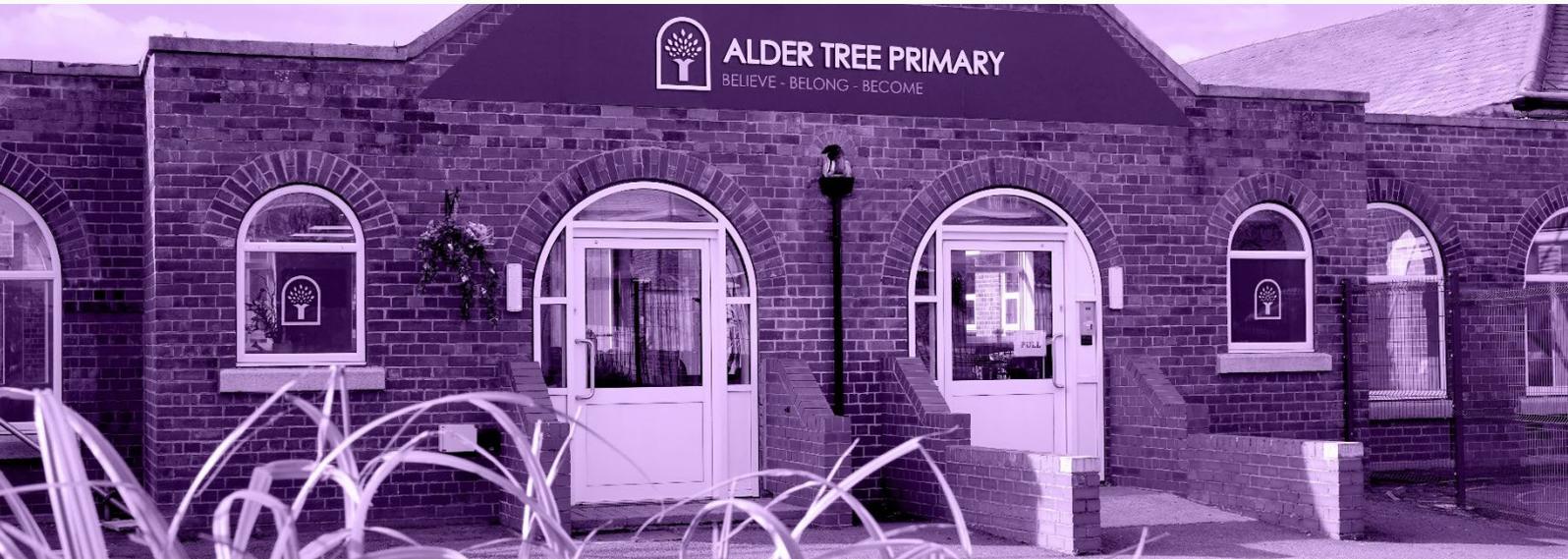




ALDER TREE PRIMARY
BELIEVE - BELONG - BECOME



APPLICATION PACK

POST REFERENCE: 2144

ROLE: TEACHING ASSISTANT

START DATE: ASAP

SALARY: B3 PRO RATA £15,611 - £16,897

HOURS: 33.5 HOURS PER WEEK, TTO + 5 DAYS

Alder Tree Primary
Potternewton Mount
Leeds
LS7 2DR

Telephone:
0113 262 0021

Email:

recruitment@whiteroseacademies.org



“Working at Alder Tree Primary every day is different and equally rewarding.

Our diverse community as a whole, is really what makes us stand out from other schools. Our children are creative learners, skillful communicators, proud of their heritage and surroundings; but most importantly the children embrace and develop confidence through the dynamic enriching curriculum Alder Tree Primary endeavors to deliver.

The Academy is supportive in encouraging staff to be the best examples of themselves which inevitably provides excellent role models for our children.”

Kay Hussain, Teaching Assistant

CONTENTS

PAGE	ITEM
4	Message from the Trust
6	Message from the Principal
8	Job Description
13	Person Specification
18	The Selection Process
19	Staff Benefits
20	Staff Wellbeing
21	Message from the Board
22	Luminate Education Group

MESSAGE FROM THE TRUST

Dear applicant,

We are delighted that you are considering applying for a role within the White Rose Academies Trust. Your interest comes at an important and exciting time in the development of the Trust and our relentless implementation of our 2025 vision. At the heart of this vision is the aim for more young people and colleagues to benefit from our community-focused philosophy; the belief that the education we deliver regenerates our communities and transforms lives.

