



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

September 2017

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 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: SEMH Support Worker (Social, Emotional and Mental Health)

Reports to: Head/Deputy Head/SENCO

Purpose of the Role:

To provide an efficient and high quality support service to all children at the Academy and champion teaching strategies for students with 'Social, Emotional and Mental Health' SEN.

Responsibilities:

Principal Accountabilities

- To promote the inclusion of all students.
- To support the development of basic skills especially with students with 'Social, Emotional and Mental Health' SEN.
- In liaison with the class teacher/SENCo 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 provide 1-1 support for children needing additional adult support in and outside of the classroom.
- 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.
- To promote whole school strategies to support students with 'Social, Emotional and Mental Health' SEN.

Duties

- 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
- To devise and develop whole school strategies to support students with 'Social, Emotional and Mental Health' SEN.
- To lead and champion whole school strategies to support students with 'Social, Emotional and Mental Health' SEN.

General

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- Ensure that all duties and services provided are in accordance with the Academy's Equal Opportunities Policy

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.

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 Academies Enterprise Trust at the reasonable discretion of the Headteacher.
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 matter

Recruitment and Selection Policy Statement

The Academy's governing body committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

Person Specification

General heading	Detail	Essential requirements:	Desirable
Qualifications	Qualifications required for the role	Teaching Assistant Level 2 GCSE English & Maths Grade A* - C or equivalent	
Knowledge/ Experience	Specific knowledge/ experience required for the role	Experience of basic administrative and clerical process and procedures	
		Working with young people with 'Social, Emotional and Mental Health' SEN	
		Working with students with special needs and/or learning disabilities	
		Numeracy – Basic level numerical experience	
		Technology – Knowledge and experience of using IT packages i.e. Microsoft Word, Excel, Outlook, SIMS	
Skills	Responsibility	Confidentiality – Comprehensive understanding of confidentiality issues within a school environment	
	General	Equalities – A commitment to and understanding of equal opportunities and the ability to implement this across all areas of work. To understand and support the differences in people.	

		Health & Safety – An understanding of Health and Safety in the workplace and how this applies			
		Continuous Professional Development – Commitment to increasing own learning and development			
	Working with others	Relationships – Experience of forming appropriate and productive relationships with students, staff and parents		Ability to establish and maintain good working relationships with external agencies and partners.	
		Team work – Proven experience of effective team and independent working			
	Communication	Written – Ability to record basic information and undertake written tasks as required			
		Verbal – Experience of exchanging information clearly in person and by telephone. Ability to deal with situations in a sensitive manner both in person and by telephone			
	Behaviours	A positive ‘can do’ attitude A relentless drive for improving the outcomes of students			
Personal Characteristics		Successful candidate will be subject to an enhanced Disclosure and Barring Service Check Right to work in the UK 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 a network of 64 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 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.