Secondary Recruitment Pack

Wrenn School

EAL Assistant

WRENN SCHOOL

Creative Education Trust

Dear Colleague



Thank you for your interest in the role of EAL Assistant at Wrenn School.

I am delighted that you have shown an interest in applying for this key post at our Ofsted rated GOOD school and SCHOOL OF THE YEAR 2018 (Northampton Education Awards). We believe that our students should receive an excellent education with opportunities to succeed beyond their potential, encouraging them to become confident, independent young adults, balanced by compassion and respect for others.

> "We are looking for an ambitious, experienced, committed and energetic teacher"

Wrenn School joined Creative Education Trust in November 2018. Our network consists of eleven secondary and six primary academies in the Midlands and Norfolk plus a central team. Wrenn School has the ambition, the expertise and the determination to ensure that our outcomes will continue to improve. To do this, it is vital that we attract the right calibre of professional to work alongside our dedicated team of staff.

We are looking for a colleague who shares the clear vision that the child is at the heart of everything we do, who can enjoy positive, professional relationships with young people and who demonstrates high levels of resilience and emotional intelligence.

Every member of staff receives an Individual Professional Development Programme. We empower staff to take ownership of their career progression and we invest significantly in training, outreach work, nationally recognised leadership qualifications and research projects linked to the needs of our students and the school. Your wellbeing and professional development in order to enhance your career is a priority for us. We offer a mentoring programme, career stage interviews, flexible benefits, staff rewards and support for family events. We continually monitor and pursue opportunities to manage workload effectively and promote a working environment that is supportive, enjoyable and positive for all.

The Governors are passionate about securing the very best for the school and expect commitment and drive, coupled with sensibility and humility. If you feel you have the skills, expertise, energy, enthusiasm and passion to join the staff team here, then please ensure that you apply.

You will be able to find a wealth of information about Wrenn School on our website www.wrennschool.org.uk which will help with your decision. Alternately you can arrange to visit us and talk to the students and staff, but more importantly you will see the Wrennaissance for yourself.

Yours faithfully

Steve Elliott

Principal

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

ABOUT WRENN SCHOOL





We are a mixed secondary school, catering for children between the ages of 11 and 18 years and located in Wellingborough, Northamptonshire.

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;
- Multi-use Floodlit Astro Turf
- Performance hall with sound system and projector;
- Lecture Hall complete with tiered seating;
- Wrenn Double Decker Science Bus
- Dedicated Sixth Form Hub
- Use of visualizers in selected classrooms
- Bespoke music centre
- Specialised creative subject learning building
- Learning Resource Centre for text-based resources





Summary of Wrenn School's Progress Scores in 2018:

- Progress 8 score: **+0.17**
- Attainment 8 score: **43**
- Pupils entering EBacc: 52%
- Staying in Education or entering employment: **91% (2016 Leavers)**

To see full details of the school performance data please visit:
https://www.compare-school-performance.service.gov.uk/school/139961/wrenn-school



SUPPORT FOR OUR STAFF

We are committed to providing our academy leaders with the highest quality support and challenge to ensure that their schools excel and give our students the education they deserve.

Our Principals and Headteachers have a good deal of autonomy as school leaders within a framework developed collaboratively with our Director of Education and our Director of Standards and Primary Education.

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 CPD 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.

We believe it is very important that each of our academies plans in such a way that financial and human resources are deployed to support their educational strategies fully. This is supported by our experienced Head Office team, who are available to advise on financial planning, audit, HR, legal and property matters either directly or by referral to our professional advisors.

Each of our Headteacher is a member of the Headteachers' Forum that meets regularly to help Creative Education Trust develop its ethos and strategy, and to share their professional expertise. As the network of Creative Education Trust schools grows, this forum has increasing value as a means of professional development and problem solving.

There are also a number of cross-group, phase leader and year-specific forums.



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

EAL ASSISTANT
JOB DESCRIPTION AND PERSON SPECIFICATION

LOCATION
Wrenn School, Wellingborough, Northamptonshire

SALARY
NJC Grade 4, Point 7 (Points 7-11)
35 hours per week
38 weeks per year (term time only)
43.51 paid weeks per year
Actual Salary: £15,434.62 per annum

THE ROLE
Supporting the learning of students who have EAL needs

REPORTING LINES
The post will report to the EAL leader for the school.

AREAS OF RESPONSBILITY

- Providing in-class support to enable students to access all areas of the curriculum effectively
- Working on a one-to-one/small group basis with selected students to help them with their English Language acquisition
- Keeping detailed records of students' individual targets and progress in liaison with line manager and class teachers
- Attending pastoral meetings, where required, to support the academic, social and personal development of particular students
- Where able to do so, providing translations of key documents and translating at parents' evenings and open evenings
- Liaising with parents to support students' achievement and progress by undertaking initial meetings with parents, phone calls etc.
- Establishing and maintaining working relationships with local community groups

OTHER DUTIES

- Assisting in preparing the learning environment
- Promote positive student behaviour in and around the school, to ensure a constructive working environment.
- Act to ensure pupils' health and safety.
- Following school policies and procedures especially those relating to child protection and health and safety.

SCHOOL ETHOS AND COMMUNITY

- Reinforce and instil clear standards for and throughout the school.
- Promote the school's unique identity and celebrate its achievements
- Recognise, praise and celebrate the commitment and achievements of colleagues, students and other stakeholders
- To be a positive role model of the values and behaviours that underpin the school vision

SUPPORTING THE WORK OF CREATIVE EDUCATION TRUST

- Develop strong, positive relationships with Creative Education Trust colleagues; contribute to collaborative work across Creative Education Trust schools and support other staff in participating in trust-wide work and projects.
- Participate in Creative Education Trust and sector-wide activities in order to share best practice, contribute to the development of Trust strategies and policies and promote the school and Creative Education Trust in a national context.
- Undertake any other reasonable duties deemed appropriate to the role

PERSONAL QUALITIES

- Must be adaptable, flexible and change agile.
- A clear understanding and commitment to the school, Creative Education Trust and its vision.
- An ability to enthuse and engender a desire for learning and passionate commitment to excellence at all levels.
- High level interpersonal and communication skills.
- Commitment to inclusive education providing opportunity for achievement for all.
- Integrity, openness, energy and enthusiasm.

Creative Education Trust is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake relevant safeguarding checks in line with Government safer recruitment guidelines.

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

EAL ASSISTANT
PERSON SPECIFICATION

	Essential	Desirable
Qualifications	Good general knowledge of English and Mathematics to GCSE level or equivalent (A*-C)	Degree in relevant subject
Experience	Experience of working within an educational setting with adults or young people Working within a clear vision and set of values.	
Knowledge and understanding	Awareness of relevant legislation relating to child protection	
Skills	Excellent communicator A 'Can Do' attitude and hardworking Excellent timekeeping Ability to motivate and encourage students Excellent interpersonal skills with pupils, colleagues, parents and outside agencies Ability to give and receive effective feedback and act to improve own performance and that of others Ability to explain ideas clearly and succinctly Ability to ask for support and advice where necessary & to work to tight deadlines under pressure Self-motivating with a positive outlook and attention to detail Ability to build and work as part of an effective team Ability to see tasks through to a successful conclusion Ability to reflect on own performance and adapt working practice if and when required	

	Proven ability to establish productive professional relationships with children, colleagues, and parents.	
Equal opportunities	Commitment to inclusion and diversity	
Other requirements	A commitment to working to improve the life chances of all the young people in our Academy	

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