In December 2020, we reached our first milestone when our first primary school joined our Trust as a sponsored academy. Already, this truly community-focused academy, now named Alder Tree Primary, has enriched our Trust and so, our vision is one step closer to becoming reality. Therefore, you could not be joining us at a more exciting point in our ongoing transformation. As we look forward to the prospect of many more schools joining us, the reality is that this could be a pivotal moment in your career. As we grow, the opportunities within our Trust and the wider Luminate Education Group are limitless.



The power of a vision is best measured by the number of detractors who claim it cannot be achieved. In our roles as Chief Executive Officer and Executive Principal of the White Rose Academies Trust, it has been a privilege to witness the drive and determination with which our staff have implemented our vision, to ensure that our academies provide:

- world-class levels of teaching and learning,
- bespoke pastoral care that nurtures our students' aspirations,
- inspiring learning environments where our students can make mistakes and overcome their personal fears to become the best version of themselves,

- industry-leading continuous professional development for all staff, as investing in our colleagues is always the right thing to do,
- local centres of community transformation.

The hard work has been recognised, and whilst we know our work is far from complete, we are proud to have reached several milestones:

- 'Good' Ofsted ratings at all three secondary academies in 2019, with an 'Outstanding' rating at Leeds City Academy for Leadership and Management.
- We welcomed our first primary school in late 2020, Alder Tree Primary.
- We began an aspirational journey in 2021 by joining High Performance Learning's 'World Class' school transformation programme.

Our dedicated staff, incredible governors and amazing students are relentless in their shared aim to create truly world-class schools. The Trust strives daily to empower its Academy Principals to create schools that truly represent the communities they serve. We insist that our academies and our Trust are externally focused, obsessive in their quest to learn from the very best, never leaving self-improvement to chance. We see vacancies such as this as an opportunity to attract talent, bringing the best practice into our Trust. By joining us, you become a crucial part of the team that will deliver our powerful vision. Together, we will transform lives.



THE WHITE ROSE ACADEMIES TRUST “WE SAID, WE DID”



Yours sincerely,

Mr Andrew Whitaker
CEO, White Rose Academies Trust
Deputy CEO Teaching and Learning, Luminate Education Group



Yours sincerely,

Sarah Carrie
Executive Principal

MESSAGE FROM THE PRINCIPAL

I am absolutely delighted to share this amazing opportunity at Alder Tree Primary, as we seek to recruit another talented and aspirational professional to join our team.

I am confident that having read about the White Rose Academies Trust, Alder Tree Primary, our students, and our new exciting journey of transformation, you will be keen to become an integral part of building something remarkable.

Here at Alder Tree, we are embarking on a journey, not only to transform children's lives, but to work with all our stakeholders including parents, carers and the local community to ensure we are providing a world class education. We want to guarantee (changed from ensure – this was repeated three times) each child the best possible start to their education, ensuring that they continue their journey to become the very best that they can be.

We strongly believe that as we develop our vision and culture it will help us not only transform the lives of our young people but transform the local communities which we so passionately serve. Alder Tree Primary is a unique and very special place to work.

Our philosophy is grounded equally in securing the highest professional standards and supporting and caring for all professionals. As a key member of the White Rose Academies Trust and ground-breaking Luminare Education Group, all professionals benefit from exceptional CPD like no other in the city.

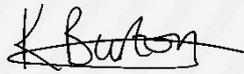
A broad, varied and highly personalised package is well-established, driven by the latest educational research, and focused on the development of all professionals in the organisation at each career stage. Colleagues train with us, grow with us, and progress with us. Our academy is an extremely unique and amazing inner-city school, situated in the Potternewton area of Leeds. The student body has a capacity of 420 students, and this is something we are working very hard on to reach. We have committed significant investment in a comprehensive building and refurbishment programme, which will result in a community hub, running track, new staff car park, new fencing and landscaping, and significant roof works. This improvement programme will continue over the next six months, leading to an improved school site.

SO, NOW IT'S OVER TO YOU...

- Are you eager to join a forward-thinking organisation committed to securing the highest educational, professional, and personal standards?
- Do you feel you will thrive within a culture that is driven by clear values that permeate everything we do?
- Are you keen to learn, develop and work alongside colleagues, students, parents and the community?
- Do you feel passionately about transforming student lives and the opportunities provided to our communities? If so, then we would be delighted to hear from you.



