



Meridian Trust

Teaching Assistant Recruitment Pack



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Welcome from our CEO, Mark Woods



Thank you for your interest in joining the Meridian Trust family.

The success and growth of our Trust has been based on remaining focused on some critical principles:

- Every child is known, equally valued and supported to achieve their potential in all our academies. Every community we serve benefits from the facilities and services we provide.
- Our staff benefit from strong networks, excellent career opportunities and a human approach where they are equally valued and supported.

- We ensure that well-run schools retain and develop their distinct contextual identity, while sharing and contributing to our common values, practices, curriculum approaches and operational systems

Since 2011, thanks to the fantastic work of our staff, our Trust has grown from 1 to 30 academies whilst retaining our focus on working within an area that enables easy movement between our schools. From first developing an application in 2007 to open schools in the new town of Northstowe, we have been committed to the vision of being an all-through and all-inclusive Trust. Our Trust currently consists of 14 primary schools, 13 secondary schools and 3 special schools. We are also currently developing 3 free school projects within our region.

Meridian also plays a key role in the wider development of education in the region. We are the home to the Cambridge and Peterborough Teaching School Hub and operate a vibrant Initial Teaching Training provider that trains upwards of 100 teachers annually. In addition, our commitment to the local community as an extension of our village college ethos means that we host a range of activity in our schools, including providing leisure and educational opportunities.

If being part of a dynamic, compassionate and dedicated group who believe we can really improve young people's life chances and opportunities by working together appeals to you, we very much look forward to receiving your application.



A Brief History

Meridian Trust, formerly known as Cambridge Meridian Academies Trust (CMAT), is a values-led Trust and has risen to be one of the highest performing academy groups in the country. Our Trust was first formed as an educational trust to create a federation of schools in 2006 with a desire to provide high quality and dynamic education for everyone, right in the heart of our community. Through various government policies, our commitment to collaboration has remained consistent.

Meridian Trust was formed in 2011 to deliver more widely on that clear vision to provide high quality and dynamic education for all at the heart of the communities we serve. Our steady growth since then reflects our commitment to the communities we serve and our track record of success. The period since 2018 has seen an increase in speed of growth as many long term projects matured and our relationship with Sharnbrook Academy Federation emerged.

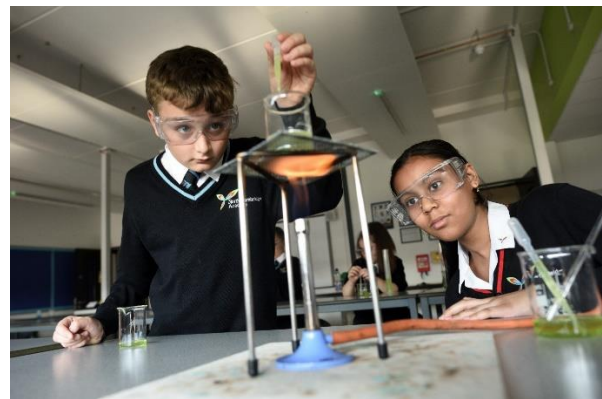
We are currently a family of 30 academies (including 14 primary, 3 special and 13 secondary schools). The secondary schools include a University Technology College, an Upper School, four 11-16 schools and six 11-18 schools. We also have 2 new secondary free schools in development. All within 20 miles of Cambridge and Peterborough and the main communication routes between. We merged with Cambridge Primary Education Trust to become the Meridian Trust in April 2022. In addition to operating schools, we are the home of the Cambridgeshire and Peterborough Teaching School Hub, and train more than 150 new teachers each year through Meridian Trust ITT. We retain a strong commitment to growing and

supporting staff throughout their training and career development. We have a proven track record of school improvement and transforming the lives of children and young people over the last 10 years.

Students thrive in Meridian Trust academies as a result of the implementation of our values, our successful and proven systems and our commitment to valuing people. We are among the highest performing multi-academy trusts in the country for student progress. Our academies are well-run and our staff benefit from excellent access to professional development.

