

THE LONG EATON SCHOOL

CLOSING DATE: 18TH APRIL 2025

JOB DETAILS: FULL TIME, TTO

SALARY: SUPPORT GRADE 5 (£24,790 - £25,584) FTE



LEVEL 1 AUTISM TEACHING ASSISTANT



CONTENTS

- 03 WELCOME TO THE LONG EATON SCHOOL
- 04 CAREER PATHWAYS
- 05 STAFF CASE STUDIES
- 04 MEET THE TEAM
- 06 ABOUT THE ROLE
- 07 PERSON SPECIFICATION
- 08 RESPONSIBILITIES OF THE ROLE
- 11 OUR LOCATION
- 12 HOW TO APPLY & THE RECRUITMENT PROCESS
- 13 MESSAGE FROM THE CEO
- 14 ARCHWAY BENEFITS
- 15 SAFER RECRUITMENT



EMPOWERING THE FUTURE OF LEARNING!

WELCOME TO THE LONG EATON SCHOOL



Established in 1910, The Long Eaton School has a proud heritage and a vibrant future. The Academy has an incredible passion for our students and community. Embracing diversity and inclusion, their structured approach to learning has demonstrated excellent success in behaviour and increasing results. We are Proud to be a local school in a community that really embraces it's history.

WHAT MAKES US UNIQUE?

You only need to check out our brightly lit hallways to see the history of our school and how we **celebrate** those that have come before us. We have a **legacy** of support from Alumni, including the LEO Fund and the Samuel Clegg Awards, with so many former students going on to do great things.

We have made great strides in our **Inclusion and Diversity**, embracing uniqueness and challenging social disadvantage. We encourage **critical feedback and challenge** from families, empowering the community to support positive changes in school. Parents Evenings are always well attended which further develops our positive home-school relationship and supports our students in their learning and development.

Our **visible SLT** provide clear leadership and direction, ensuring that the **school's vision** and goals are consistently communicated and upheld. Explaining change to our students and colleagues, ensuring everyone understands the 'why' and bringing them along with us has made new initiatives successful. Our **'3 mins for lesson change'** has seen incredible buy in from the students and our Homework Policy has seen at least 97% of children completing this every week.

It is no surprise to see Mark Shipman(Principal) visiting classes throughout the school day and chatting with students during break and lunch about their interests and achievements.

Our CPD has a focus on **quality of learning** with clear and demonstrable links into the classroom and the curriculum. The introduction of **5 'meeting free weeks'** gives colleagues a wellbeing break and time to focus on priorities.

