



# Teaching Assistant (Part time) APPLICATION PACK



Dear Applicant,

Thank you for showing an interest in joining The Bolton Impact Trust.

Bolton Impact Trust Academies have been delivering high quality Alternative Provision and Special Education to students in Greater Manchester and Lancashire for over 20 years and we are proud of our track record of making a real difference to children's lives in our area.

Our aim is to inspire every young person to acquire the knowledge, skills and experience necessary, both inside and outside the traditional classroom environment, to fulfil their true potential. Developing self-esteem, confidence and resiliency are major goals for us and preparing our young people to enjoy worthwhile and fulfilling lives back in their own communities after attending the Impact Trust Academies is a crucial part of our work.

We think that our Trust is a very special place where we respect individuality, diversity and difference. Every child who joins us is afforded a fresh start and every adult who joins our team is given the opportunity to contribute. Staff Wellbeing is extremely important to us and we offer attractive support packages including Employee Assistance Programmes, Wellbeing Credits and enhanced CPD opportunities.

We are now looking to appoint a part time Teaching Assistant at our Lever Park Academy for September 2024. If you are a dynamic, motivated, conscientious professional who has a passion for working with children and young people and you feel you have the skills and personal attributes to work as part of an innovative, energetic and ambitious Academy Team we would love to hear from you.

Yours faithfully

Paul Hodgkinson



CEO – Bolton Impact Trust

## WELL-BEING AT THE BOLTON IMPACT TRUST

The Bolton Impact Trust recognises that staff are our most important assets and we wish to support them fully to thrive both personally and professionally. We recognise that there is a correlation between the wellbeing of our staff and the quality of provision that we offer to our students so we wish to promote a consistent trust-wide approach to wellbeing for our staff. We want our staff to thrive, come to work happy and leave work happy.

Our whole Trust vision is for all staff to enjoy successes at work and to develop their experience and skills to become excellent at what they do. Our wellbeing mission and aims are built in culture rather than as a set of stand-alone wellbeing activities. We believe that wellbeing is a constant state of botheredness for all.

### Our wellbeing pledges

- We demonstrate compassionate leadership at all times
- We promote the concept of 'it's nice to be nice'
- We challenge any instances of non-compassionate leadership
- We create a constantly open 'support window' for staff
- We survey staff regularly
- We recognise outstanding staff performance regularly (praise culture)
- We offer high-quality CPD
- We consistently apply Trust policies
- We ensure that scrutiny leads to support, not judgement
- We look to create better environments for staff to work in
- We put resources aside for wellbeing activities
- We create Leadership Spaces for staff to work without external interference
- We provide opportunities for staff to collaborate with colleagues from across the trust and from external networks

### Some examples of wellbeing activities include:

- Workload reduction strategies being reviewed regularly
- Making adjustments to working conditions for staff when required
- Clear email expectations – we do not expect our staff to read or respond to emails outside of working hours unless they want to
- Providing free refreshments each day
- Access to 'wellbeing' credits which allows agreed time off work
- Access to free counselling and Occupational Health
- Access to free physiotherapy
- Providing pastoral drop-ins and confidential supervision sessions for staff
- Fresh water dispensers on all sites
- Providing creative opportunities for connecting with staff and promoting their wellbeing (e.g., breakfast meetings, shared lunches,)
- Employee Assistance programme
- Menopause support
- Men's Health promotions
- Extensive opportunities for staff development (CPD programme)
- Equality Champions
- Wellbeing Champions

## ADVERT – TEACHING ASSISTANT (PART TIME)

Bolton Impact Trust (BIT) are seeking to appoint an enthusiastic, motivated and multi skilled Teaching Assistant to support our hard working, reflective and forward-thinking team, from September 2024. The successful candidate will support our pupils in accessing the academic and vocational packages in the most effective way, tailored to their individual needs and understanding.

The position requires a commitment of 16 hours per week, Monday to Thursday, preferably between 8:30am and 12pm, though flexibility is available to accommodate different schedules.

### Why you?

- You have the flexibility to support students across a range of curricular activities
- You are highly organised and an effective communicator.
- You have experience of working with young people and a commitment to raising pupils' levels across the curriculum.

### Why choose us?

- At BIT we value all members of staff. We have a strong focus on staff wellbeing, providing access to wellbeing support services via a dedicated wellbeing charter
- We are a growing Multi Academy Trust (MAT)
- Guidance of a supportive and experienced executive leadership team who invest in the development of their teams and the Trust
- Encouragement of further and continued professional development
- Competitive salary
- Fantastic Local Government Pension Scheme

**This role is part time, term time plus 3 days**

**Applications should be submitted by Monday 1<sup>st</sup> July 8:30am to Tracey Nicholls, Office Supervisor email [nichollst@boltonimpacttrust.org.uk](mailto:nichollst@boltonimpacttrust.org.uk)**

**Interviews will be held week commencing 15<sup>th</sup> July**

Candidates should ensure that they and their referees are easily contactable, with the correct phone number and email address and able to reply promptly if references are requested.