Our commitment to the education system goes beyond just our own academies. We operate 'The Cambridge Partnership', one of the largest initial teacher training providers in the country which has recently merged with the SAF ITT, and 'Leadership East' these further strengthen our capacity and commitment to professional development. We also provide support through various SLAs to a number of other trusts and academies.

As a strong, regional multi-academy trust we currently operate schools across Bedfordshire, Cambridgeshire, Lincolnshire, Peterborough, and Northamptonshire. We are proud to have strong partnerships within all these communities.



Trust Vision, Mission and Values

Our values and who we are:

Meridian Trust is a successful multi-academy trust founded on its commitment to people and communities.

Our proven approach over more than a decade has elevated us to a respected and admired academy trust, a national leader in education and a source of great pride to the communities we serve.

Every child is known, equally valued and supported to achieve their potential in all our academies. Every community we serve benefits from the facilities and services we provide.

Our staff benefit from strong networks, excellent career opportunities and a human approach where they are equally valued and supported.

We ensure that well-run schools retain and develop their distinct contextual identity, while sharing and contributing to Meridian Trust values, practices, curriculum approaches and operational systems.

Our Vision:

High-quality educational provision for all at the heart of local communities.

Our Mission:

To deliver, promote and inspire high quality educational provision in schools at the heart of their local communities so that:

- Young people become successful learners and confident, empowered individuals;

- Young people are encouraged to think for themselves and act for others, equipping them with the values, attributes, knowledge and skills to make a rewarding contribution to society;
- Every school is a hub for community activities, a centre for extended services and a source of immense pride for students, their families, and other local stakeholders;
- Our staff benefit from strong networks, excellent career opportunities and a human approach where they are equally valued and supported;
- Well-run schools retain and develop their distinct contextual identity while sharing and contributing to the Meridian Trust values, practices, curriculum approaches and operational systems.

The enactment of our values for staff:



Valuing People

Engaged, developed, supported, and consulted.



High Quality Learning Environment

Experts who strive for continual development. Collaborative networks, trusted to deliver.



Pursuit of Excellence

Set ambitious goals and model what success looks like. Eager to improve.



Extending the Boundaries of Learning

Make connections, provide opportunities. Generous and sharing of knowledge and expertise.



Achievement for all

Are accountable for the outcomes we contribute towards and strive for the very best.



Valuing People



High Quality Learning Environment



Pursuit of Excellence



Extending the Boundaries of Learning



Achievement for all

Why work for us

Meridian Trust aims to be the employer of choice for the communities we serve. Since 2010 we have nurtured and developed the careers of many people. You can read about some of those journeys in the 'Meridian Trust People' section of this website. We are committed to making a difference to young people's lives and the communities we serve. Help us make our mission a reality.

Benefits:

Working with us brings with it a range of attractive benefits, including;

- Generous employer contributions to Local Government or Teacher Pension Scheme
- Free on-site parking
- Eyecare vouchers
- Access to a free Employee Assistance Programme, offering mental health and wellbeing support to staff
- Cycle to work scheme
- Reduced staff membership to the facilities at Academy Leisure, Sawtry
- Free tea and coffee making facilities
- Generous sick pay and annual leave



How to apply

To apply please complete the online form on the TES. Your supporting statement should address and evidence the selection criteria detailed in the Person Specification.

Closing Date: 28/09/2023 at 09:00am

Interviews: 4th or 5th October 2023

Applying:

For any questions about the application process please contact: Jenny Morton

Email: jmorton@meridiantrust.co.uk

Meridian Trust is committed to safeguarding and promoting the welfare of children. All appointments will be subject to satisfactory pre-employment checks including enhanced DBS disclosure.

We are committed to diversity & inclusion and equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, race, religion or belief and marriage and civil partnerships.

Meridian Trust is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced disclosure and barring service check. We expect all adults who work for the Trust to share our commitment to safeguarding and the health and wellbeing of our students.