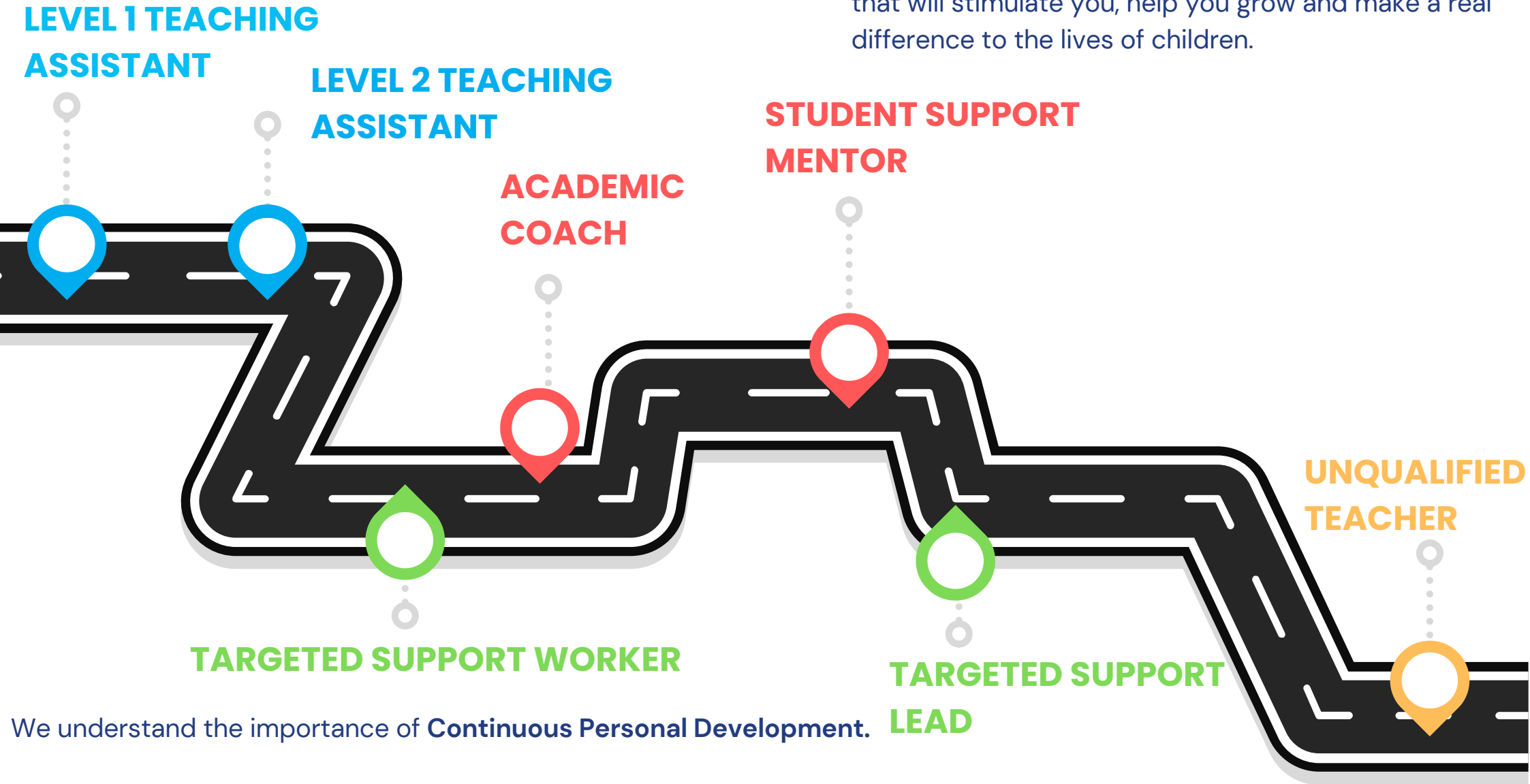
Curriculum convergence and **collaboration** has enabled less time planning and more capacity for sharing ideas and encouraging innovative thinking.

Proud and Pledge Friday's see students queuing down the halls to celebrate their hard work and achievements. And our half termly Golden Ticket Prize Draw sees students walking away with some amazing prizes. TLES really is a great place to be.

CAREER PATHWAYS

Personal development is a cornerstone of our ethos.

Archway offer rich, vibrant and interesting careers, that will stimulate you, help you grow and make a real difference to the lives of children.



We understand the importance of **Continuous Personal Development**.

We offer clear and structured **career pathways** to our teams, whether you are an aspiring leader or looking to deepen your expertise in a particular area, we support your ambitions with tailored professional development programs, apprenticeships, leadership training, and opportunities to take on new challenges and responsibilities.

ABOUT THE ROLE

LEVEL 1 AUTISM TEACHING ASSISTANT

Reporting to: Enhanced Resource Unit Lead

Start date: 28th April 2025

Salary: £24,790 – £25,584 (Grade 5)

Location: The Long Eaton School, Thoresby Road, Long Eaton, Nottingham, NG10 3NP



Role Overview

This is an exciting opportunity to join this supportive Team and work with others committed to improving attainment levels for all students within the school.

Our Enhanced Resource Centre is a provision for students with a diagnosis of autism who have an accompanying EHCP and require a large amount of structure and routine to navigate through the school day.

Students are supported to access mainstream lessons, and often require support with social communication within the classroom as well as differentiated resources to support their academic needs.

Many of these students struggle with anxiety due to hypersensitivity, which is often their biggest barrier to learning, and so need reassurance and guidance from patient and empathetic staff members.



[The Long Eaton School - SEND](#)



PERSONAL SPECIFICATION

- Experience and a genuine passion for helping students learn and grow, particularly those with ASD/Autism.
- The ability to remain calm and supportive, especially with students who may need extra help.
- Flexibility to handle various tasks and adjust to different learning styles and needs.
- Understanding and being sensitive to the needs and feelings of students.
- Ability to manage time and resources efficiently.
- Willingness to collaborate with teachers, staff, and other TAs.
- Innovative approaches to engage and motivate students.
- Ability to handle challenges and bounce back from setbacks.
- Confidence to help with the care, personal hygiene and medical needs of our students.
- NVQ3 in Early Years Care and Education; BTEC National in Learning Support; The Council for Awards in Children's Care and Education [CACHE] Diploma or relevant experience are desirable
- Willingness to support the Christian Values of the Trust

It's a family here and everyone helps one another out.