Yours sincerely,

A handwritten signature in black ink that reads "Mrs Burton".

Mrs Burton
Principal

JOB DESCRIPTION

Post Reference: 2144

Academy: Alder Tree Primary

Job Title: Teaching Assistant

Grade: B3 £15,611 - £16,897

Hours: 33.5 hours per week, term time only + 5 days

Accountable to: Teacher

Role:

To complement and support the role of teachers and other professionals by undertaking work/care/support programmes which enables access to learning in and outside of the classroom for all students of all abilities.

To support the class teacher in the management of students in the classroom, and other senior staff including the SENCO on a range of teaching and learning experiences which deliver an appropriately differentiated and suitably challenging creative curriculum for all students, whilst meeting statutory requirements.

Purpose of job:

To accelerate the progress of our students, ensuring that they can access the curriculum we offer through regular support.

To undertake other duties commensurate with the grade and level of responsibility defined in this job description.

NB: All post-holders at White Rose Academies Trust are responsible for improving the outcomes for learners and upholding the ethos of the Academies. Keeping children safe in education and the guidance for safer working practice direct the work of every adult working at or associated with White Rose Academies Trust.

General Duties and Responsibilities:

- To supervise and support students inside and outside of the classroom by:
 - ensuring access to the curriculum
 - encouraging participation in learning activities

- ensuring understanding of learning objectives and instructions
- To assist in maintaining the behaviour of students throughout school and be expected to use common sense, as well as use initiative, in all matters relating to the conduct and behaviour of individual students, groups of students and whole classes
- To ensure the safety, mobility (if required), hygiene and wellbeing of the students by making decisions within established working practices and procedures
- To support with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes including gathering/reporting information to/from parents/carers as required including the safety and wellbeing of the students, therapy and medical intervention needs of the student and first aid
- To prepare the learning environment as directed by the teacher for lessons, prepare and maintain equipment/resources including the planning of learning activities and assist students throughout the lesson
- To provide clerical/administrative support- photocopying, typing, filing etc
- To establish good relationships with students acting as a role model, responding appropriately to individual needs while promoting the inclusion and acceptance of all students
- To deal with any issues, immediate problems or emergencies that arise in line with school policies and procedures liaising with colleagues where necessary e.g. dealing with a sick, injured or distressed child
- To set high expectations, support differences, and ensure all students have equal access to opportunities to learn and develop whilst responding appropriately
- To support the administration of routine tests, invigilate exams and undertake routine marking of students' work
- To supervise and support students consistently at all times including those with special needs; recognising and responding to their individual needs whilst ensuring their safety and education in the learning environment
- To occasionally supervise the class for brief periods during a morning or afternoon session where the classroom teacher is not available
- To promote and reinforce the inclusion, acceptance and integration of all students, including those with specific and special needs and those from different cultures and/or with a different first language as appropriate
- To set challenging and demanding expectations whilst promoting self-esteem and encouraging students to act independently as appropriate as well as interact and work co-operatively with others and engage in activities led by the teacher
- To be aware of student progress, monitor and record student responses against predetermined learning objectives as well as provide accurate, constructive and detailed feedback/reports to the teacher and students
- To promote positive values, attitudes and good student behaviour and encourage students to take responsibility for their own actions whilst supporting the teacher in managing this
- To deal promptly with conflict and incidents and reporting challenging behaviour where appropriate in line with established policy

- To gather/report information from/to parents/carers as directed, taking into account parental/carer concerns, dealing with them sensitively under the direction of the teacher
- In respect of local and national learning strategies, to support students to achieve learning goals e.g. literacy and numeracy as directed by the teacher
- To support students in the use of ICT in learning activities as directed by the teacher, and develop students competence and independence in its use
- To participate in own professional development, identify and address any training needs/other learning activities
- To assist with the supervision of students out of lesson times, including before and after school and at lunchtimes, accompanying teaching staff and students on visits, trips and out of school activities; taking responsibility for a group under the supervision of the teacher
- To assist in the supervision of students on work experience, trainees and voluntary helpers

Equal Opportunities

- To promote equal opportunities in Education in Order that all children and families will gain optimum benefit from the service provided
- To promote and ensure that all students and young people are happy, healthy, safe, successful and achieve economic wellbeing

