



Job Application Pack

Job Title: **Cover Learning Assistant**
Salary: **£18870 pro rata per annum**
Hours: **Full time, term time only**
Contract Details: **Permanent**
Closing Date: **Monday 9th July**



Letter from the Head of School

Dear Candidate

Thank you for expressing an interest in a vacancy here at Meden School, on behalf of the whole community I extend you a very warm welcome.

As Head of School my priorities are: excellent examination outcomes, impeccable behaviour, great teaching and the widest possible range of extra-curricular experiences for all students. With a clear focus and lots of hard work, these things are all achievable and will deliver what I think most parents want – happy children who leave school well-equipped to cope with the world outside and with a range of options open to them.

There has never been a more exciting time to be a part of Meden staff. We are currently setting out a new vision and mission for the school as we aim to move from Good to Outstanding. The educational landscape is changing beyond recognition and this provides us with new challenges. However, these challenges can be met, and staff and students alike can thrive if we hold at the core of our work the belief that every child can succeed. Everything we do is in service of the children who have trusted their future's to us. This is a big responsibility and one that I know we all take very seriously. I am absolutely certain that standards at Meden can be driven ever higher through high expectations, excellent teaching and a pastoral system that provides our students with the support and challenge they need.

I want all staff to enjoy coming to work, to feel fulfilled, challenged as a professional and supported as a member of staff. Only in these conditions can any of us thrive. Our investment in staff is outstanding. Whatever the post, there is a clear professional development route map and we actively encourage leadership and risk taking at all levels.

I look forward to welcoming you into our school community.

Emma Sims
Head of School



Letter from the CEO

Dear Candidate,

I am delighted to be able to introduce you to Meden School and the tremendous opportunities this school offers the young people of Warsop.

Working in partnership with the local governing body, we have raised aspirations and improved outcomes for the students we serve.

Critical to this, is the appointment of dynamic and innovative staff who can bring energy and initiative to the work of the school.

This is a tremendous opportunity to make a difference to the lives of young people, and will suit an ambitious professional looking to make their mark.

Thank you for showing an interest in working at Meden School, and we look forward to receiving your application.

John Tomasevic

CEO of the Nova Education Trust



Application Details

Thank you for your interest in the Exam Invigilator vacancy at Meden 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, which includes a covering letter addressed to Ms. Sims. This should clearly demonstrate your suitability for this role.

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

Closing Date

Please ensure your application arrives as soon as possible, the closing date is Monday 09 July 2018.

Interview:

Interviews for the role will be held on a date 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

Meden 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

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

1. Supervising students in class in the absence of a teacher in accordance with the school policy.
2. Assisting in preparing the learning environment and the materials used therein.
3. Managing student behaviour to ensure a constructive working environment.
4. Responding to students about the work that has been set.
5. Collecting any work completed after the lesson and returning it to an agreed person/place.
6. Leaving the room in good order at the end of the lesson.
7. Supervising entry and departure of students in accordance with school policy.
8. Recording and reporting attendance at lessons in accordance with school policy.
9. Assisting in exam invigilation under the supervision of the examinations officer.
10. Reporting back as appropriate using the schools' agreed referral procedures on the behaviour of pupils during the class and any other issue arising.
11. Dealing with any immediate problems or emergencies according to the schools' policies and procedures.
12. Supervising students arriving and leaving the school site.
13. Supervising students at lunchtime.
14. When there is no cover the time will be spent either supporting pupils in lessons, with individual pupils/small groups in or out of the classroom, or supporting Departments with display and administration.



Person Specification – Learning Support Assistant

Factor	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • 5+ A*-C including English and Maths or equivalent • Educated to A level or equivalent 	A Degree
Experience	Experience of providing support to young people with additional needs.	Experience of working with pupils in an education setting.
Skills and Knowledge	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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 Group based in the East Midlands. Our Trust Group is committed to providing high quality education to all of our students, regardless of their backgrounds.

With a range of schools in the trust serving a variety of different communities, opportunities for career progression and wider professional experiences are extensive. We have outstanding CPD provision across our schools, supported by our Teaching School Alliance, which links 23 schools together, sharing effective practice and developing new models for staff development. We also have a unique programme designed to provide middle and senior leaders with all the skills required to develop their careers.

As an employer we offer an enhanced benefit package to all staff that includes help with healthcare and a fully-funded MA programme for all teaching staff. We can also offer help with relocation in certain circumstances. The Trust also has a policy of wider engagement for main-scale, middle and senior staff. In recent years, employees have visited schools in America, Canada, Finland, Singapore and South Africa as part of their professional development.

Overview of the School

Meden School is situated in Market Warsop, Nottinghamshire. The school delivers an 11-18 curriculum and has around 800 pupils on roll.

In November 2017 Ofsted rated the school as 'good' and we now seek to consolidate this position and to work towards 'outstanding'.

Since the Trust began working at Meden School, results have significantly improved and the school was placed in the top 10 most improved schools nationally in 2012. Meden School is now well placed to begin the next phase of its journey to becoming an outstanding school.

Achievement

Meden School's primary focus over the last four years has been to raise achievement and aspiration.

There has been consistent improvement in the English and Maths headline figure and the Progress 8 figure is also positive. Nevertheless we believe that our students can be even more successful and are determined to ensure that every child is successful.

Staffing and Leadership

Meden School has a young staff profile and all appointments have been made with a clear focus on raising achievement.

The Senior Leadership Team is experienced and pro-active. The team has been critical in raising achievement and developing an ethos of aspiration amongst students and staff.



The school day begins at 8.30am, lessons are 50 minutes long with a morning break and a 35 minute lunch at 12.20pm. The school day ends with a 50 minute Study Period 4 days a week (3.30pm) and at 2.35pm on a Friday.

Pastoral Structure

Meden School moved to a year based pastoral system in September 2017. The benefits of focused year based system, is proving to be a big success hereat Meden School.

Location and Site

Market Warsop is a small town on the outskirts of Mansfield, Nottinghamshire. Situated on the north Nottinghamshire coal field, Market Warsop has reinvented itself as a commuter suburb since the local mine closed.

Meden School is situated on a large site at the edge of Market Warsop. The school benefits from extensive buildings and grounds, and a programme of renovation has resulted in significant improvements to the building stock and teaching areas. The school has access to excellent sporting facilities.

Governance

Meden School has an active and engaged group of Governors who's strong loyalty to the school and a good understanding of the local community have helped to shape and support the work of Meden School in raising achievement and aspirations. The Torch Academy Gateway Trust Directors continue to take a strong interest in Meden School, providing support and advice as necessary.

Extra Curricular

Meden School runs a wide range of extra-curricular course, trips and enrichment activities.

Securing Success

Our vision is to build capacity for sustained improvement. There are a number of short-term strategies that can be initially used to enhance outcomes but it is our view that these need to be supplemented by a process that configures a school for long term improvement.

This work is centred on transforming a school using our 'Pillars of Success' improvement model. Transformation is achieved through the combination of a number of changes and improvements to each of these pillars within a school:

- Leadership
- CPD
- Curriculum
- Learning Organisation
- Care, Support, Guidance
- Performance Management



- Tracking and Intervention

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 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.