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title:	Teaching Assistant – Level 1
JD Reference:	STD TA 01
School/Academy:	West Town Primary Academy
Weeks:	39 Weeks
Hours of work:	32.5 Hours
Salary:	Grade 4 Points
Responsible to:	SENDCO

Role:	To support the teaching of students
Purpose of job:	To assist the classroom teacher in the support and inclusion of children To support access to learning for students and encourage interaction and independence

Responsibilities and Accountabilities:

Support for Students:

- Supervise the activities of individuals or groups of children to ensure their safety and welfare.
- Establish and keep supportive relationships with individual students or small groups to ensure they understand and can achieve the tasks.
- Promote the inclusion and acceptance of all students.
- Aid the learning of children by:
 - Clarifying and explaining instructions.
 - Ensure that the child can use the equipment and materials supplied.
 - Motivate and encourage the child as needed.
 - Aid in weaker areas, e.g., spelling, handwriting, reading etc.
 - Help students to concentrate and to finish the work set.

Support for Teachers:

- Prepare the classroom for lessons as directed.
- Undertake support activities as needed, e.g., photocopying, mounting displays, filing, etc.
- Undertake student record keeping as requested.
- Contribute to the management of student behaviour.

Support for the Curriculum:

- Support students to understand instructions.

- Support students in respect of local and national learning strategies e.g., literacy, numeracy, KS1, KS2, as directed by the teacher.
- Support the use of ICT in the curriculum.

Support for the School:

- Be aware of, and follow, policies and procedures, e.g., child protection, health, safety and security, confidentiality, and data protection, reporting all concerns to the relevant person.
- Accompany staff and students on visits, trips and out-of-school activities as needed.
- Develop and keep effective working relationships with other staff.
- Attend relevant meetings as needed.

Support for School/Academy/Place of work:

- Participate in staff events by arrangement.
- Attend Staff Meetings.
- Contribute and take part in Trust events and activities where possible.
- Develop and keep effective working relationships with other staff and parents/carers.
- Adhere to the Trust values.
- Follow school policies, practices, and procedures.

Data security:

- Follow the legal provisions regulating confidentiality and security of data and information under GDPR.

Health and Safety:

- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- Co-operate with the Trust on all issues to do with Health, Safety & Welfare.
- Work/run all equipment within Health and Safety & Welfare.
- Contribute to the maintenance of a safe and healthy environment.

Continuing Professional Development:

- In conjunction with the line manager, take responsibility for personal professional development, keeping up to date with research and developments related to school/academy/place of work efficiency, which may lead to improvements in the day-to-day running of the Trust.
- Undertake any necessary and identified professional development taking full advantage of any relevant training and development available,

particularly when related to the use of ICT, for data management and record keeping.

- Maintain a professional portfolio of evidence to support the Performance Management process – evaluating and improving own practice.

Child Protection and Safeguarding:

- The post holder will have a shared responsibility for safeguarding all children and young people. The post holder also has an implicit duty to promote the welfare of all children and young people.
- Inform the Child Protection Officer of any issues relating to the safety and well-being of students.

The post holder will undertake any other duties equal to the grade of the post, in consultation with the line manager. This job description is subject to review and may be changed following consultation with the post holder.

It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the post holder's professional responsibilities and duties.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

All staff will be subject to an enhanced check with the Disclosure & Barring Service.

Updated: January 2022



Person Specification Teaching Assistant Level 1	Assessment Key: A = Application Form I = Interview
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Education and Qualification		Essential	Desirable	Assessment
1	Good educational background with GCSE or equivalent in English Language	✓		A
2	Level 1 or above Teaching Assistant qualification or willingness to work towards this		✓	A
Experience		Essential	Desirable	Assessment
3	Experience of supporting children in a classroom environment, including those with a range of learning needs or challenging behaviour		✓	A/I
4	Experience of working with children across all key stages with evidence of having achieved successful pupil outcomes		✓	A/I
5	Experience of working closely with parents in successful home-school partnerships that support pupils' needs		✓	A/I
Knowledge and understanding		Essential	Desirable	Assessment
6	Understanding of the education system	✓		A/I
7	A good knowledge of the SEND Code of Practice		✓	A/I
8	Understanding of how children learn	✓		A/I
9	Understanding of phonics, numeracy, and literacy development	✓		I
10	A sound grasp of the concept of inclusive practice	✓		I
11	Knowledge of the concept of confidentiality	✓		I
12	Awareness of child protection issues	✓		I
13	First aid certificate		✓	A
Skills and abilities		Essential	Desirable	Assessment
14	Skilled at making and sustaining positive relationships with children	✓		I

