

Level 2 Teaching Assistant

Ellis Guilford School

Start Date: September 2022



ELLIS
GUILFORD
SCHOOL
*Creative
Education
Trust*

Dear Colleague



Thank you for your interest in the vacancy for Level 2 TA at Ellis Guilford School

I joined Ellis Guilford School as Principal in September 2020, together with a new senior leadership team, determined and committed to improving the life chances of the young people at Ellis Guilford. It is a great honour and privilege to be asked to lead a school of over 1300 pupils. We are undergoing a period of rapid improvement and want to recruit only the very best people to help us on our journey.

We are looking for a highly skilled individual, who is passionate in supporting student learning and who wants a challenge to make a difference in our school. The successful candidate will be able to demonstrate that they can have a positive impact within the school and will have the energy and drive to support excellent learning.

You will be joining a vibrant and dynamic team of leaders who only want the very best. If you are an individual who would thrive in this type of environment, we want to hear from you.

The successful candidate will be a strong team player, have good interpersonal skills and be willing to take initiative and drive this key area for improvement forward.

Ellis Guilford became part of the Creative Education Trust (CET) in November 2018. CET has a strong record of educational improvement as well as providing a varied diet of curriculum and enrichment opportunities by introducing pupils to professionals who are the best in their specialist field whether it be composers, architects, designers or singers. By seeing the best, pupils are inspired and become ambitious to follow careers they may not have considered before.

Our aim is to prepare our pupils to be good citizens of the future and to have the ambition and courage to exceed. If you share our desire to change the lives of young people, we would very much like to hear from you.

If you would like to discuss this role further, please contact our HR Officer, Donna Bennett on 0115 913 1338 Or by email: donna.bennett@ellisguilfordschool.org.uk

Yours sincerely,

Chris Keen

“ The curriculum provides for pupils’ spiritual, moral, social and cultural development. ”
Ofsted 2018

You can find out more at:
www.ellisguilfordschool.org.uk

ABOUT CREATIVE EDUCATION TRUST



Creative Education Trust inspires and enables young people to build successful lives on foundations of learning, resilience and employability. We believe that a rewarding educational experience and the highest possible qualifications are the best way to ensure social mobility for young people.

Creative Education Trust is a growing multi-academy trust educating over 13,000 children in England. It was established in 2010 to work in England's post-industrial cities and coastal towns: areas of economic disadvantage and with a history of academic underachievement. We transform these schools by integrating a knowledge-rich curriculum with skills and creativity.

Creative Education Trust defines creativity as the ability to find connections between the things we know and turn these connections into new ideas and action. The academic arts and the sciences, practical subjects and life skills all need this creativity, and creativity is valued highly by employers. Our staff and expert advisers use imaginative methods for linking knowledge across subject boundaries, fostering personal development and resilience and developing practical skills that prepare students for their transition to adult life and employment.

Our aims for our Students are to:

- ★ Raise their attainment in exams and tests through outstanding teaching
- ★ Make them intellectually curious with a sense of confidence
- ★ Increase their participation in HE, FE and apprenticeships
- ★ Ensure they have employable skills and attitudes
- ★ Create rounded individuals through a wide choice of co-curricular activities



We are achieving our aims through:

- ★ Educational rigour
- ★ Organisational effectiveness
- ★ Financial efficiency
- ★ Partnership & recognition of local identity
- ★ Respect for autonomous leadership
- ★ Quality not quantity
- ★ Promoting practical creativity

You can find out more at:

www.ellisguilfordschool.org.uk

ABOUT ELLIS GUILFORD SCHOOL



We are a mixed secondary school, catering for children between the ages of 11 and 16 years and located in Old Basford, Nottingham.

Since November 2018 we have been part of the Creative Education Trust. This has enabled the school to rigorously pursue rapid improvement for the children we teach.

The school boasts many facilities, and we strive to provide an inclusive and expansive education for all of the children in our care.

Our on-site facilities include:

- Sports fields including 5-a-side football pitches;
- Multi-Use Games Area marked up for netball and football;
- Astro Turf perfect for football;
- Dance studio complete with sound system and mirrored wall;
- Hall complete with a stage;
- Interactive whiteboards in classrooms;
- Modern and open-plan library with wide range of reading materials



To see full details of the school performance data please visit:
<https://www.compare-school-performance.service.gov.uk/school/146539/ellis-guilford-school>

SUPPORT FOR OUR STAFF

We are committed to providing our staff with the highest quality support and challenge to ensure that we excel and give our students the education they deserve.

Each of the Creative Education Trust's schools benefits from a comprehensive programme of support and challenge, including working with former HMIs.

Creative Education Trust places a strong emphasis on CPL for teachers and for senior and middle leaders. We run a regular programme of training events to improve teaching performance and also provide focused management development and one-to-one coaching opportunities. We have an active cross-trust group on the Teaching Leaders programme and use Future Leaders and Teach First extensively.

