Moor End Academy

Applicants Pack



Educational Teaching Assistant - VI
Required September 2017
1 year fixed term in the first instance

Grade 7 - £14592
30 hours per week
Term Time only

Moor End Academies Trust
Dryclough Road
Crosland Moor
Huddersfield
HD4 5JA

Telephone: 01484 222230 Fax: 01484 222233
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Executive Principal: Ms Jane Acklam
Principal : Miss Kim Walton

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'A word from the Executive Principal'

Dear Applicant,

Firstly, thank you for showing an interest in applying for a post at Moor End Academy. We hope after reading through the applicants pack that you will decide to apply.

Moor End is an academy converter and converted to an academy as an 'outstanding school' in August 2011. Before this the academy was a technology college for over ten years, and this grounding in technology still forms a strong part of curriculum and student experience.

Our school improvement journey is always determining new destinations and looking for new horizons. Our students are amazing; they have a thirst for learning, have fantastic relationships with staff and therefore attendance at school is high. We resource our subjects well, both with teachers and associate staff and the learning environment is a key element in student achievement.

We celebrated our 40th anniversary in 2012 and 'Moor Enders' from far and wide made contact and wanted to let us know, how the school and staff had influenced their lives. We really are making a difference.

I am sure you will read our Ofsted report, but for me the paragraph that sums us up is;

'Moor End Academy is outstanding. The very strong promotion of students' spiritual, moral, cultural and social development, ensures that they thrive in the supportive and highly cohesive learning community. High aspirations, outstanding teaching and the rich curriculum results in outstanding achievement for all.'

As a staff, we are highly committed to staff improvement and development, if you choose to apply, you will receive excellent induction to our systems, structures and expectations.

Please enjoy reading further and we look forward to welcoming you to Moor End.

Yours sincerely

Jane Acklam OBE
Executive Principal

Moor End Academies Trust

Moor End is a converter Academy that opened on 17th August 2011. We converted as an outstanding school. Prior to this we were a community school. Moor End is also recognised as a Teaching School and a National Support school. Our Executive Principal, Jane Acklam is a National Leader of Education. Under these designations we play a leading role in the training and professional development of teachers and contribute towards the raising of standards across the school system through school to school support.

The Academy draws the majority of its admissions from the local area. We are held in high regard locally and regionally. The Academy's mission is for all young people at Moor End to overcome their individual barriers to learning whilst enjoying and achieving highly. Attendance at the Academy is above the national average and attitudes to learning are very positive.

We are an 11-16 mixed comprehensive Academy with over 900 students on roll. Our current capacity is 1000. In 2015, Woodside Pre School opened in the grounds of Moor End Academy. Woodside Pre School serves 2 – 4 year olds and has a 36 place setting. In January 2016, it was rated as 'Good' by Ofsted, with the inspection report stating 'Children of all abilities make good progress from their different starting points. They are eager to take part and are well prepared for the next steps in their learning.'

Campus development at our Dryclough site continues to be an exciting development, with Beaumont Primary Academy opening its doors for the first time in September 2016. This primary provision can accommodate up to 90 places this year. For more information please see www.beaumontprimary.org.uk

We serve a highly deprived area of Huddersfield. Over 70% of our students come from ethnic minority backgrounds and we usually have around 10% of our cohort who are either new arrivals to the country, asylum seekers/refugees or other foreign nationals. 49.4% of our students have a language that is not English. 38% of our students start education at Moor End Academy as lower attaining students, yet when they leave they, over two thirds make better than national average progress by the time they leave. Eleven years in formal education should not be wasted. The majority of our learners stay in education post 16 at the sixth form and further education colleges within Huddersfield.

Moor End is an award winning Academy and has continued to be recognised by Ofsted as 'outstanding'. We have good and often invaluable support from parents.

The Academy is an accredited 'Thinking School', the first to be awarded this status in the UK. We have worked closely with the Edward de Bono Foundation UK and Manchester Metropolitan University to become 'An Edward de Bono Foundation UK Centre of Serious Creativity and Constructive Thinking'. Our vision is to become a world class centre of excellence for teaching and learning by 2015. Ofsted quote 'The teaching of thinking skills have a distinctive contribution to the quality of learning'

At Moor End we have the secondary resourced provision for students with visual impairment, with a capacity for 12 students. We have Educational Teaching Assistants in all faculties who support teaching and learning in its widest sense and clerical support in all faculty areas too.