15	Skilled at developing children's self-esteem and motivation so that they become resilient, independent learners	✓		I
16	Able to work closely with pupils who are finding learning difficult, or those who have experienced a feeling of failure	✓		I
17	Capable of planning intervention work, assessing the needs and achievements of children and maintaining appropriate records	✓		I
18	Excellent written and oral communication skills	✓		I
19	Ability to contribute to team meetings and contribute ideas	✓		I
Personal Qualities		Essential	Desirable	Assessment
20	Willingness to undergo further training and development	✓		I
21	Positive and enthusiastic approach towards work	✓		I
22	Ability to act on own initiative	✓		I
23	Kindness and empathy towards students and colleagues	✓		I
24	Ability to work as part of a team effectively	✓		I
Child Protection		Essential	Desirable	Assessment
25	Support the Academy policies on safeguarding and child protection.	✓		A/I
Other		Essential	Desirable	Assessment
26	Flexibility of working hours	✓		A/I

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title:	Teaching Assistant – Level 2
JD Reference:	STD TA 02
School/Academy:	West Town Primary Academy
Weeks:	39 Weeks
Hours of work:	32.5 hours
Salary:	Grade 5
Responsible to:	SENDCo

Role:	To support the teaching of students
Purpose of job:	Working under the direction of the Class Teacher to enable access to learning for students and to aid the Class Teacher in the management of students and the classroom

Responsibilities and Accountabilities:

Support for Students:

- Under the guidance of the Class Teacher undertake work/care/support programmes to enable access to learning for students.
- Take responsibility for adapting and delivering learning activities with individuals or small groups who would receive help from a different learning approach as agreed.
- Encourage and promote the inclusion and acceptance of all students.
- Aid the learning of students by:
 - Clarifying and explaining instructions.
 - Ensure that the child can use the equipment and materials supplied.
 - Motivate and encourage the child as needed.
 - Support students in respect of local and national learning strategies, e.g., literacy, numeracy, EYFS, KS1, KS2 etc.
 - Develop the correct resources to support the students.
 - Help students to concentrate and to finish the work set.
 - Liaise with the Class Teacher about Individual Education Plans (IEPs).
- Supply feedback to students about progress and achievement under the guidance of the Teacher.

Support for Teachers:

- Organise the learning environment and develop classroom resources as needed.

- Monitor and track progress and provide feedback to aid in developing IEPs for children with additional needs.
- Supply detailed and regular feedback to teachers on students' achievement, progress, problems, etc.
- Contribute to the management of student behaviour, including anticipating and preventing potential problems from arising.
- Undertake support activities for the Teacher as needed.

Support for the Curriculum:

- Undertake programmes linked to local and national learning strategies – e.g., literacy, numeracy, KS1, KS2 – recording achievement and progress and feeding back to the teacher.
- Support the use of ICT in learning activities and develop students' competence and independence in its use.
- Supply targeted support to enhance learning and improve attainment.

Support for the School:

- Be aware of, and follow, policies and procedures, e.g., child protection, health, safety and security, confidentiality, and data protection, reporting all concerns to a suitable person.
- Accompany staff and students on visits, trips and out-of-school activities as needed.
- Develop and keep effective relationships with other staff, parents, and carers.
- Attend relevant meetings as needed.

Support for School/Academy/Place of work:

- Participate in staff events by arrangement.
- Attend Staff Meeting.
- Contribute and take part in Trust events and activities where possible.
- Develop and keep effective working relationships with other staff and parents/carers.
- Adhere to the Trust values.
- Follow school policies, practices, and procedures.

Data security:

- Act in accordance with legal provisions regulating confidentiality and security of data and information in accordance with GDPR regulations.

Health and Safety:

- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- Co-operate with the Trust on all issues to do with Health, Safety & Welfare.
- Work/operate all equipment within Health and Safety and other legal regulations, including risk assessment.
- Contribute to the maintenance of a safe and healthy environment.

