



**Application Pack**  
**Teaching Assistant (Level 3)**  
**The Becket School**

# Welcome

Dear Applicant,

On behalf of the Local Governing Body, I would like to thank you for your interest in the position of Teaching Assistant (Level 3) here at The Becket School.

Following 6 years of very strong leadership, our Headteacher, James McGeachie, has been promoted to the position of CEO of the new Our Lady of Lourdes Catholic Multi-Academy Trust and further information about the new Trust has been included as part of the application pack. During the last 6 years, we have seen improved student outcomes, two positive Ofsted reports, two outstanding DCI / Section 48 reports and a number of letters from the Secretary of State commending the school for its Ebacc and A-Level results.

The most important aspect of our school is that we are a Catholic School. As such, we look to support our young people in the development of their faith, within a supportive environment, where gospel values of love, understanding, compassion, forgiveness and care are seen in everything we do. We provide a variety of opportunities for all students to develop their understanding and knowledge of Jesus, his life, teachings and love for us.

At The Becket School, we have a strong record of achieving the very best outcomes for our young people. We focus on the whole person, seeking to develop in young people skills and attitudes, which, in tandem with their academic qualifications, will equip them for the next stages in their lives. As a high performing school, (Times top 20 state school nationally for 'A' level; DfE recognised top 100 schools nationally for EBacc; Sunday Times top 10 state schools in the East Midlands) we work hard to ensure that all of our students are able to achieve their very best.

If you join us, you will lead an outstanding team of fantastic staff, who work tirelessly to support our young people. You will also work with inspirational young people and supportive families. You will have access to a very effective induction programme and first class CPD opportunities through our Teaching School. You will be joining The Becket at an exciting time.

Thank you for expressing an interest in this position and I wish you every success in your application.

Yours sincerely



Les Sullivan  
Chair, Local Governing Body

**Additional note—Our Lady of Lourdes Catholic Multi-Academy Trust:**

Our school/academy will become part of the Our Lady Of Lourdes Catholic Multi-Academy Trust on 1st September 2018, a family of 25 academies within the Catholic Diocese of Nottingham. The new arrangement is part of the Diocesan Plan for Catholic Schools the primary aim of which is to protect and secure high quality Catholic education in the Diocese of Nottingham for the long-term. Full details of the plan and the staffing structures can be found at <http://dioceseofnottingham.uk/education>. Your employer will be Our Lady of Lourdes Catholic Multi-Academy Trust. Should you have any questions then please address these to the Headteacher of this school/academy initially.

# Letter to Applicant

Dear Applicant,

Thank you for your interest in our recent advertisement for the post of Teaching Assistant (Level 3) at The Becket School. I have pleasure in enclosing details of the post.

## Application

If you wish to apply, please either email your application to me at [hr@sncat.co.uk](mailto:hr@sncat.co.uk) (copies of all the details are available online on our website under the 'Vacancies' section) or post your completed application form to me at the address below, together with a covering letter, clearly demonstrating your suitability for the role. Where possible, please also provide email addresses for your referees.

When completing your application form, please make sure you provide full details of all your qualifications so for GCSEs/A levels we need details of all subjects taken, grades awarded in each subject, date of award and the school/college attended. For degrees we need the awarding body, the subject, title and class of degree and the date of award. A separate document may be attached to your application if necessary.

## Closing Date

Please ensure your application arrives before the closing date of Monday 26 February 2018 (9am).

Please ensure that the post for which you are applying has been stated clearly on the application form.

## Interviews

Interviews for the post will take place shortly after the closing date. Please assume that if you have not heard from me within 2 weeks of the closing date, that unfortunately on this occasion your application has not been successful.

We are now monitoring our recruitment advertising and would be grateful if you could fill in this question on page 2 of the application form, stating where you first learned of this vacancy.

The Becket 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.

I look forward to receiving your application.

Yours sincerely



Di Maxwell (Mrs)  
HR Leader

# Job Description

<b>Job Title:</b>	Teaching Assistant (Level 3)
<b>Grade:</b>	NJE Grade 4 SCP 19-23 pro rata. Actual starting salary SCP 19 £13,869.
<b>Hours of Work:</b>	32.5 hours per week, term time only. Monday to Friday, 8:30 am—3:30 pm (with a 30 minute lunch)
<b>Post Objective:</b>	To work under the direction of the Pupil Premium Champion/Leader of Learning in Mathematics, supporting teaching and learning within the classroom. Providing one to one support and small group sessions.
<b>Accountable to:</b>	Pupil Premium Champion/Leader of Learning in Mathematics.
<b>Duties, Responsibilities and Key Tasks:</b>	<p><b><u>Specific to this role:</u></b></p> <ul style="list-style-type: none"> <li>To undertake small group and 1:1 work with students in Maths to help raise achievement and attainment in Maths working especially, but not exclusively, with those who are eligible for Pupil Premium.</li> <li>To plan, prepare and deliver intervention strategies in conjunction with the Pupil Premium Champion, the Leader of Learning in Mathematics and other Leaders of Learning as appropriate.</li> <li>To monitor progress against targets, planning and implementing further strategies as required</li> <li>To keep parents, classroom teachers, Leader of Learning in Mathematics and the Pupil Premium Champion fully informed of developments and plans</li> </ul>

# Job Description

## Duties, Responsibilities and Key Tasks:

### To undertake the following TA duties in both Maths and other subjects across the school:

#### Support the students 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 educational activities and work programmes (planning, preparing and delivering) whilst promoting independent learning.
- Working to establish a supportive relationship with the children and parents concerned.
- Encouraging acceptance and inclusion of the child with special needs.
- Promoting and reinforcing the child's self esteem.