If someone is struggling, there's always someone around and usually with chocolate.

SUPPORT THE STUDENTS

- Help students develop independent learning skills and manage their own learning.
- Support and direct activities with either individuals or groups of students to ensure their safety and facilitate their physical, emotional and cognitive development.
- Promote and reinforce the students' self esteem and independence.
- By following advice and guidance around individual needs, develop an understanding of the specific needs of the students within the Academy community.
- To liaise effectively with teachers/ parents/ carers as appropriate.
- Support the transition process and with individualised programmes for targeted students.
- Contribute to the health and wellbeing of students.
- To assist students on educational visits, residential trips, transition, off site placements and recreational activities as appropriate.
- To support groups of students as directed during formal, public or internal academy assessments.





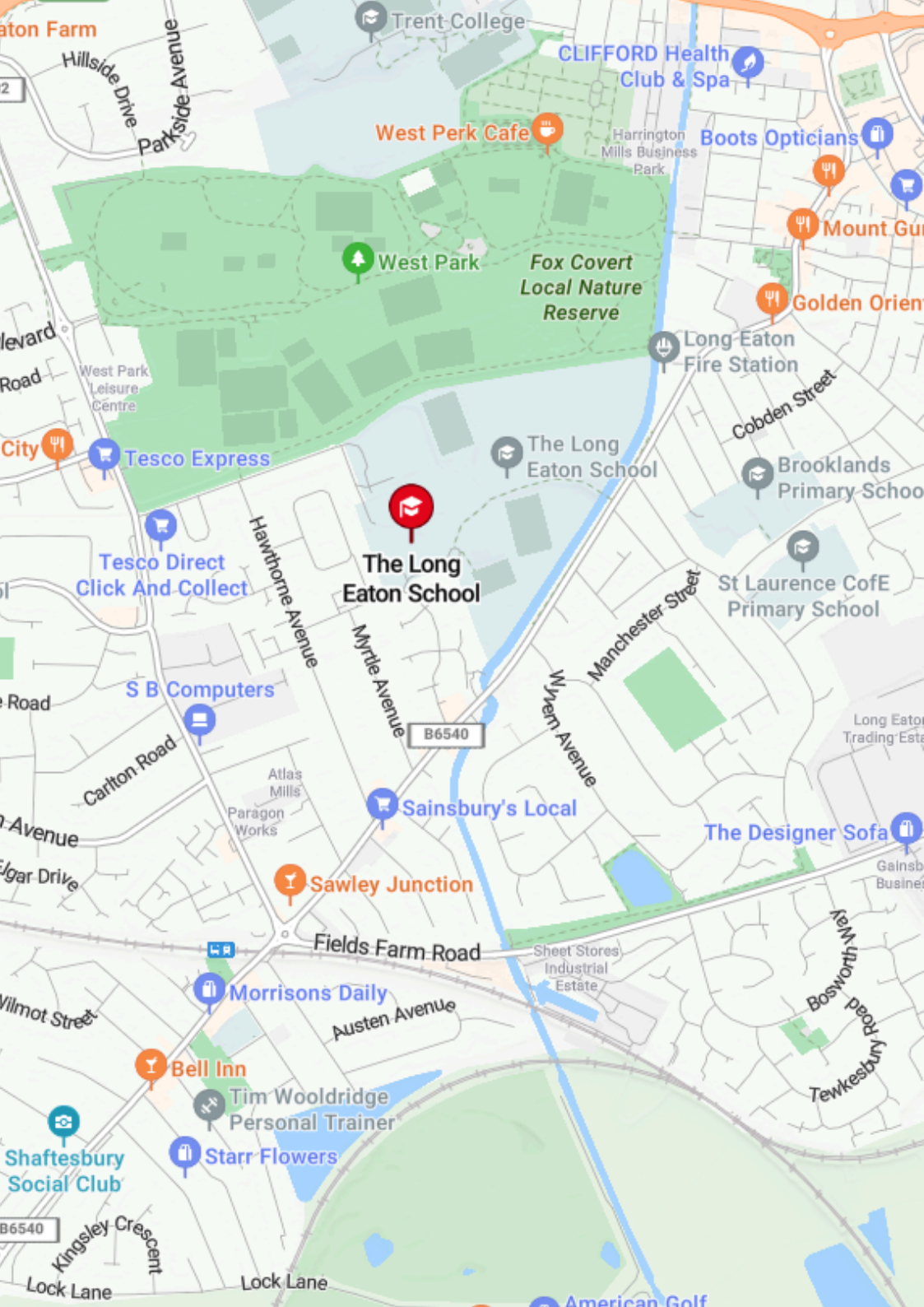
- Liaise with classroom teachers and complete Teacher/TA contracts.
- To work with staff to improve learning outcomes and ensure raised aspirations for those with SEND
- Create appropriate resources reflecting the various needs of students in lessons.
- Support student/s across the class agreed by the teacher.
- Support with the collection of data for targeted students.
- To implement learning programmes as directed by the teacher - with individuals and groups.
- To monitor individual students and groups of students needs and provide feedback to the teacher.
- Support the management of student behaviour under the direction of the teacher.