Shortlisted candidates will be asked to provide details of all unspent convictions and those that would not be filtered, prior to the date of the interview. You may be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure & Barring Service before your appointment is confirmed. Following shortlisting we

will also undertake an online search on all applicants to confirm a candidate's eligibility, and to identify any potential safeguarding concerns or risks to the Trust's reputation.

**This post is subject to an enhanced DBS check.**

***Bolton Impact Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment and individually take responsibility for doing so.***

## JOB DESCRIPTION

<b>Job Title</b>	Teaching Assistant
<b>Salary</b>	Grade 4 Term Time Plus 3 days  Actual Salary £8,757-£9,649 <i>Pay award pending</i>
<b>Location</b>	Lever Park School Stocks Park Drive Horwich Bolton BL6 6DE
<b>Hours of Work</b>	16hrs/wk. Monday-Thursday Term time plus 3 days  <i>preferably between 8:30am and 12pm. However, there is flexibility available to accommodate different schedules.</i>
<b>Contract</b>	Part time, Permanent
<b>Responsible to</b>	Academy Lead
<b>Job Purpose:</b>	
<p>To work under the instruction/guidance of teachers/senior staff to undertake work/care/support programs, to enable access to learning for pupils who have additional needs and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area.</p>	
<b>Main Duties:</b>	
<p>The duties and responsibilities listed below are indicative of the tasks that Teaching Assistants of BIT will perform and are not intended to be an exhaustive list. The post holder will be expected to take on additional responsibilities appropriate to the role as they arise</p> <ul style="list-style-type: none"> <li>• To support pupils within the classroom to enable them to access and respond to the curriculum (supporting reading, writing, communication and Math skills and the presentation and organisation of work) in partnership with the class teacher.</li> <li>• To assist in the delivery of literacy, numeracy and any other types of intervention programmes, as directed.</li> <li>• To participate, with other staff, in the comprehensive assessment of children and young people to identify and address barriers to learning</li> <li>• Observe and report on pupil performance and contribute to maintaining pupils' records</li> </ul>	

- Encourage and support pupils to interact with others and engage in activities led by the teacher
- To work with groups of children and young people in diverse settings
- To model positive relationships and interventions with a range of colleagues in diverse learning environments.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- Assist with the supervision of pupils out of lesson times, including break and lunchtime duties
- To contribute to child welfare and protection utilising the Framework for Action and Common Assessment Framework.
- To contribute to the maintenance of records and information systems both computerised and manual with due regard for data protection and confidentiality.
- To comply with all relevant legislation and Academy policy and procedures.
- To undertake additional duties as required by the Academy Lead.

**Duties Specific to the Grade:**

- Record rewards and sanctions and report to the leadership team
- Key work identified cohorts of pupils
- Liaise with parents and carers
- Support with the application of behaviour and attendance strategies
- Support form leaders with SMSC and enrichment tasks
- Support school with pupil re-integration activities

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<b>Person Specification</b>	
<b>Essential</b>	<b>Desirable</b>
<b>Qualifications and Training</b>	
GCSE English & Maths (Grade 4/C or above)	Evidence of CPD linked to SEMH
A good standard of general education	NVQ Level 2 or equivalent in a relevant field
	Driving License
<b>Experience</b>	
Experience of working with children and young people	Experience of successfully working with specialist agencies.
Experience of working with pupils with Social, Emotional, Behavioural and Mental Health issues.	Experience of key working processes.
Proven track record of raising pastoral standards.	Proven track record as a Teaching Assistant or other relevant role within a school
<b>Knowledge and Skills</b>	
Awareness of safeguarding principles and safe working practices.	Working knowledge of CPOMS.
Ability to listen and observe children/young people and share observational findings effectively.	
Excellent communication skills both written and oral, with staff and students.	
Flexibility and an ability to respond creatively to the challenges of working in a SEMH setting	
Excellent ICT Skills.	
Understand the classroom roles and responsibilities and your own position within these	
<b>Personal Qualities</b>	
Committed to the development and values of the Trust	
Clear dedication to working with pupils with complex needs	

Committed to impactful and effective communication	
All year-round commitment to performance management and CPD	
The highest professional expectations of yourself, colleagues and students.	
Work effectively as part of a team developing positive relationships with colleagues, students, parents/carers and other agencies, as appropriate.	
Comfortable working with young people and families with challenging behaviours	
Enthusiasm, commitment, determination	
Committed to the well-being of yourself and others	