

The Weston Road Academy



Recruitment Information: Teaching Assistant February 2018



The Weston Road Academy
Blackheath Lane, Stafford, ST18 0YG

Aspiring and Believing to Achieve the Extraordinary

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Letter from Headteacher

February 2018

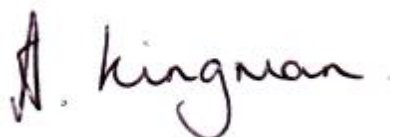
Dear Applicant,

Thank you very much for requesting details for the position of Teaching Assistant at The Weston Road Academy. This is an exciting opportunity for a person with experience wishing to develop their career in an environment that is supportive of its staff. The successful candidate will be joining the Academy at an exciting time as it continues to grow, until we reach full capacity in 2020. We are looking to recruit an enthusiastic and committed Teaching Assistant to join us on our journey to becoming an established, outstanding school.

We seek somebody who will have a committed focus on raising attainment and achieving progress for all pupils within a caring and aspirational environment. You will benefit from working with a strong team of teachers and support staff in a purpose built learning environment. All staff at the school share the Academy's vision that every pupil will 'Aspire and Believe to Achieve the Extraordinary'. Pupils will leave The Weston Road Academy with excellent academic outcomes and a clear purpose for the next stage of their lives.

Our information pack gives details of the post and the recruitment process. I hope that you will be inspired to apply for this exciting opportunity and look forward to receiving your completed application. In the meantime, if you have any queries or would like to arrange a visit to The Weston Road Academy, please contact us on 01785 413600.

Yours sincerely,

A handwritten signature in dark ink, appearing to read 'A. Kingman'.

Ann Kingman
Headteacher

Vision and Values



Vision: *To be an outstanding Academy, at the heart of the community, enabling our pupils to deliver the extraordinary across all areas of the curriculum and beyond.*

Objectives

To collaborate with our community, making a difference to the life chances of every pupil, breaking down barriers to learning, building self-belief, and developing aspirations, therefore, enabling every child to achieve the extraordinary

To enable staff to achieve their best; passionate about teaching, rewarded for delivery of our priorities and supported by effective leaders

To offer a broad and balanced curriculum that inspires and encourages delivery of the extraordinary

To create a truly inclusive Academy where adults build positive relationships with children and where every child feels safe, happy, confident, challenged and supported to achieve the remarkable

To develop partnerships with parents, businesses, and our local community in order that Weston Road continues to be a centre of excellence that is trusted and valued by its stakeholders and beyond

To enable all pupils to achieve the extraordinary through provision of a world class environment, underpinned by financial sustainability and inspired staff

To enable pupils to make the right choices by equipping them with the life skills, guidance and advice empowering them to be the creators of a rewarding and successful future within their local community, modern Britain and the wider world.

We will deliver our vision through our **Core Values** ensuring extraordinary outcomes for all:

Belief	Togetherness	Respect
Responsibility	Accuracy	Inclusion
Organisation	Excellence	Integrity

Information about The Weston Road Academy

Welcome to The Weston Road Academy. We are extremely proud of our school and new pupils, staff and visitors are always struck by the friendly, positive and hard-working atmosphere. Our ethos is built on traditional values such as respect, hard work, community, pride in our appearance and high expectations. We work together to instil an enjoyment in learning and strive to support each child. We work hard to develop their confidence and skills to be the best they can be and to reach their full potential. It is our pleasure to invite you to be a part of the exciting future of our Academy. We are not just a school recognised by Ofsted as Good, we are also welcoming and caring, with the staff, ideas and a drive to continually improve." Our pupils leave us well qualified and proud of their achievements. We guide them to be mature, highly skilled and successful learners equipped for the fast paced modern society they will eventually join.

Since opening in 1979, as Weston Road High School we have continued to deliver an excellent education to pupils of all backgrounds and abilities, valuing the well-being of each pupil. Serving the community of East Stafford and nearby villages, our Academy is an ideal size – not so big that it is impersonal but large enough to offer a wide variety of courses and extra-curricular opportunities.

On 1st October 2011 we proudly became Stafford's first Academy. As a converter Academy, The Weston Road Academy is answerable directly to the Department for Education and has used its freedoms to develop an innovative curriculum and pastoral care system. Inevitably, this document cannot convey the inspiring atmosphere and vibrancy of the Academy and we invite you to visit us to find out first hand, why so many parents choose The Weston Road Academy as the preferred choice for their child's secondary education.