SUPPORT THE TEACHERS

SUPPORT THE CURRICULUM

- Support the teaching in delivering literacy and numeracy tasks to improve access across the curriculum in a planned manner.
- Co-ordinate and organise students attending extra-curricular activities.
- Support the teaching in delivering learning activities including enrichment activities during and after the school day.
- Support the use and development of ICT within the classroom.
- Assist in the development and delivery of individual/small group intervention sessions under the direction of the Senior TA/Class Teachers/Subject leader.
- To liaise with and report to, as necessary, during visits by external support agencies who might be involved in the support of key areas of the curriculum. [Educational Psychologist, Speech Therapist, Inclusive Education Service, Academy Doctor etc.]
- To assess, record and report back on student achievement through Academy assessment procedures.





THE LONG EATON SCHOOL

Thoresby Road
Sawley
Nottingham
NG10 3NP

0115 973 2438
[Visit our Website](#)

HOW TO APPLY

For an informal chat about the role or to arrange a school visit, please contact:
hr@archwaytrust.co.uk

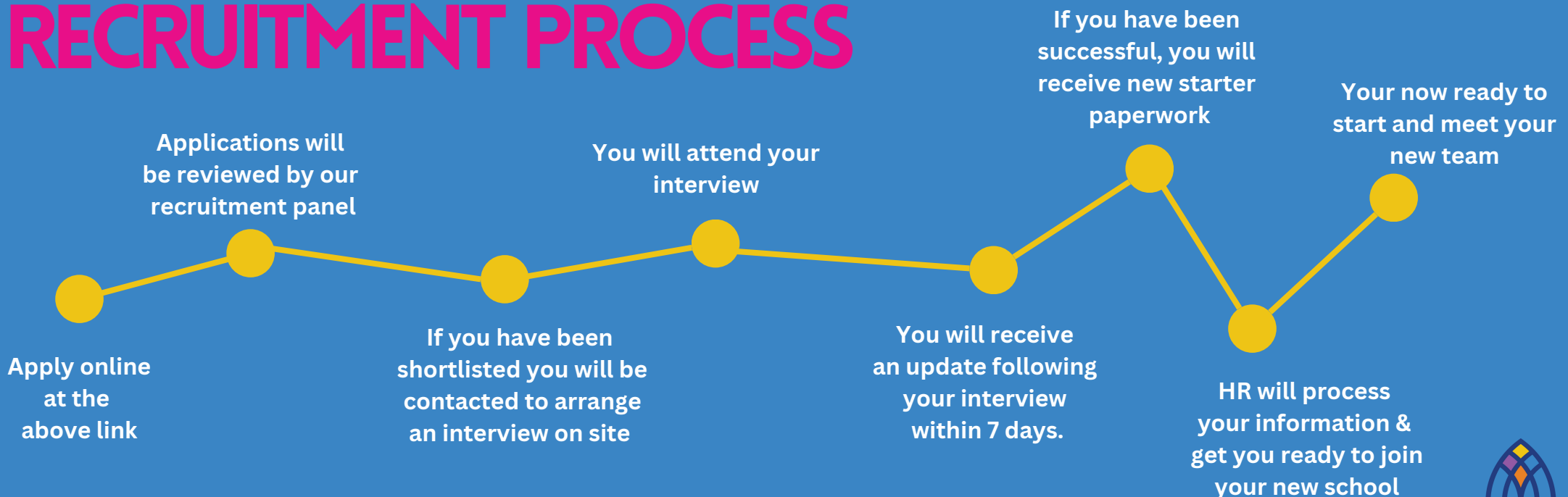
1

Please read our 'Safer recruitment' statement on the following pages below.

2

Follow this [link](#) to complete an online application form: The deadline for application is 18th April 2025. Applications will be reviewed once the advert has been closed.