Generic Staff Requirements

- Uphold the professional standards expected of every member of academy staff in all dealings with colleagues, students, parents / carers and the wider community
- Adhere to the principles expressed in the aims of the academy and its mission statement
- Actively contribute to the continued development of the academy by attending training, participating in relevant meetings, and putting forward ideas for improvement
- Be a positive, collaborative team member
- Apply academy policies in all aspects of the role
- Complete morning, break and after school duties as required
- Keep up to date with all aspects of the safeguarding children policy as it applies to the post

Whilst every effort has been made to explain the main duties and responsibilities for the post, each individual task undertaken may not be identified. This job description may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title.

This job description will be reviewed annually. The post-holder may be required to take on additional responsibilities when necessary to ensure the effective running of the academy.

All postholders are accountable through White Rose Academies Trust Performance Management Policy. The Governors and Principals of White Rose Academies Trust are committed to safeguarding and promoting the welfare of children and young people and ensuring that safer recruiting procedures are in place.

White Rose Academies Trust is committed to safeguarding and promoting the welfare of its students and expects all staff and volunteers to share the commitment. Appointments will be subject to Safer Recruitment Procedures and an enhanced DBS check. Please note this role will involve contact with children and you will be engaging in regulated activity. It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.

We promote diversity and want a workforce which reflects the population of Leeds. Applications are welcome from all, irrespective of sex, sexuality, race, religion, marital status, age, or disability.



“Alder Tree Primary is a school where everyone can BELIEVE, BELONG and BECOME. It is a truly happy and inclusive school where everyone is encouraged to work as a team to improve the lives of the children and their families. There is a shared vision from all the stakeholders which gives the academy a warm feeling of camaraderie. Visitors will always remark on the warm welcome they receive. The children are wonderful. They will always greet you with a huge smile, are genuinely interested in how you are and work incredibly hard.

The CPD is of a very high standard due to the talented professionals at the school and at the White Rose Academies Trust. The CPD is always reflective of the current strategies and can be tailored to suit your specific needs. I am proud to say I work at Alder Tree Primary and can say it is an excellent place to work.”

Paul Emmett, Assistant Principal

PERSONAL SPECIFICATION

Academy: Alder Tree Primary Academy

Job Title: Teaching Assistant (Multiple Roles)

You should be able to demonstrate that you meet the following criteria which are all essential:

E= Essential D=Desirable

Measured by:

A=Application Form

T=Test/Exercise

P=Presentation

I=Interview R=References

QUALIFICATIONS		
E	GCSE level of education grade 'C' or '4' (to include English and maths) or equivalent e.g. Adult Literacy/Numeracy at Level 1	A
D	NVQ 3 for Teaching Assistants or appropriate level of experience of operating in the classroom environment or other relevant qualification or experience	A
E	A good level of appropriate ICT skills	A