Academy Facilities

The Weston Road Academy is an attractive building encompassing two courtyards and a wildlife area as well as extensive playing fields. Each department has its own suite of rooms. In addition to normal specialist classrooms, we have a 180-seat theatre, sports hall with weight training room, gymnasium, eight hard playing courts, drama/dance studio, and specialist rooms for music, science, design and technology, art and ceramics, computing and ICT. The curriculum ICT network comprises over 300 laptops, computers and iPads with high speed internet access.

The Academy Day

08:50am	Registration	12:45pm	Lunch
09:05am	Period 1	1:25pm	Period 5
09:55am	Period 2	2:15pm	Period 6
10:45am	Break	3:05pm	Intervention
11:05am	Period 3	3:15pm	Period 7 (Sixth Form Only)
11:55am	Period 4	4:05pm	Period 8 (Sixth Form Only)

Leadership Team

Mrs A Kingman – Headteacher

Mr M Smith - Deputy Headteacher - Pastoral Care

Mr D Bloor - Assistant Headteacher - Teaching and Learning

Mr N Everill - Assistant Headteacher - Assessment and Data

Mr J Hackett - Assistant Headteacher - Inclusion and Community

Mrs S Hancox - Director of Finance

Extended Leadership Team

Mr C Gibbard - Associate Headteacher - Sixth Form

Governors

Our Governing Board is made up of a group of individuals from both the Academy Parents and the wider community. The role of the Academy Governing Board is to provide strategic leadership, accountability and to act as a critical friend. The three Sub-Committees are the Finance and Premises Committee, Curriculum and Standards Committee and Staffing Committee. The Term of Office for Governors, with the exception of the Headteacher, is four years.

Mr Andrew Hind, Parent Governor, Chair of Governors

Mr Paul Glover, Governor Co-opted by The Academy Trust

Mr John Heath, Governor appointed by The Academy Trust

Mr Jerry Archer, Parent Governor

Mr Dougie Craig, Parent Governor

Mr Andy Jackson, Parent Governor

Mrs Louise Lewis, Parent Governor

Ms Anita Baker, Staff Governor

Mrs Lynn Jones Staff Governor

Admissions

The Weston Road Academy Trust is the admission authority and has responsibility for setting the admission arrangements and for making decisions regarding admissions applications.

Pupils in Years 7 to 13 can apply directly to The Weston Road Academy for a school place and we will liaise with Staffordshire County Council Admissions on your behalf.

Secondary School Admission applications for transition at the end of Year 6 are managed by the Staffordshire School Admissions Service.

Admission number

The Year 7 PAN (Pupil Admission Number) for the entire academic year 2018-2019 is 181.

Admissions over-subscription criteria:

- 1) Children in Care and children who ceased to be in care because they were adopted (or became subject to a residence order or special guardianship order).
- 2) Children who have an elder sibling in attendance at the academy who will still be attending at the proposed admission date;
- 3) Staff children
- 4) Children living within the catchment area of the Academy.
- 5) Children who satisfy both of the following tests: on medical grounds or by other exceptional circumstances and the child would suffer hardship if they were unable to attend the academy

Curriculum

The Weston Road Academy is committed to providing for all of its pupils a broad, balanced and personalised education. The emphasis, in all years, is upon providing pupils with a varied diet of studies across a wide range of subjects. Personalisation is achieved through high quality teaching. Further, corrective literacy and numeracy schemes and 1 to 1 tuition are used to support the literacy and numeracy of those pupils who need this. Small-group English and Maths intervention takes place in years 10 and 11, again for those in need.

In Year 8, pupils are given the opportunity to choose some of their courses to study, in order to pursue particular interests or strengths. At this "Options stage", pupils are guided along a particular pathway according to their own individual strengths and weaknesses, but can ultimately make their own choices. This allows pupils to follow a curriculum which is balanced, stimulating and of interest to them.

Social, Moral, Spiritual and Cultural Education, Citizenship, Literacy, Numeracy, Economic Awareness, Health Education, Internationalism and Careers are delivered across the Curriculum, often in Ethical Studies.

In the Sixth Form we work in collaboration with four other schools in Stafford. This allows pupils to choose from a wide variety of academic and vocational courses.

Curriculum

The timetable operates on a 30-period week with lessons being in either doubles or singles. PSHCE is delivered throughout the curriculum.

Year 7 and 8

The following table gives the breakdown of lessons in Years 7 and 8.