Continuing Professional Development:

- In conjunction with the line manager, take responsibility for personal professional development, keeping up to date with research and developments related to school/academy/place of work efficiency, which may lead to improvements in the day-to-day running of the Trust.
- Undertake any necessary and identified professional development taking full advantage of any relevant training and development available, particularly when related to the use of ICT, for data management and record keeping.
- Maintain a professional portfolio of evidence to support the Performance Management process – evaluating and improving own practice.

Child Protection and Safeguarding

- The post holder will have a shared responsibility for the safeguarding of all children and young people. The post holder also has an implicit duty to promote the welfare of all children and young people.
- Inform the Child Protection Officer of any issues relating to the safety and well-being of students.

The post holder will undertake any other duties equal to the grade of the post, in consultation with the line manager.

This job description is subject to review and may be changed following consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the post holder's professional responsibilities and duties.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

All staff will be subject to an enhanced check with the Disclosure & Barring Service.

Updated: January 2022



Person Specification Teaching Assistant Level 2	Assessment Key: A = Application Form I = Interview
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Education and Qualification		Essential	Desirable	Assessment
1	Good educational background with GCSE or equivalent in English Language	✓		A
2	Level 2 or above Teaching Assistant qualification or willingness to work towards this		✓	A
Experience		Essential	Desirable	Assessment
3	Experience of supporting children in a classroom environment, including those with a range of learning needs or challenging behaviour		✓	A/I
4	Experience of working with children across all key stages with evidence of having achieved successful pupil outcomes		✓	A/I
5	Experience of working closely with parents in successful home-school partnerships that support pupils' needs		✓	A/I
Knowledge and understanding		Essential	Desirable	Assessment
6	Understanding of the education system	✓		A/I
7	A good knowledge of the SEND Code of Practice		✓	A/I
8	Understanding of how children learn	✓		A/I
9	Understanding of phonics, numeracy, and literacy development	✓		I
10	A sound grasp of the concept of inclusive practice	✓		I
11	Knowledge of the concept of confidentiality	✓		I
12	Awareness of child protection issues	✓		I
13	First aid certificate		✓	A

Skills and abilities		Essential	Desirable	Assessment
14	Skilled at making and sustaining positive relationships with children	✓		I
15	Skilled at developing children's self-esteem and motivation so that they become resilient, independent learners	✓		I
16	Able to work closely with pupils who are finding learning difficult, or those who have experienced a feeling of failure	✓		I
17	Capable of planning intervention work, assessing the needs and achievements of children and maintaining appropriate records	✓		I
18	Excellent written and oral communication skills	✓		I
19	Ability to contribute to team meetings and contribute ideas	✓		I
Personal Qualities		Essential	Desirable	Assessment
20	Willingness to undergo further training and development	✓		I
21	Positive and enthusiastic approach towards work	✓		I
22	Ability to act on own initiative	✓		I
23	Kindness and empathy towards students and colleagues	✓		I
24	Ability to work as part of a team effectively	✓		I
Child Protection		Essential	Desirable	Assessment
25	Support the Academy policies on safeguarding and child protection	✓		A/I
Other		Essential	Desirable	Assessment
26	Flexibility of working hours	✓		A/I

About West Town Primary Academy.

West Town Primary Academy is a culturally rich city Academy, with high aspirations for all our children.

Since opening as an Academy, West Town Primary has restructured its teaching team to provide smaller class sizes for many of our children, which enables a greater amount of quality first teaching to take place.

We are fortunate enough to have a team of good and outstanding teachers who through bespoke in-house training are helping to develop the next generation of teachers in partnership with our Meridian Trust teaching school.

We have recently moved into our fabulous new, state of the art, building which has some impressive new learning spaces for the children including dedicated cookery and art rooms, a dance and music studio and two halls. The unique design includes large breakout workspaces which can be used flexibly for whole class or group activities and provide stimulating library and ICT stations.

We maximise progress and engagement in learning through adopting and refining learning techniques that work well for our children. There is a high emphasis on talk and questioning to enable children to think and reason deeply about their learning. The academy believes in children achieving well and feeling a sense of success.

To find out more information about West Town Primary Academy, please see our website:-

[West Town Primary – West Town Primary](#)