RECRUITMENT PROCESS



MESSAGE FROM THE CEO



Archway Learning Trust is a vibrant learning community where students are cared for, receive a high quality education and experience every opportunity to be successful.

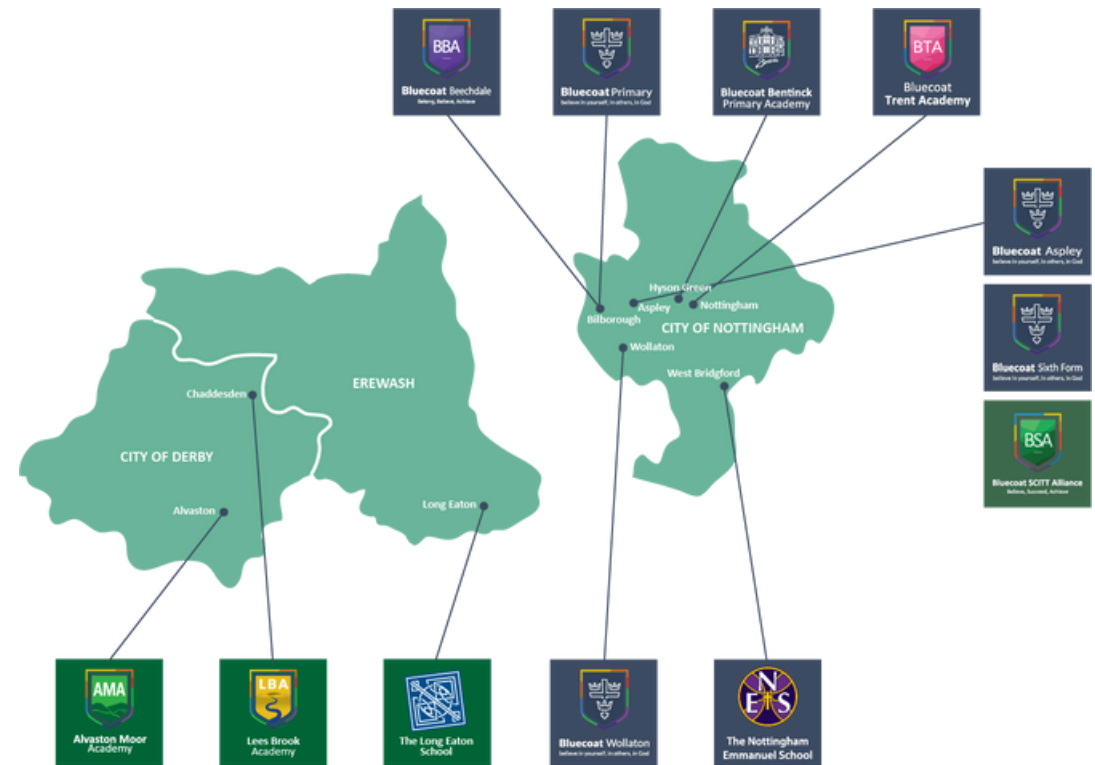
School years are amongst the most important in our lives, helping us to develop the knowledge, skills and characteristics we need to succeed. At Archway Learning Trust, we are committed to giving every child the very best start that we can. We offer outstanding teaching and learning and exceptional personal support in an inclusive, faith based environment. I became a teacher because I believe in equal opportunities for everyone.

I also believe that every child has the right to an excellent education. Learning is at the heart of any good society and the opportunity to learn from teachers who are committed, enthusiastic and innovative is a right that all children should have.

Our mission is to help children to understand and believe in themselves, respect and care for others and to develop a wide understanding of faith, the world around them and their place within it. The determination of our youngsters to succeed, and the passion of our teachers to make a difference, makes me proud to be Chief Executive Officer of this diverse and dynamic family of academies.

We serve 11 Schools plus our SCITT facility, and are always looking for opportunities to expand our portfolio in the Nottingham and Derbyshire areas.