#### Support the Teacher by:

Monitoring individual children's needs and reporting these to their designated supervisor as appropriate.

#### Specific to this role:

- To undertake small group and 1:1 work with students in Maths to help raise achievement and attainment in Maths working especially, but not exclusively, with those who are eligible for Pupil Premium.
- To plan, prepare and deliver intervention strategies in conjunction with the Pupil Premium Champion, the Leader of Learning in Mathematics and other Leaders of Learning as appropriate.
- To monitor progress against targets, planning and implementing further strategies as required
- To keep parents, classroom teachers, Leader of Learning in Mathematics and the Pupil Premium Champion fully informed of developments and plans

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# Job Description

## Duties, Responsibilities and Key Tasks:

### Support the Teacher by:

- Monitoring individual children's needs and reporting these to their designated supervisor as appropriate.
- Keeping such records of the children's development as are required by the school.
- Providing general support to the teacher in the management of students and the classroom.

### Support the school by:

- Being aware of school's policies and procedures.
- Being aware of confidential issues linked to home/student/teacher/school work and to keep confidences as appropriate.
- Undertaking any other curriculum duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms, following consultation with the recognised Trade Unions.

The responsibilities of the post may be reviewed and modified in the light of the needs of the school. Any changes of a permanent nature will be incorporated into the job description and will therefore be the subject of negotiation with the post holder.

# Person Specification

Requirements	Essential	Desirable	Demonstrated By
<b>1. Qualifications &amp; Training</b>	Applicants must have GCSE/O Level at Grade B/Level 6 or above in Maths and Grade C/Level 5 or above in English	Behaviour management qualifications and/or training	Application Form
<b>2. Experience</b>	Previous experience of working with young people aged 11-16 to support learning	Previous experience of working with young people aged 11-16 to support learning specifically in Maths	Application Form
<b>3. Skills</b>	ICT literate – must be able to use Microsoft Office	Knowledge of SIMS	Application Form / Task
<b>4. Knowledge</b>	An excellent understanding of Maths and a good understanding of how to support students to develop their skills in Maths up to GCSE level. Able to differentiate work Understanding of factors likely to impact on students' behaviour and well being		Interview/Task
<b>5. Management</b>	Able to manage own workload Able to prioritise Able to show initiative		Interview/Task
<b>6. Aptitude and Personal qualities</b>	Excellent communication skills – empathy with children with the ability to relate well to staff and parents Ability to work effectively as part of a team, committed to making a difference Reliable, enthusiastic, highly motivated Calm and professional manner Helpful and resilient Interest/determination to improve the attainment/progress of the most disadvantaged students		Application Interview

# Information for Applicants

The Becket School, is a Roman Catholic Voluntary Academy (currently part of South Nottingham Catholic Academy Trust) serving parts of the City of Nottingham, the part of Nottinghamshire south of the Trent, and the conurbations of Beeston, Stapleford and Chilwell. The Becket has 5 attached feeder schools, whose students currently represent about two thirds of the annual intake; the remaining third is made up of students from more than 20 other primary schools. In September 2009 the school relocated to new purpose built premises.



We are a very high achieving school, with very strong GCSE results at A\*-C and the highest Ebacc score in the county. At A-Level, we have had the highest average points score per student in the county for the last 5 years and each year appear in The Times newspaper's list of the top 200 schools in the country. Each year high numbers of students go on to study at Oxbridge, Russell Group universities and at Medicine and Law Schools.

We have very high expectations in terms of attendance, behaviour and uniform and as a result, our students are extremely well behaved, polite and keen to succeed. We are very proud of them all. In May 2014 The Trust's bid for teaching school status was approved, leading to the formation of 'The Nottingham Catholic Teaching School Alliance'. The Becket School is jointly leading this exciting project with Blessed Robert Widmerpool, one of our linked primary schools. The teaching school has

already led to significant opportunities for our staff to develop their classroom practice and leadership skills.

## **Organisation and Structure:**

### **Academic:**

The Year 7 intake is grouped into 6 mixed ability forms. All Year 7 classroom teaching, except for Maths, English and Languages is conducted with these form groups, which continue as social units throughout the 5 years of compulsory secondary schooling. Some setting occurs in Year 8, and this becomes virtually total in Year 9. Ability setting is done on a subject department basis, mostly across half-year sub groups. The aim is to enable the individual student to find an optimum placement in each area of the curriculum, and to maximise opportunity for progress.

All Year 10 students have one week of work experience; thereafter, further work experience, work shadowing and community service opportunities are both encouraged and structured. Our curriculum is enriched by numerous educational visits, themed days and a curriculum week in the summer term.

The school is heavily over-subscribed with numbers on roll standing at approximately 1100. The school has a strong Sixth Form with student numbers of 260 and a very high staying on rate at 16+. Over 20 different subjects are on offer at 'A' level along with General Studies and General Religious Education. The school has well prepared links with industrial management, the professions and Higher Education.





# Mission Statement

## The Becket School Mission Statement

The Becket is a Catholic school. Our mission is to work in partnership with parents and carers to provide an outstanding Catholic education for all our young people. This means:

- inspiring and motivating young people to achieve their full potential academically, spiritually, socially and in a full range of extra-curricular activities
- helping young people to grow in the love and knowledge of Jesus Christ
- developing in young people a deep knowledge and understanding of the Catholic faith
- practising Gospel values, such as forgiveness and helping those in need, within our school community and in society as a whole.