Moor End Academy was designated as a National Teaching School in April 2013. It works with over 60 Secondary, Primary and Special schools. The teaching school offers training, support and a range of opportunities for staff throughout their career, from initial training through to leadership roles. The alliance has over 40 SLE's – Specialist Leaders of Education and is the lead school for newly qualified teacher induction of which over 50 are registered with us for 2016/17. See www.penninealliance.org for more information.

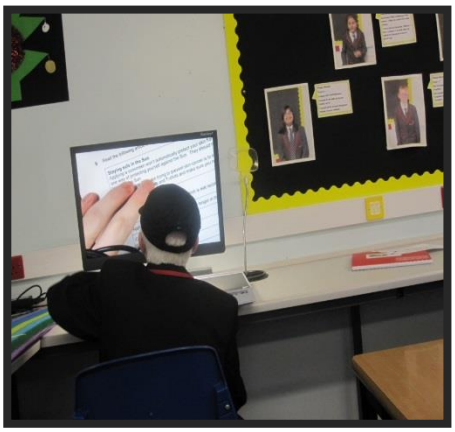
Why join the Resource Provision at Moor End Academy for students with a Visual Impairment?

The Specialist VI Provision at Moor End Academy offers places in Years 7-11 for students from across Kirklees with a severe Visual Impairment.

The Academy's Outstanding Ofsted report of June 2012 stated: '*The high- quality and extensive provision of modified learning resources using enlarged print, Braille and tactile graphics makes an invaluable contribution to the progress made by visually impaired students. These students receive sensitively tailored support for their individual needs which develops their skills and confidence to live more independently'*

Students in the Specialist Provision are educated with a proactive approach to inclusion and are encouraged to be part of the whole Academy community. Students are taught by a combination of the QTVI and experienced class teachers, supported by trained educational teaching assistants, technicians and braillists, in classes with their peer group to encourage team building, social skills and confidence.

Our curriculum is driven by creativity. The Academy is accredited by the Edward De Bono Foundation as an official Centre for Creative and Critical Thinking and these skills are at the centre of our teaching. Students love their learning and they respond positively to our imaginative and stimulating approach.



We are always looking to evolve and work in partnership with faculties to share expertise, skills, experience and instill confidence in all staff across the Academy. We have an open access policy for parents and carers and encourage parental engagement for all activities at The Academy; extra curricular trips, events and external education experiences such as visits to the Theatre, Colleges and Universities

Our additional curriculum is designed to develop learning skills as well as building the young person's social and emotional well being. Mobility, Braille, Touch Typing, independent living, self advocacy and curriculum support in areas of need, are all offered for students to maximise their own personal development.

Achievement of students is outstanding and the students thrive and enjoy their learning in the supportive and nurturing environment of the resource provision.

'The VI Provision is like a home and I feel safe and secure. The staff encourage and motivate you and if we need extra help and support in lessons we receive it' *– Brandon, Year 9*

'I like being part of VI because of the help I receive. The enlarged equipment is available for me to use and the computers in VI help me do my work' *– Sohail, Year 11*



Moor End Academy's Educational Teaching Assistant's are a crucial part of our team providing in class, small group and one to one support across our faculties and age groups.

The role involves supervising and assisting small groups of students in activities, developing student's social skills, implementing behaviour management policies and helping the inclusion of all children. A good teaching assistant will be able to assist the classroom teacher with the implementation of lesson plans and make it possible for more ambitious learning activities to be used in the classroom.

The successful candidate will ideally be an experienced Educational Teaching Assistant and will join a team of staff working at this Outstanding Academy in our specialist provision team at Moor End Academy which provides support for children with complex Sensory (Visual) Impairments, their families and designated local mainstream schools.