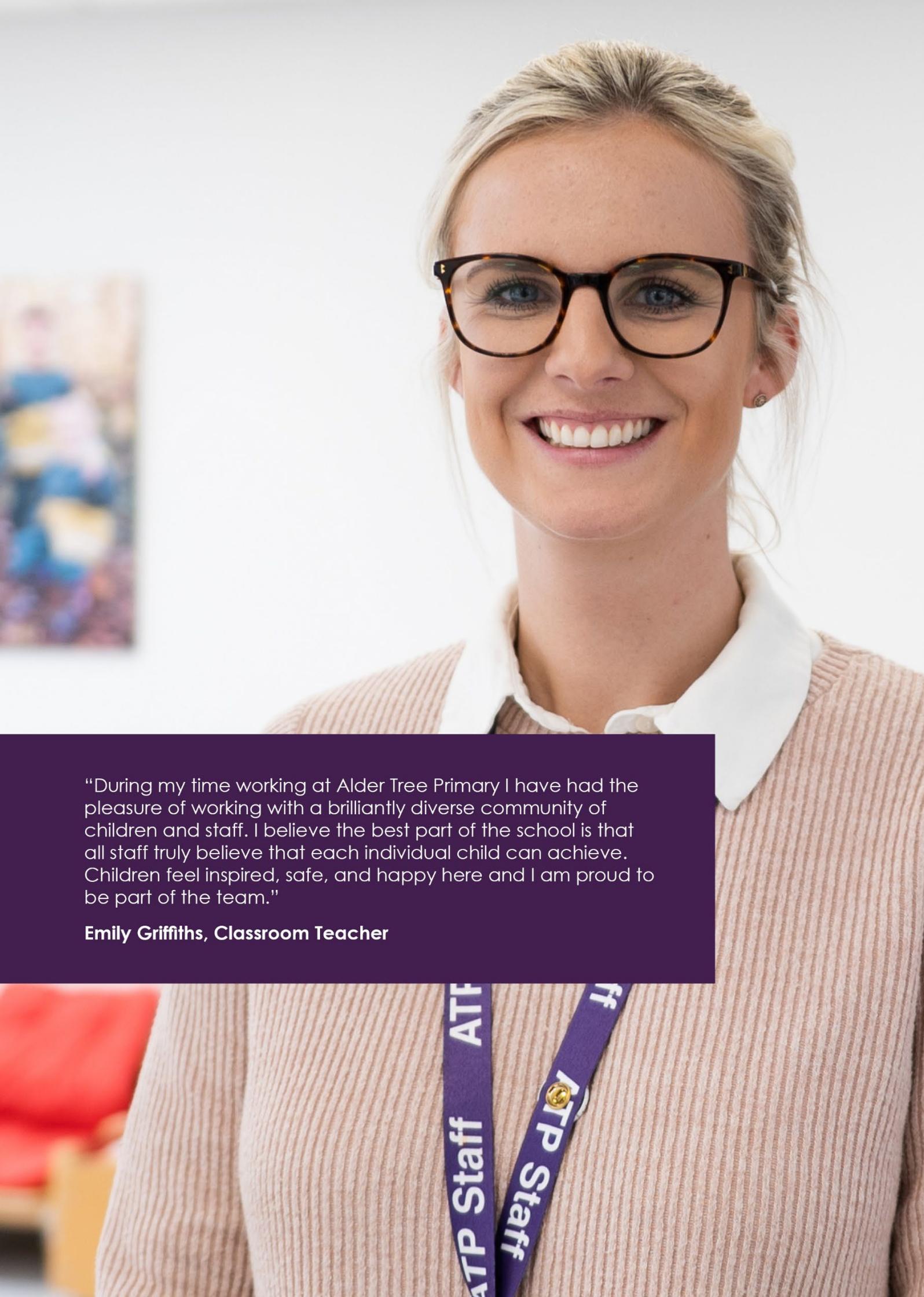
EXPERIENCE/KNOWLEDGE		
E	Evidence of at least 1 years' experience working with young children effectively	A
E	Be able to work with students on a 1:1 or small group basis	T
E	Be able to differentiate class work, activities and create appropriate resources for students	A T
E	Have a professional attitude and ability to forge positive relationships with students, parents and staff	A I

GENERAL		
E	Be respectful towards all students, with total belief in their entitlement to a high-quality education, whatever their circumstances and ability	A I
E	Be committed to raising standards of achievement	I
E	Be resilient, reliable, in good health, and possess a sense of humour	A I
E	Possess personal integrity, warmth and a willingness to grow and learn	I
E	Be committed to the education of the 'whole child,' i.e. social, emotional and citizenship development	I
E	Be able to form and maintain appropriate relationships and personal boundaries with students	R
E	To promote equality, diversity and inclusion and demonstrate this within the role	A R
E	To be jointly responsible for promoting and safeguarding the welfare of students	A R
E	Be able to carry out all duties within the role to the best of your ability	A I
E	To adopt a co-operative approach to the vision of the academy	A I

KNOWLEDGE, SKILLS AND ABILITIES		
E	Be competent using ICT for recording, monitoring and reporting	A
E	Be resilient, reliable, in good health, and possess a sense of humour	R
E	Be able to use progress data of students to track and raise attainment of students for whom responsible	I
E	Have good working knowledge of assessment for learning approaches and their classroom application	I
E	To promote equality, diversity and inclusion and demonstrate this within the role	A I
E	Possess strong interpersonal skills and be able to work effectively as part of a team	R
E	Be respectful to sensitive and confidential work and respect the wishes of others	A T I
E	Be committed to working with children of the relevant age	A I
E	Possess a high level of written, oral and communication skills	A T
E	Be able to communicate effectively with a range of adults and young children	A T

TRAINING		
E	Be willing to develop professionally through training	A I
E	Evidence of further training/development and/or willingness to participate in further training and development opportunities	A I

The White Rose Academies Trust is committed to safeguarding and promoting the welfare of its students and expects all staff and volunteers to share the commitment. Appointments will be subject to Safer Recruitment Procedures and a DBS check. Please note this role will involve contact with children and you will be engaging in regulated activity. It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.



