



NOTTINGHAM
FREE SCHOOL

Job Application Pack

Teaching Assistant/Class Room Learning Assistant

£18,870 - £20,541 pro rata per annum (Scale 4 point 18-21)
Permanent, Term time only, part time 33.5 hours per week
Closing Date: 17th September 2018 at 5pm



Letter from the Head of School

Dear Candidate

Thank you for expressing an interest in a vacancy at Nottingham Free School. On behalf of the whole Nottingham Free School community, I extend you a very warm welcome.

I am really proud to be the Head of Nottingham Free School which opened in September 2014; we currently have 471 year 7 to 11 students, with our first cohort of post 16 students commencing in September 2019, eventually growing to an 11 – 18 secondary school, we are currently oversubscribed with applications for each year group.

Our aim is to be an 'Outstanding' school for our community with high aspirations for all of our students both academically and socially. The extended school day enables us to provide our students with a rich variety of activities both within curriculum subjects, study support and our extra-curricular sessions.

It is our core belief that every student has the innate ability to succeed whatever their starting point and our experienced staff will work hard to ensure excellent rates of progress for every individual.

The next few years will be a very exciting time as we grow and develop together and we are looking for staff with a flexible approach and a desire to be part of an excellent new educational provision.

Jenny Brown
Head of School



Letter from the CEO

Dear Candidate,

We are immensely proud of the Nottingham Free School which opened in September 2014. The Nottingham Free School exists as a direct result of the local community's need for good secondary education provision within the Sherwood area.

This small, friendly school embodies an ethos of high aspiration for all its students whilst at the same time nurturing and supporting personal growth.

The very nature of the Nottingham Free School demands staff of the very highest calibre and we would encourage applications from people who share our vision and high expectations.

Working at Nottingham Free School is a unique opportunity and privilege.

Thank you for your interest.

John Tomasevic

CEO of the Torch Academy Gateway Trust



Application Details

Thank you for your interest in the Teaching Assistant/Classroom Learning Assistant vacancy at the Nottingham Free School. Further details of this post, the school and the Trust are included in this pack and details of how to apply can be found below.

How to Apply

Should you wish to apply for the post, please complete an online application form and attach a covering letter addressed to Mrs. Brown, which clearly demonstrates your suitability for this role.

The online application form for this role is located on the current vacancies page of the school website www.nottinghamfreeschool.co.uk. Wherever possible, please provide email addresses for your referees.

Closing Date

Please ensure your application arrives by 5pm on the closing date of Wednesday 19 September 2018.

Interview:

Interviews dates for the role have yet to be confirmed. If you have not heard from us within 2 weeks of the closing date, please assume that unfortunately, on this occasion, your application has not been successful.

Safeguarding

The Nottingham Free School is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment.



Job Description – Teaching Assistant & Classroom Learning Assistant

The majority of time will be spent covering lessons for absent teachers as indicated below:

- Supervising students in class in the absence of a teacher in accordance with the school policy
- Assisting in preparing the learning environment and the materials used therein
- Managing student behaviour to ensure a constructive working environment
- Responding to students about the work that has been set
- Collecting any work completed after the lesson and returning it to an agreed person/place
- Leaving the room in good order at the end of the lesson
- Supervising entry and departure of students in accordance with school policy
- Recording and reporting attendance at lessons in accordance with school policy
- Assisting in exam invigilation under the supervision of the examinations officer
- Reporting back as appropriate using the schools' agreed referral procedures on the behaviour of pupils during the class and any other issue arising
- Dealing with any immediate problems or emergencies according to the schools' policies and procedures
- Supervising students arriving and leaving the school site
- Supervising students at lunch time
- Supporting students on 1:1 basis with curriculum work
- Leading small group sessions for students on curriculum work with key skills
- Supporting individuals or small groups of students to be ready and prepared for learning
- Running small group intervention sessions



Person Specification

REQUIREMENT	Essential	Desirable
Qualifications		
	Educated to Degree level or equivalent	
Experience		
	A desire to start a career in teaching.	Experience of working with pupils in an education setting
Skills and Knowledge		
	Effective time management skills	
	Ability to prioritise tasks	
	Adaptable approach to work and confidence to respond and deal with unanticipated problems	
	Ability to work effectively as part of a team and a willingness to support others	
	Capability to work independently and use own initiative as and when required	
	An understanding of children with additional needs	
Personal Qualities		
	Outstanding communication skills	
	Approachable	
	Ability to remain calm in stressful situations	
	Ability to establish good working relationships with teaching staff and pupils	
	Reliable and punctual	
	A commitment to safeguarding and promoting the welfare of young people	



Overview of the Trust

The Nova Education Trust is a dynamic and growing Multi Academy Trust based in the East Midlands. Our Trust Group is committed to providing high quality education to all our students, regardless of their backgrounds. Our portfolio of schools covers both secondary and primary phases, working in a range of contexts.

Our values are central to the positive ethos that we develop throughout our group of schools. This approach is focused on securing success for all our learners and providing them with the very best life opportunities.

We believe nothing is more important than making a difference to children

Overview of the School

Vision

Our vision is to ensure all our students achieve a good career through university or equivalent training. Our high aspirations combine the key strands of a strong achievement, employability skills and consideration towards others, which is summed up in our motto 'work hard be kind'. These principles, which guide our school community, enable our students to reach this goal and be well rounded citizens who are highly desired by higher education and employers.