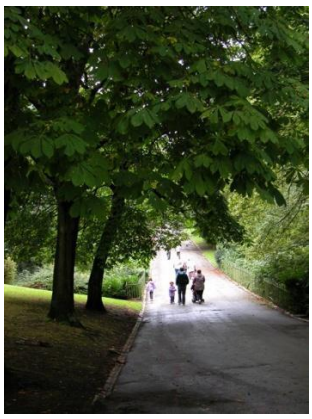
Moor End Academy is a very exciting school where the specialist provision is embedded into Academy life. If you want to be part of a highly rewarding, vibrant, successful and creative team who are not afraid to take risks, then we'd love to hear from you.

Local Information



Huddersfield is a large market town in the Metropolitan Borough of Kirklees, in West Yorkshire, England, halfway between Leeds and Manchester. It lies 190 miles north (310 km) of London, and 10.3 miles (16.6 km) south of Bradford, the nearest city.
Moor End Academy is easily reached from Barnsley (18 miles), Penistone (13 miles), Holmfirth (6 miles), Wakefield (15 Miles), Bradford (15 miles), Oldham (17 Miles), Rochdale (22 miles), Hebden Bridge (16 miles), Halifax (10 miles), and Leeds (20 miles). Moor End is just a few miles south of the town centre.

Huddersfield is near the confluence of the River Colne and the River Holme. Located within the historic county boundaries of the West Riding of Yorkshire, according to the 2001 Census it was the 10th largest town in the UK and with a total resident population of 146,234. The town is known for its role in the Industrial Revolution, for being the birthplace of rugby league and birthplace of the British Prime Minister, Harold Wilson.



Within our own catchment is the breathtaking, Beaumont Park that was bequeathed to the town in the 1880s, by the Henry Ralph Beaumont ('Beaumont's of Whitley' estate) and was opened on 13 October 1883, by Prince Leopold, fourth son of Queen Victoria, and his wife Princess Helena of Waldeck and Pyrmont (The Duke and Duchess of Albany). It is a fine example of a Victorian era public park with water cascades, bandstand and woodland. The academy has a working relationship with the Friends of Beaumont Park.



Huddersfield is a town known for sport, home to the rugby league team, Huddersfield Giants, founded in 1895, who play in the European Super League and Football League Championship football team Huddersfield Town F.C., founded in 1908. Many of the staff are keen supporters. The town is also well known for excellent cycling facilities around the local area and many cycle lanes. Tour de France 2014 came to Huddersfield during the second stage, which was 125 miles long, including perhaps the most famous climb in British cycling - up Holme Moss, near Huddersfield. It also passed through Holmfirth, famous as the location of the long-running BBC comedy Last of the Summer Wine. The town is home to the University of Huddersfield and the sixth form colleges Greenhead College, Kirklees College and Huddersfield New College Huddersfield is a town of Victorian architecture and beauty. Huddersfield railway station is a Grade I listed building described by John Betjeman as 'the most splendid station facade in England' second only to St Pancras, London. The station is less than 2 miles from the academy.

Local Estate Agents

There are many estate agents and letting agents in Huddersfield, a simple Google search will easily give you an idea of rental or property prices in the area.

Banks

Many of the national banks and building societies have branches not only in the town centre but also in many of the outlining village areas. And…. Finally shopping! The town hosts a range of shopping experiences from a haven for independent shopping, Byram Arcade which is the town's oldest Victorian arcade and a great place to visit. It is spread over three floors, in the heart of the town centre and home to specialist shops selling fashion, vintage, arts, crafts, and gifts, plus several cafés. To, the Kingsgate Centre, undercover shopping with all the expected high street brands. The full range of supermarkets and a market are also available in the town.

THE SELECTION PROCESS

How to Apply

Thank you for taking time to read and digest our information. If you wish to apply for the post of **ETA - VI** at Moor End Academy then you should;

- Follow the link to complete the online application form.
- Complete the application form fully, ensuring all details are accurate and all declarations are signed. Please ensure you enclose two professional referees with one being your current employer (with email addresses if possible). Do not enclose additional CVs.
- Ensure you fully complete the relevant skills and experience section of the form, addressing the key characteristics and experiences outlined in the person specification and the unique contribution that you could make to the future success of Moor End.
- Submit your application by **9am on Monday 30th June 2017.** *Late applications will not be considered.*

Timetable for the selection process

- Closing date for applications: **9am Friday 30th June 2017**
- References requested: **w/c 3rd July 2017**
- Interview Date: **w/c 3rd July 2017**

Please note: Visiting the School
To ensure a fair process we will not be offering tours or visits to the school prior to short listing. The opportunity to tour the school etc will form part of the interview process.

