not heard from us within 2 weeks of the closing date, please assume your application has been unsuccessful.

### Queries

If you have any queries on any aspect of the application process or need additional information, please contact the Recruitment Team on 0345 196 0095.

We are committed to treating all applicants fairly and have a policy on the recruitment of ex-offenders which is available to applicants on our recruitment website at: <http://recruitment.deltatrust.org.uk>



**Teaching Assistant x 2**  
**Temporary – up to 1 year/ Term Time Only / 27.5 hours per week**  
**Grade C, point 12 - 16 (£16,123 - £17,419 pro rata)**  
**To start as soon as possible**

We require 2 inspirational Teaching Assistants to join our well-respected and successful academy. Previous experience would be advantageous.

We can offer you:

- Enthusiastic and happy children who have a positive attitude to learning
- Excellent opportunities for professional development
- A highly motivated and supportive staff team committed to ensuring that all children realise their full potential
- A spacious, well-resourced learning environment

**Closing Date: Wednesday 10<sup>th</sup> January 2018 at 12 noon**

An application pack can be downloaded from  
[recruitment.deltatrust.org.uk](http://recruitment.deltatrust.org.uk)  
or by contacting our recruitment team on  
0345 196 0095  
or email  
[jobssouth@deltatrust.org.uk](mailto:jobssouth@deltatrust.org.uk)

Delta Academies Trust is committed to safeguarding the welfare of its students and the successful applicant will be subject to an enhanced Disclosure and Barring Service Check.



## Job Description

**Post:** Teaching Assistant  
**Salary:** Grade C (pt.12-16)  
**Responsible to:** SLT Line Manager

**Purpose of the job:** To work under the direct instruction of the class teacher, to support access to learning for pupils and provide general support to the teacher in the management of pupils and the classroom.

### Duties:

#### **Support the pupil by:**

- Undertaking the activities with either individuals or groups of children to ensure their safety and facilitate their physical, emotional and educational development.
- Carrying out pre-determined educational activities and work programmes whilst promoting independent learning.
- Working to establish a supportive relationship with the children and parents concerned.
- Promoting and reinforcing the children's self-esteem.

#### **Support the Teacher by:**

- Monitoring individual children's needs and reporting these to their designated supervisor as appropriate.
- Keep such records of the children's development as are required by the Academy.
- Assisting teaching staff in the planning of work programmes for individuals and groups of children.
- Provide support to the teacher in the delivery of local and national teaching strategies.
- Assisting the teaching staff in the smooth transition between educational phases.

#### **Support the Academy by:**

- Being aware of the Academy's policies and procedures
- Being aware of confidential issues in relation to the home/pupils/teachers/school work and to keep confidence as appropriate.

#### **Any special conditions of service**

- There is a requirement to undergo an enhanced DBS check
- Term time working
- There may be a need occasionally to work outside of normal academy hours and/or off premises following appropriate consultation and notice.

To undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

This job description may be subject to change, following consultation between the post holder and the Academy.

**PERSON SPECIFICATION**

**Teaching Assistant**

<b>KNOWLEDGE/QUALIFICATIONS</b>	<b>Ess</b>	<b>Des</b>	<b>MOA</b>
Working with or caring for children of relevant age	*		A/I
Understanding classroom roles and responsibilities and your own position within these	*		A/I
A good standard of education particularly in Maths and English	*		A/C
To be aware of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection	*		A/I
Appropriate knowledge of first aid		*	A
Completion of DfES Teacher Assistant Induction Programme or equivalent		*	A/C
Participate in development and training opportunities	*		A/I
<b>EXPERIENCE</b>			
Previous experience of working with young people preferably in a school setting	*		A/I
<b>SKILLS</b>			
Good communication skills both oral and written	*		A/I/R
Use basic technology – computer, video, photocopier	*		A/I
Ability to build positive relationships with all stakeholders	*		A/I
Ability to work constructively as part of a team	*		A/I/R
<b>BEHAVIOUR AND OTHER RELATED CHARACTERISTICS</b>			
Commitment to self and team development	*		A/I
Work in ways that promote equality of opportunity, participation, diversity and responsibility	*		A/I
A commitment to abide by and promote the Academy's Equal Opportunities, Health and Safety and Child Protection Policies	*		A/I
A professional responsibility to promote and safeguard the welfare of children and young people	*		A/I
The post holder will require an enhanced DBS	*		C

**Key:** MOA= Method of Assessment, Ess= Essential, Des= Desirable, A= Application, I= Interview, and assessment, R = Reference, C= Certificate

## ACADEMY'S STATISTICS PAGE

Rowena Academy Facts and Statistics	
Type of School	Nursery and Infant Academy
Age Range	3 to 7
Location	Conisbrough, Doncaster, DN12 3JY
Denomination	Non-denominational
Co-educational or single sex	Co-educational
Specialisms	Early Years
Number of students on roll	308
Attendance	95.8%
Date school established	Rowena opened as a Converter Academy on 1 <sup>st</sup> November 2011.
School Awards	Teaching School OFSTED Outstanding Leading Parent Partnership Award Investors in People Active Mark Artsmark Bronze and Silver Eco-Schools Bronze and Silver Award Healthy Schools Award Charter Mark for Inclusion Quality Mark
Number of teaching staff	18
Number of associate staff	27
% of students on free school meals	41%
% of students with SEN- statemented	8%
% of students with EAL	1%