Ethos

The ethos of the Nottingham Free School is highly academic embedded in a strongly disciplined learning environment. We believe that all children can succeed regardless of background or prior learning. All students will be treated as an individual and their needs understood and catered for in each and every lesson. Students will feel safe and supported at all stages in their intellectual, physical and social development. Strong support will be provided to guide students to make the right decisions. We will develop well rounded, confident, outward looking individuals who will be fully prepared to compete with the best and become future leaders. Nottingham Free School is developing partnerships with our community and our students will be active citizens during their time at school and beyond. Our school motto is 'work hard, be kind'



To summarise:

- We ensure an 'achievement for all' culture, with the core belief that every student can achieve
- We offer a wide range of activities that enables students to reach their potential
- We provide a caring and supportive learning environment for students to develop in a safe and secure setting
- We develop student leadership skills and abilities and create enabled future leaders.
- We encourage students to be involved in decision-making and students will help shape our enrichment offer.
- Students are encouraged to take responsibility and act as role models to others.
- We develop students' communication skills, through explicitly teaching public speaking and LAMDA qualifications
- We deliver high quality, engaging lessons
- We expect students to develop independent learning skills and to complete work outside of the classroom
- We openly work with our community to develop working partnerships that enrich the lives of our students and the wider community.
- We explicitly aim to increase the number of students accessing higher education from our community.
- We promote traditional values of pride and respect
- We do not accept or tolerate any form of bullying or anti-social behaviour.

Achievement

We have very high academic aspirations for our students and expect them to make rapid rates of progress in all of their lessons from each of their starting points.

We have developed a curriculum designed to challenge and engage students, offering them the very best preparation for examination success and the skills and confidence required to make full use of those qualifications.

Exciting, engaging and inspiring lessons lie at the centre of our curriculum and as a school we constantly strive to provide students with the very best educational experiences.

Should a student require additional support Nottingham Free School provides a range of support services that will ensure every student's success, whatever their individual educational needs.



CPD (Continuous Professional Development)

A continuous professional development programme provided when necessary to fulfil the role to the required level.

Pastoral

At the core of this provision is a year system led by a Head of Year and supported by the Achievement Co-ordinator, Tutors, Student Welfare and Learning Support teams.

This system provides students with the care they need whilst allowing them to nurture friendships and develop a strong sense of community.

Tutors play an active role in ensuring that students are happy, well supported and fully engaged in school life and serve as the first point of contact between school and home. There are regular updates of students' progress through termly reports, data on our online 'Insight' package, annual parent consultation days with tutors and a parents' evening with subject staff.

The attainment and well-being of students is closely monitored throughout each year, ensuring that they are recognised and rewarded when they succeed but also supported when things are more challenging.

Nottingham Free School is a very caring community and the health, happiness and well-being of students underpins our overall ethos and philosophy.

Curriculum

Our curriculum follows National Curriculum guidelines and aims to provide a broad and balanced learning experience for all.

At Key Stage 3 our two-year programme covers all the National Curriculum subjects. Students are taught in ability groups in the majority of subjects.

During our three year Key Stage 4 programme the majority of students will study the English Baccalaureate core subjects of English, Mathematics, Science, a Modern Foreign language and a humanities subject such as Geography or History.

A wide range of option subjects including visual and performing arts, technology, sports, and ICT courses supplement the core curriculum. We expect all our students to achieve at least 8 passes at GCSE grade 5 or above including the English Baccalaureate subjects.

Students will continue to progress into years 12 and 13 to study a range of A Level facilitating subjects. These choices will enable students to have access to universities including those in the Russell group or employment and further training.



Enrichment

Our extended school day is a compulsory provision for all students for four days a week. This gives students the opportunity to have dedicated time to complete homework and revision in a supportive, supervised environment and also take part in a wide range of enrichment activities. These will always include a wide range of activities which cover sports, creative and performing arts, science and activities which promote positive mental health. These sessions are supported and delivered by teaching staff, external providers and volunteers from our local community.

Music is very important to us and we encourage students to take up or continue playing a musical instrument. All year 7 and 8 students will have a traditional music lesson and an instrumental lesson each week. All year groups also have the opportunity to receive private music tuition during the school day.

We plan residential, trips and visits to complement the curriculum and trips abroad to widen horizons and raise aspirations of all students.

Student Voice

Student voice is an active part of Nottingham Free School with a student council consisting of student representatives from each year group. They are included in some decision making for the school and may be part of the interview process for staff appointments.

Students will also have the opportunity to take on leadership roles by being Primary school ambassadors and coordinating and leading many initiatives within our enrichment and charity activities.

Learning Support Department

The learning support team is led by our Special Educational Needs and Disabilities Coordinator (SENDCO) and provides support for any students who require intervention or support with their education. The learning support team will liaise with parents/carers to ensure that the best coordinated support is provided.

Below are some of the things Learning Support offers:

- One-to-one interventions for reading, spelling and numeracy.
- Bespoke support for particular needs e.g. dyslexia and handwriting support groups.
- Some students may come out to complete small group work during lesson time with a Teaching Assistant (TA) or Classroom Learning Assistant (CLA).
- Students who are struggling in lessons may come to Learning Support for extra support, either academically or socially.
- Break times and lunch time activities are available so that students have a safe place to go and can meet friends.



- In class support is provided by TAs /CLAs where they assist the teacher with ensuring students make progress in lessons.
- Access arrangements are provided for students who need additional support.

Safeguarding and Child Protection

The Trust and all its schools are committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. All new staff within the Trust will be subject to an enhanced DBS check.

Each school in the Trust has a designated senior member of the leadership team who is responsible for referring and monitoring any suspected case of abuse. All members of staff will receive training in line with our child protection policy.