“During my time working at Alder Tree Primary I have had the pleasure of working with a brilliantly diverse community of children and staff. I believe the best part of the school is that all staff truly believe that each individual child can achieve. Children feel inspired, safe, and happy here and I am proud to be part of the team.”

Emily Griffiths, Classroom Teacher

THE SELECTION PROCESS

HOW TO APPLY

Thank you for taking time to read and digest our information. If you wish to apply for this post with the White Rose Academies Trust, then you should;

- **Download and complete the WRAT application form.**
- Complete the application form **fully**, ensuring all details are accurate and all declarations are signed. Please ensure you enclose **two** professional referees, one being your current employer (with name and email addresses if possible).
- Ensure you fully complete the relevant skills and experience section of the form, addressing the key characteristics and experiences outlined in the **person specification**, along with details of the unique contribution that you could make to the future success of the White Rose Academies Trust. If you do not complete the personal statement section of the form, you will not be considered for the role. CVs cannot be accepted.
- **PLEASE NOTE THE REQUIREMENT TO ATTACH YOUR APPLICATION FORM AS A SEPARATE DOCUMENT TO YOUR EQUAL OPPORTUNITIES FORM WHEN EMAILING YOUR APPLICATION TO US.**
- Submit your application by the deadline stated below. Late applications will not be considered.

TIMETABLE FOR THE SELECTION PROCESS

Closing date for applications: Wednesday 19th October 2022, 9am

Shortlisting: Wednesday 19th October 2022

Interview date: Friday 21st October 2022

Start date: As soon as possible

For more information, please visit our website at [White Rose Academies Careers](#).

To apply for this role please complete our application form and return to recruitment@whiteroseacademies.org by the closing date. Please note we are unable to accept CV's.

The White Rose Academies Trust is committed to safeguarding and promoting the welfare of its students and expects all staff and volunteers to share the commitment. Appointments will be subject to Safer Recruitment Procedures and a DBS check. Please note this role will involve contact with children and you will be engaging in regulated activity. It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children. You can view our Child Protection policy [here](#).

STAFF BENEFITS

A HAPPY WORKFORCE IS A PRODUCTIVE ONE

We are delighted that you are considering applying for a role with the White Rose Academies Trust. In addition to highlighting this opportunity for you to work for a progressive, highly supportive and visionary trust, we also want to share with you a sample of the amazing benefits available to all staff.



Access to the Nuffield hospital. Staff have access to physiotherapy, counselling and appointments with medical specialists in a range of fields. Nuffield also offer discounted gym memberships and private medical plans to all our staff, as well as a FREE annual health check available in the academies (when possible).



Teaching staff have access to a wide range of excellent CPD opportunities – including a new trust-wide CPD programme, attendance at national and international conferences, visits to 'outstanding' academies/trusts nationally and formal qualifications up to Masters level.



Discounted monthly bus ticket, automated mobile ticket renewals, unlimited bus travel for work or leisure, price frozen for 12 months, tickets sent straight to your mobile, never worry about renewing your bus ticket again. If you lose your phone we can transfer your ticket to a new one.



The trust continues to support a wide number of colleagues in undertaking apprenticeships, undergraduate and post-graduate degrees and professional qualifications (e.g. CIMA).



The Local Government Pensions Scheme (LGPS) is a statutory scheme. This means that the rules of the scheme are issued by Parliament and have the force of law. The legal status of the pension scheme rules gives it a great deal of security.



We are part of the CycleScheme. Save money on a new bike and spread the cost. Visit their website for more information on how to sign up to this fantastic scheme.



Free parking for staff at all of our academy locations.



TechScheme allows you to purchase the latest tech through your employer through salary sacrifice. What this means is that you can now spread the cost of tech products in up to 12 payments from your salary across a year, making a National Insurance saving of between 2 and 12%. There are over 5,000 tech products to choose from, from cameras to phones, tablets or game consoles.

STAFF WELLBEING

The White Rose Academies Trust is made of outstanding professionals, whose daily commitment is matched only by the pride our students feel for their school and education. The future of our society is exciting, vibrant and safe in the hands of our students and staff.