If you have not been contacted within the timescales outlined above, we regret that you will not have been offered an interview on this occasion and feedback from paper applications is not provided.

Successful applicants will be required to undertake a Criminal Record Check via the DBS. The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Joining Moor End Academy

- Moor End Academy is committed to developing all staff within their roles and creating opportunities for further career progression.

- **Pension** – Every employee of Moor End Academy has access to the Teachers Pension Scheme or West Yorkshire Pension Fund.

- **SAS** - The Academy uses Schools Advisory Service as our cover insurer and included in this is a number of wellbeing benefits for all members of staff. These benefits include a stress counselling service, physiotherapy service, cancer support service and a 24 hour GP Helpline.

- **Wellbeing Benefits** including annual flu vaccinations, fresh fruit for staff, staff exercise classes and much more!

- **Child Care Vouchers** by Kiddicare – Child care vouchers work through a salary sacrifice and they are taken from your salary each month before your usual Tax and NI contributions.



EMPLOYEE SPECIFICATION
EDUCATIONAL TEACHING ASSISTANT

Grade 7

E = Essential
D = Desirable

*M*oor End Academy

	ATTRIBUTES		RELEVANT CRITERIA	HOW IDENTIFIED	RANK
1.	**RELEVANT EXPERIENCE**	1.1	Experience of working with children age 11-16	Application Form/ Selection Process	E
		1.2	Experience of working in a variety of school settings		E
		1.3	Experience of working with children with complex learning needs	Application Form/ Selection Process	D
		1.4	Experience of working closely with families		D
2.	**EDUCATION AND TRAINING ATTAINMENTS**	2.1	Numeracy and Literacy skills to a level to assist student's with their work	Application Form/ Selection Process	E
		2.2	GCCE or equivalent at Grade C and above in Maths, English and Science	Application Form/ Selection Process	E
		2.3	Level 3 for Teaching Assistants or equivalent qualifications or experience	Application Form/ Selection Process	D
		2.4	Qualification in braille or a willingness to undertaken	Application Form/ Selection Process	E
3.	**GENERAL AND SPECIAL KNOWLEDGE**	3.2	Understanding of Child Development and Learning	Selection Process	D
		3.3	Understanding and commitment to Equal Opportunities.	Selection Process	E
		3.4	Displays commitment to the protection and safeguarding of children and young people	Selection Process	E
	ATTRIBUTES		**RELEVANT CRITERIA**	**HOW IDENTIFIED**	**RANK**
4.	**SKILLS AND ABILITIES**	4.1	Effective use of ICT to support learning	Application Form/ Selection Process	D
		4.2	Ability to assist the teacher in planning class activities.		D
		4.4	Ability to relate to children and adults		E
		4.5	Ability to work as a team member		E
		4.6			D

			Acts as an excellent role model for other practitioners in the Visual Impairment department and outreach schools.		
5.	**ANY ADDITIONAL FACTORS**	5.1 5.2	Understanding of relevant policies/codes of practice and awareness of relevant legislation Willing to undertake training and development as required.	Selection Process Selection Process	E E

JOB DESCRIPTION
EDUCATIONAL TEACHING ASSISTANT
Grade 7

PURPOSE OF POST

This role will involve organising, delivering and evaluating support for children with complex needs on a one to one and small group basis either in or out of the classroom or specialist provision base. It also involves working with children who are in the process of transition from the specialist provision to their designated school and working with other schools delivering outreach support. This means working with staff from other schools in order to prepare them to fully meet the needs of the children with complex needs in their local mainstream school. The post also involves working in partnership with parents/carers and families in order to build confidence and trust.