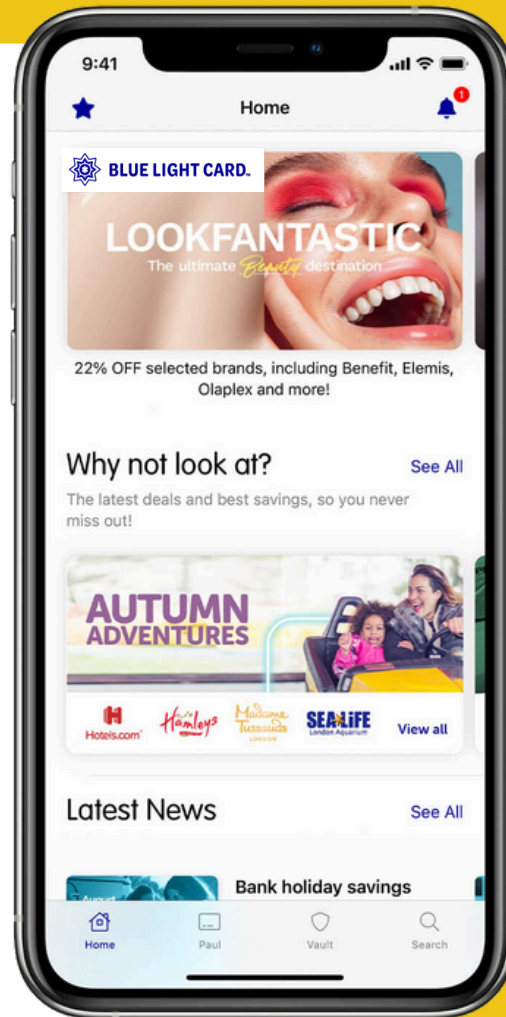
We believe in the transformational power of education for each individual and that this is enhanced through collaborative working between the academies. We have a history of making schools better, serving disadvantaged communities and believe that we have a moral imperative to deliver for every child.



ARCHWAY BENEFITS



BLUE LIGHT CARD.



- From day one our employees are entitled to a range of Archway benefits to include shopping discounts and competitions:
- A free and confidential employee assistance programme offering counselling and advice
- Access to Teachers' Pensions
- Access to discounts across many retailers with the Blue Light Card
- Cycle to work scheme
- Comprehensive training and support
- Opportunities to develop new skills and progress your career
- Eye care voucher scheme
- Free flu vaccine
- Access to e-learning and development

SAFER RECRUITMENT

Archway Learning Trust is committed to safeguarding and promoting the welfare of children and young people under the guidance of KCSIE (**Keeping Children Safe in Education**). In order to meet this responsibility all candidates will be subjected to a rigorous selection process to discourage and screen out unsuitable applicants. This process is outlined below. Please do not hesitate to contact the school if further detail is required.

Disclosure

This post is classified as having substantial access to children, and appointment is subject to an enhanced police check of previous criminal convictions (DBS). Applicants are required, before appointment, to disclose any conviction, caution or binding over including 'spent convictions' under the **Rehabilitation of Offenders Act 1974** (Exceptions) Order 1975 (2013 and 2020). Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar individuals from employment – this will depend upon the nature of the offence(s) and when they occurred.

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.

Interview

Candidates will be subject to an in-depth, in-person interview and assessment, along with a telephone interview in some circumstances. At each stage of the process candidates will be asked to address any discrepancies, anomalies or gaps in their application form or arising from information gained at the previous stage of the recruitment process.

References

References from the previous and current employers will be taken up for shortlisted candidates, before interview, and where necessary employers may be contacted to gather further information or address any discrepancies, anomalies or gaps in the reference provided. Online searches Keeping Children Safe in Education (KCSIE) asks schools to carry out online searches on shortlisted candidates as part of the process of assessing suitability. Probation All new staff will be subject to a probation period (which may, in certain circumstances, be extended). The probation period is a trial period, to enable the assessment of an employee's suitability for the job for which they have been employed. It provides Archway Learning Trust with the opportunity to monitor and review the performance of new staff in relation to various areas, but also in terms of their commitment to safeguarding and relationships with pupils.

SAFER RECRUITMENT

Online Searches

Keeping Children Safe in Education (KCSIE) asks schools to carry out online searches on shortlisted candidates as part of the process of assessing suitability. Probation All new staff will be subject to a probation period (which may, in certain circumstances, be extended).

Probation

All new staff will be subject to a probation period (which may, in certain circumstances, be extended). The probation period is a trial period, to enable the assessment of an employee's suitability for the job for which they have been employed. It provides Archway Learning Trust with the opportunity to monitor and review the performance of new staff in relation to various areas, but also in terms of their commitment to safeguarding and relationships with pupils.

Equal Opportunities

Archway Learning Trust are dedicated to providing equal opportunities and will monitor the recruitment process rigorously to ensure fair access and opportunity for all. We are committed to ensuring our workforce is reflective of our diverse student population and is therefore committed to increasing representation of staff of Black, Asian and Minority Ethnic backgrounds across all roles and at all levels.

If you require assistance in reading this information or in completing the application form, please contact hr@archwaytrust.co.uk