<u>SUBJECT</u>	<u>YEAR 7</u>	<u>YEAR 8</u>
ENGLISH	5	5
MATHEMATICS	4	4
MUSIC	1	1
COMPUTING AND DIGITAL LITERACY	1	1
SCIENCE	4	4
TECHNOLOGY	2	2
ART	2	2
HISTORY	2	2
GEOGRAPHY	2	2
FRENCH	3	3
PHYSICAL EDUCATION	3	3
ETHICAL STUDIES	1	1

Years 9, 10 and 11

<u>SUBJECT</u>	<u>YEAR 9</u>	<u>YEAR 10</u>	<u>YEAR 11</u>
ENGLISH	5	4	4
MATHEMATICS	5	5	5
SCIENCE	5	6	6
PHYSICAL EDUCATION	2	2	2
ETHICAL STUDIES	1	1	1

Curriculum

4 BLOCKS each of 3 periods	
and containing a mix of the following (one of which must be an EBacc subject)	
ART AND DESIGN	
PERFORMING ARTS	
BUSINESS STUDIES	
COMPUTER SCIENCE	
FOOD TECHNOLOGY	
FRENCH	
GEOGRAPHY	
HISTORY	
	ICT
	MUSIC
	PHOTOGRAPHY
	PHYSICAL EDUCATION
	PRODUCT DESIGN

GCSE courses are offered in all of the above subjects, but where appropriate some pupils are following a more vocational pathway. These include Cambridge Nationals in ICT, Cambridge Nationals in Enterprise, BTEC Music, BTEC Performing Arts, Technical Award in Performing Arts and VCert Health and Fitness.

The Learning Support department assists pupils with learning difficulties or Special Educational Needs and this is organised by the Special Educational Needs Co-ordinator in close consultation with the Subject Leaders.

Sixth Form students benefit from Weston Road's relationship with the Stafford Partnership. The academy delivers English Literature, Maths, Physics, Chemistry, Biology, History, Geography, Art, Psychology, Business Studies, at A Level and a Level 3 course in Creative and Digital Media. Others are available through the other Stafford High Schools.

Content: Years 12 and 13 (The Sixth Form)

Sixth Form students at The Weston Road Academy usually follow a curriculum of three courses of their choice. The intention is that the courses are pursued to full qualifications, although individual circumstances are considered. Further information about the Stafford Sixth Form Partnership can be found in the Prospectus.



Blackheath Lane
Stafford ST18 0YG
Tel: 01785 413600
e-mail: office@westonroad.staffs.sch.uk
11-18 co-educational; NOR 917

The Weston Road Academy



Teaching Assistant

Permanent,

32.5 hours a week, Term Time Only

Grade 5 £14,983-£16,713 (actual salary)

Are you an enthusiastic and inspiring Teaching Assistant who is passionate about securing the best outcomes for pupils?

We are seeking an inspiring Teaching Assistant with experience of assisting with literacy and the inclusion and support of SEN and EAL pupils. The successful candidate will have a minimum of a Level 3 Teaching Assistant qualification and ideally have experience of working with 11-16 year olds in the secondary sector.

We can offer you a friendly working environment with a supportive and dedicated team of colleagues and enthusiastic and well behaved pupils.

Weston Road is a friendly, harmonious, progressive, over-subscribed 11-18 academy, located on the edge of an attractive county town. The Academy has an outstanding reputation for pastoral care. Ofsted judged the Academy Good with Outstanding pupil behaviour, commenting that pupils "show great enthusiasm for their learning and are keen to do well."

Please see our website for further details please visit www.westonroad.staffs.sch.uk/TheAcademy/Vacancies/

Closing date: Monday 5th March 2018 —12 noon
Interviews: Tuesday 13th March 2018

Completed applications should be returned to afarnell@westonroad.staffs.sch.uk

We are strongly committed to promoting and safeguarding pupil welfare and expect all staff to share this commitment. This post is exempt from the Rehabilitation of Offenders Act.

Job Description

Statement of Purpose

The postholder will prepare curriculum content to work with one or more classes, mainly in relation to literacy programmes across the school. This would include monitoring, assessing, recording and reporting on pupil development, progress and attainment. Work may be carried out in the classroom or outside of the main teaching area.

The postholder will work under the leadership of a qualified teacher (Head of English). They will operate with a high level of delegated authority under an agreed system of supervision.

Support to Pupils

- Support pupils' learning in a range of classroom settings, including working with individuals, groups and whole classes (where the assigned teacher is not present) using detailed knowledge, experience, specialist skills and training.
- Provide structured support, including tutorial support, in accordance with specific work programmes.
- Use specialist knowledge/experience to provide appropriate support to pupils whose first language is other than English by working with them to develop concepts and encourage extension of their English Language skills.
- To help pupils develop English Language skills together with concepts and skills in Literacy, and to support the raising of standards of measurable attainment in the core curriculum.
- Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems etc.
- To contribute to raising standards by ensuring high expectations are set for pupils.
- Provide general admin support for classroom activities.