- Families / carers of children receiving support from the specialist provision are regularly contacted and are involved in the identification of needs, setting of targets and monitoring of progress in all areas.
- Children, families and schools are provided with support and advice to achieve positive outcomes and meet needs
- Schools and other external agencies are supported as appropriate in the assessment of children's needs, in developing effective support strategies, and in the implementation of additional needs and other plans
- Children successfully transition to the designated local school within agreed timescales as a result of successful planning and intervention
- Appropriate communication and access arrangements are in place and used effectively to enable access to learning and communication
- Relevant and appropriate support processes are in place under the direction of the teacher or advanced educational teaching assistant

KEY AREAS

1. Teaching Support
2. Student Support
3. Curriculum Activities
4. General

DUTIES AND RESPONSIBILITIES

1. Teaching Support

1.1 To undertake duties in accordance with Academy practices and procedures, ensuring the postholder actively upholds and promotes the philosophies of the Academy.

1.2 To work under the guidance of the class teacher/line manager to plan and monitor students learning. Ensuring the progress is clearly recorded in the relevant systems and relates to the learning objectives/goals for students.

1.3 Under the guidance of the teacher, supervise activities and assist with the general management and control of students in the Academy.

1.4 As appropriate to assist with the induction and mentoring of new staff within the remit of the role.

1.5 Under the guidance of the teacher provide one to one support to students or working with groups of students on pre-planned activities, to reinforce the teachers approach both within the Academy and on an outreach basis across Kirklees schools as part of outreach work.

1.6 To assist where required in the planning of learning activities, adapting material to the needs of visually impaired students and working on a 1 to 1 basis with students when required, both within the Academy and on an outreach basis across Kirklees schools as part of outreach work.

To lead on extra-curricular performing arts activities for visually impaired students through after school activities and school trips.

1.7 Under the guidance of the teacher ensure equipment or materials are suitable for the learning activities. Prepare materials and teaching aids where necessary.

1.8 Under the guidance of the teacher work with individuals or groups of students in accessing Academy library and in the use of ICT.

1.9 To participate in and assist in supervision of educational visits, in conjunction with the teacher/line manager.

1.10 Promote good behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour.

2. Student Support

2.1 Provide support and guidance on a one to one basis or to teams of students in their core skills and curriculum needs as per Academy and specialist provision outreach policies/practices.

2.2 Actively encourage the inclusion of all students to participate in the life and activities of the Academy and access the national/appropriate curriculum to the best of their ability.

2.3 To provide individual assistance or assistance within small groups through implementing behaviour plans, Individual Education Plans and teaching strategies etc, to maximise their achievements.

2.4 As required, deal with the personal care and comfort of students, ie. Toileting and intimate care issues (as per Academy guidance and direction).

2.5 Contribute to plans, reviews and evaluations for students by writing reports on student' progress and attendance at meetings.

2.6 To provide lunchtime cover as required.

3. Curriculum Activities

3.1 To maintain stock of resources, ordering new replacements as agreed with colleagues, to support the work across the team in its delivery of service.

3.2 To contribute in the presentation of students' work and maintenance of display areas.

3.3 To assist with the preparation and tidying of the classroom and upkeep of resources.

3.4 To attend and contribute to duty related meetings as required.

3.5 To assist in the planning and implementation of structured and agreed learning activities/teaching programmes.

4. General

4.1 To undertake such other duties and responsibilities of an equivalent nature, as may be determined by the postholder's supervisor from time to time, in consultation with the postholder.

4.2 The postholder's duties must at all times be carried out in compliance with the Academy's Equal Opportunities Policy and other policies designed to protect employees from harassment.

a) Take reasonable care of the health and safety of self, other persons and resources whilst at work.

b) Co-operate with management of the Academy as far as is necessary to enable the responsibilities placed upon the Academy under the Health and Safety at Work Act to be performed, eg operate safe working practices.

c) It is the duty of the postholder not to act in a prejudicial or discriminatory manner towards employees. The postholder should also counteract such practice or behaviour by challenging or reporting it.

4.3 As appropriate to assist with the induction and mentoring of new staff within the remit of the role.

4.4 To undertake relevant training and development as required from time to time by the Principal, and be involved in ongoing development reviews of skills and competencies. As part of your wider duties and responsibilities you are required to promote and actively support the Academy's responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn't just about the very old and the very young, it is about everyone who may be vulnerable.

RESPONSIBLE TO: Advanced Teaching Assistant - VI