The school is supported by an experienced Head Office team, who are available to advise on financial planning, audit, HR, legal and property matters.



You can find out more at:
www.ellisguilfordschool.org.uk

Level 2 TA

JOB DESCRIPTION

LOCATION

Ellis Guilford School, Nottingham

SALARY

Grade D NJC 06-11 (FTE £20,043 - £22,129)

Term Time Only (39 weeks)

Actual pro rated salary £17,162 - £18,949

THE ROLE:

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- To assist pupils with their day-to-day intimate care needs and to work alongside other professional staff to enable pupils' independence skills

KEY RESPONSIBILITIES: LEVEL 2 TA

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- Assist the class teacher in the planning and evaluation of teaching and learning activities
 - Provide support to individuals and groups on teacher planned activities to enable them to access the curriculum, whilst monitoring progress and dealing with challenges as they arise.
 - Through effective learning strategies, support all pupils to participate in learning activities. This will involve being aware of pupils' needs, using appropriate equipment and materials and
 - modifying resources as necessary to support pupils to participate and progress
 - Contribute to the implementation of an effective behaviour management strategy, applying it fairly and consistently within clear boundaries and reinforcing positive aspects of behaviour.
 - Contribute to the planning and evaluation of teaching and learning activities by being clear of own role in delivery, sharing realistic ideas, offering constructive suggestions and giving feedback where appropriate
 - Working alongside the class teacher to ensure that learning resources and materials are ready for use in activities whilst recognising and minimising potential hazards and making adjustments where necessary
 - Escort and supervise pupils on educational visits and out of school activities

- To assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes. • To accompany teaching staff and pupils on visits, trips and out of school activities as required.
- To attend to the pupils' personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters
- To supervise and support pupils ensuring their safety and access to learning
- To establish good relationships with pupils, acting as a role model and being aware of and
- responding appropriately to individual needs.
- To promote the inclusion and acceptance of all pupils
- To encourage pupils to interact with others and engage in activities led by the teacher
- To encourage pupils to act independently as appropriate
- To prepare classroom as directed for lessons and clear afterwards and assist with the display of pupil's work.
- To be aware of pupil problems/progress/achievements and report to the teacher as agreed.
- To undertake pupil record keeping as requested
- To support the teacher in managing pupil behaviour, reporting difficulties as appropriate
- To gather/report information from/to parents/carers as directed

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post. The duties may be varied to meet the changing demands of the Trust at the reasonable discretion of the Principal.

You can find out more at:

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Person Specification	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> • Demonstrable levels of numeracy and literacy equivalent to GCSE (A* - C) or above in English, Maths 	<ul style="list-style-type: none"> • Level 2 TA Qualification
EXPERIENCE	<ul style="list-style-type: none"> • Proven experience of working with children and young people • Experience of building positive relationships with all stakeholders 	<ul style="list-style-type: none"> • Experience of caring for wheelchair users and familiarity of equipment • Experience of working within an educational setting
KNOWLEDGE AND UNDERSTANDING	<ul style="list-style-type: none"> • Knowledge of procedure to provide personal care and support to children and young people • Appreciation of the National Curriculum and how this is applied to planning, preparation and delivery of learning activities • Knowledge of appropriate behaviour management practices • Knowledge of safeguarding protocol 	<ul style="list-style-type: none"> • Knowledge of the education system
SKILLS AND PERSONAL ATTRIBUTES	<ul style="list-style-type: none"> • Excellent oral and written communication skills appropriate to the need to communicate effectively with colleagues, parents/carers, students and other professionals. • Good standard of numeracy and literacy skills. • Ability to proficiently use office computer software including word processing, spreadsheet, database, and internet systems. • Ability to build and form good relationships with students, parents/carers, colleagues and external agencies including social workers and the police • Ability to work constructively as part of a team, understanding school roles and responsibilities including own. • Ability to maintain confidentiality at all times • Ability to act on own initiative and to prioritise own workload to effectively meet deadlines • Flexible and adaptable • Good organisational skills and ability to produce work accurately others 	
EQUAL OPPORTUNITIES	<ul style="list-style-type: none"> • A demonstrable commitment to supporting and promoting safeguarding, student welfare, equality and diversity 	
SAFEGUARDING	<ul style="list-style-type: none"> • A thorough understanding of up-to-date safeguarding requirements and best practice • Candidates must be able to undergo successful checks in line with standards 	

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	<p>for 'safeguarding children and safer recruitment in education'. Appropriate and relevant references will be checked.</p> <ul style="list-style-type: none"> • Candidates must demonstrate an understanding and acknowledgement of the individual's responsibility for promoting and safeguarding the welfare and children and young people. 	
OTHER REQUIREMENTS	<ul style="list-style-type: none"> • High expectations for every pupil and a proven track record of making a difference to the learning and experiences of pupils inside and outside the classroom. 	



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