Support for the Teacher

- Supervise pupils for a particular curriculum activity under the supervision and guidance of a qualified teacher.
- Undertake marking of planned work.
- In conjunction with teacher, record pupils progress, provide feed back to appropriate education professionals, e.g. LEA officers, Ofsted Inspectors.
- To support the teacher to develop appropriate learning plans to raise achievement.
- Provide general admin support, for classroom activities e.g. produce worksheets for agreed activities etc.

Support for the Curriculum

- Contribute to curriculum planning, evaluation and implementation.
- Contribute to development of school policies and procedures by participation in working groups.
- The development, preparation and dissemination of appropriate materials.
- Determine the need for, prepare and use specialist equipment, plans and resources to support pupils particularly using bilingual and cultural knowledge of minority cultures.
- Act as interpreter/translator as appropriate with pupils/teachers/ parents concerned.
- Help to create and further relationships between home and school, so encouraging parents to participate more fully in school activities and to support their children's learning effectively.

Support to School (this list is not exhaustive and should reflect the ethos of the school)

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- Provide support to the Senior Teaching Assistant – Level 4 in the provision OF development activities for other TA's in school.
- Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Ensure all pupils have equal access to opportunities to learn and develop.
- Liaise effectively with teachers/parents/guardians, welfare officers, health visitors and other professional staff as part of the routine consultative process.
- Contribute to the overall ethos/work/aims of the school.
- Attend relevant meetings as required.
- Take care of the classroom and social environment including plants and animals where relevant.
- Participate in training and other learning activities and performance development as required (see footnote 1).
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes.
- Recognise own strengths and areas of expertise and use these to advice and support others.

Note 1:

The content of this job description will be reviewed with the post holder on an annual basis in line with the School's performance and development review policy. Any significant change in level of accountability that could result in a change to the grade must be discussed with the post holder and the relevant trade union before submitting for reevaluation.

Person Specification

Essential Criteria	Measured By
Experience <ul style="list-style-type: none"> • Three years experience of working to support children's learning gained in a relevant environment. 	AF/I
Qualifications/Training <ul style="list-style-type: none"> • Very good literacy skills equivalent to GCSE grade C and above • NVQ 3 for Teaching Assistant (or recognised equivalent qualification). 	AF/I
Knowledge/Skills <ul style="list-style-type: none"> • Full working knowledge of relevant policies/codes of practice. • An understanding of curriculum matters and to be able to contribute effectively to curriculum development, planning, evaluation and implementation. • In depth understanding of areas of learning, e.g. literacy, EAL. • Understanding of principles of child development and learning processes. • Ability to plan effective actions for pupils at risk of underachieving. • Effective use of ICT to support learning. • Use of other equipment technology – video, photocopier. • Well-developed interpersonal skills to be able to relate well to a wide range of people. • Work constructively as part of a team whilst being able to demonstrate initiative. • Good communication skills. • Some knowledge of local ethnic minority heritage communities. 	AF/I/PE

Person Specification

<p>Behavioural Attributes</p> <ul style="list-style-type: none"> • Customer focused. • Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect. • Open, honest and an active listener. • Takes responsibility and accountability. • Committed to the needs of the pupils, parents and other stakeholders and challenge barriers and blocks to providing an effective service. • Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations. • Is committed to the provision and improvement of quality service provision. • Is adaptable to change/embraces and welcomes change. • Acts with pace and urgency being energetic, enthusiastic and decisive. • Communicates effectively. • Has the ability to learn from experiences and challenges. • Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills. 	<p>AF/I</p>
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AF Application form / I Interview / PE Practical Exercise

Note 1:

In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated these will include:

Motivation to work with children and young people.

Ability to form and maintain appropriate relationships and personal boundaries with children and young people.

Emotional resilience in working with challenging behaviours and Attitudes to use of authority and maintaining discipline.

Selection Procedure

Applicants are asked to send a fully completed application form to the Academy, highlighting any gaps in employment. No other letter or CV is required.

During the selection day, candidates will tour the academy and take part in an interview discussion. The appointment decision will take account only of the application form and these activities.

References will be used to confirm the decision. No unofficial soundings will be asked for or considered in the selection process.

The Weston Road Academy is strongly committed to safeguarding and promoting pupil welfare and expects all employees to share this commitment. The successful candidate will therefore need to undertake a List 99 and criminal record check via the DBS and provide references to cover a full three year period.

The Weston Road Academy



Thank you for your interest in The Weston Road Academy and for taking the time to read about our school. We look forward to receiving your application in due course.

**The Weston Road Academy
Blackheath Lane, Stafford, ST18 0YG**

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