We are committed to encouraging a positive working environment that promotes the physical and mental wellbeing of our staff. The capability, capacity and wellbeing of our colleagues is a priority for the trust. Therefore, we make every effort to address and meet our employee's health and wellbeing needs.



COLLEAGUE
RECOGNITION SCHEME

Several schemes operate across our academies where staff can recognise their colleagues for going above and beyond. We have a great staff recognition system which is built around a system of gratitude/appreciation cards. This initiative encourages staff to submit positive feedback to their peers and allows all staff to be appropriately recognised for their hard work.



WELLBEING WEDNESDAYS

Our academies have introduced Wellbeing Wednesday breakfast for all staff. Breakfast is available from 7.45am in the canteen.



MATERNITY SUPPORT
GROUP

This group is made up of colleagues across the trust who are on maternity leave. The aim of the group is to create a provision in which colleagues can receive support from one another, as well as the trust, during this exciting, yet possibly isolating, time.



Access to the Nuffield hospital. Staff have access to physiotherapy, counselling and appointments with medical specialists in a range of fields. Nuffield also offer discounted gym memberships and private medical plans to all our staff, as well as a FREE annual health check available in the academies (where possible).



We have signed up to the Education Staff Wellbeing Charter because the wellbeing of our staff is of paramount importance to us. Visit the DfE website for further details.



Unlike other accreditations or quality standards, the Charter for 'Employers Positive about Mental Health' is about recognising those employers working towards better mental health in the workplace; no matter where they are in their journey. Add to the end 'We are proud to be registered as a Mindful Employer.'



Staff Recognition Treats

Staff are awarded with sweet treats throughout the year to thank them for their hard work.

MESSAGE FROM THE BOARD

Welcome to the White Rose Academies Trust.

We are an ambitious Trust with very high aspirations for the children and diverse communities which we serve. Our values underpin everything we do and our compassionate approach is reflected in our students and how we all work together as one.

Our Board is made up of incredibly talented and inspiring people. With backgrounds and experience spanning the public and private sector, our members bring both strong business acumen and extensive education skills and knowledge.

We are focused on building the best environment for our academies to flourish and by providing excellent governance we aim to:

- ensure clarity of vision and strategic direction,
- hold executive leaders to account for the educational performance of the organisation, its students and the performance of staff,
- oversee the financial performance of the organisation and make sure its money is well spent.

We are thrilled with the improvements and progress achieved by all our academies so far. Our rating of 'Good' by Ofsted, with Leeds City Academy also achieving 'Outstanding' for Leadership and Management is something we are incredibly proud of. We are also delighted to have welcomed our first primary school, Alder Tree Primary, to the Trust. We know we have the right teams of professionals in our academies to take us further as we continue to grow the Trust.

Board of Directors

OUR SHARED PURPOSE AS THE LUMINATE EDUCATION GROUP IS DEFINED THROUGH THE WORK OF ALL OUR STAFF EVERY DAY.

The White Rose Academies Trust is a member of Luminate Education Group.

Together, the academies (Leeds City Academy, Leeds East Academy, Leeds West Academy and Alder Tree Primary) provide education to almost 4,000 4-16 year olds in Leeds. The trust employs over 500 staff and has an annual turnover of £26 million.

Luminate Education Group also consists of Harrogate College, Keighley College, Leeds City College, Leeds Conservatoire, Leeds Sixth Form College and University Centre. It is one of the largest education providers in the Yorkshire region, with over 30,000 students and 3,000 staff members, offering education from Early Years through to Higher Education. The members work together to provide the best opportunities and experiences for students that are aligned to local needs and inclusive for all. The group has now established itself as 'a leading voice in education, training and community transformation'.

www.luminate.ac.uk

 HARROGATE COLLEGE

 Keighley College

 LEEDS CITY COLLEGE

 LEEDS CONSERVATOIRE

 LEEDS SIXTH FORM COLLEGE

 University Centre Leeds

 WHITE ROSE ACADEMIES

 YORKSHIRE CENTRE FOR TRAINING & DEVELOPMENT



WHITE ROSE ACADEMIES

"Our ambition is excellence.
Every child, every teacher,
everyone; outstanding."

The White Rose Academies Trust is a
member of Luminare Education Group

luminare
EDUCATION GROUP

