



MOUNTS
BAY



Teaching Assistant

APPLICATION PACK



Salary scale: C (£17,189) Pro rata

Contract Type: Part Time or Full Time (Term Time)

Contract Term: Fixed Term (12 Months)

Teaching Assistant

Mounts Bay Academy is a caring and dynamic Academy where students are placed at the centre of everything we do. We provide a broad and balanced curriculum to all our students, who are set challenging academic and personal targets and given the inspiration to succeed. We are proud of the integrated and inclusive support we provide to students, in particular those with special educational needs or on pupil premium.

We are seeking to appoint an efficient and enthusiastic individual with excellent communication skills to work with young people in our busy academy. The successful candidate will be approachable, calm, caring yet firm, have good ICT skills and experience of working with and supporting students. A high standard of literacy and numeracy is essential for this post, as is the enthusiasm to help raise the achievement levels of students.

Mounts Bay Academy embraces the use of new technologies, providing 1:1 iPad devices for each child and an iPad Pro for each member of staff. We welcome applicants who are innovative in their use of IT and can develop their use as a strategy to raise standards across the curriculum.

In return we can offer:

- Excellent bespoke professional development
- Exceptionally well-resourced learning environment
- A friendly and caring whole academy community

Application forms and information packs are available via our school website or upon request by telephoning the Academy.

Leading Edge
Academies Partnership
is committed to
safeguarding and
promoting the welfare
of students and
expects all staff to
share this commitment

For further information, please contact Helen Rodgers,
PA to the Principal at Mounts Bay Academy

☎ 01736 363240 or email: hrodgers@mountsbay.org

Closing date for applications: 12 noon, 21 May 2021

Interviews: Week commencing 24 May 2021

Start: ASAP

Please send your completed application form to Helen Rodgers at Mounts Bay Academy, Boscathnoe Lane, Heamoor, Penzance, TR18 3JT.

The successful candidate will be subject to reference checks with previous employers and an enhanced DBS disclosure check.

Dear Applicant

Thank you for expressing an interest in the post of **Teaching Assistant** at Mounts Bay Academy, a member of the Leading Edge Academies Partnership. I hope you find this information pack helpful and that in due course we shall receive an application from you.

Mounts Bay Academy is the hub for the central team of the Multi-Academy Trust (MAT) with 1007 students aged 11-16 years. The Mounts Bay school converted to Academy status in 2011 and a year later was awarded an outstanding grade in a full Ofsted Inspection. This allowed the organisation to apply to become a Teaching School called 'Applied Minds', now known as 'Leading Edge Teaching School', which has provided innovative CPD and ITT to schools across Cornwall. As part of this brief, the Academy is a hub for the Challenge Partners' network.

The Academy has also successfully made bids to improve facilities over the last 5 years and there are now new changing rooms and Science laboratories, a new sports hall and an artificial sports pitch. In November 2017 the Academy was inspected by Ofsted to review its safeguarding arrangements and the HMI visitors noted that the Academy had a fully inclusive culture and provided excellent support for vulnerable students.

Mounts Bay Academy is an Apple Distinguished school and each student and staff member is provided with a mobile device to support learning. We believe that students should be prepared for the world in which they will live when they leave the Academy and strive daily to ensure that we update our knowledge accordingly.

This is an exciting time, with a new OFSTED framework, where we will be refocusing the leadership and developing our vision for World Class Education for Global Leaders.

We are looking for a professional with a spirit of adventure who understands that high academic standards and exciting learning can combine to change young people's lives. I look forward to receiving your application for this important post. Mounts Bay Academy is committed to safeguarding and promoting the welfare of young people and we expect candidates to share this commitment.

I look forward to hearing from you

Yours sincerely,



Les Hall
Principal

Application

If you wish to apply, please either email your application to Helen Rodgers, PA to the Principal at hrodgers@mountsbay.org (copies of all the details are available online on our website under the 'Vacancies' section) or post your completed application form to the address below, together with a covering letter, clearly demonstrating your suitability for the role. Where possible, please also provide email addresses for your referees.

In line with our safeguarding practices we are unable to accept CVs.

Closing Date

Please ensure your application arrives by the closing date/time and that the post for which you are applying has been stated clearly on the application form. Applications received after the closing date will not be accepted.

Interview

Interviews for the post will take place shortly after the closing date. All applicants will be informed on whether their application is successful within 2 weeks of the closing date.

Mounts Bay Academy is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment.

We follow safer recruitment practices and appointments are subject to an enhanced DBS check prior to employment. Details of our [Safeguarding and Child Protection Policy](#) can be found on our website www.mountsbay.org.

Mounts Bay Academy
Boscathnoe Lane
Heamoor
Penzance
Cornwall
TR18 3JT

Phone: 01736 363240

Web:

www.mountsbay.org
www.leadingedgeacademies.org

Job Description

Post Title:	Teaching Assistant
Purpose:	<ul style="list-style-type: none"> To take a proactive role in the support of the educational, social and physical needs of the students; To support the curriculum and the Academy through the provision of assistance to the teacher in the practical organisation of class activities and small group work. To meet the needs of students with specific special educational needs within a mainstream setting.
Reporting to:	SENCO
Liaising with:	Principal/Vice Principals, teaching/support staff
Working time:	Part time or Full time
Salary/Grade:	C
Disclosure level:	Enhanced

MAIN (CORE) DUTIES

Main tasks	The specific nature and balance of these responsibilities will vary according to the needs of the Academy and may be shared.
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Key Areas of Responsibility

- To assist individuals and groups of children in developing knowledge, skills and attitudes as defined by the Curriculum. To take into account the learning support involved to aid the children to learn as effectively as possible.
- To establish supportive relationships with the student/s concerned and to encourage acceptance and inclusion of all students.
- To encourage social integration and individual development of students. To develop methods of promoting and reinforcing students' self-esteem.
- To assist in preparing, using and maintaining relevant teaching resources, including wall displays and cleaning up classrooms after activities. To ensure that basic classroom materials are available for use.
- To assist with lunch and break time supervision of children on a rota basis in accordance with the Academy's Policy for Playground Supervision.
- To accompany children on educational visits and outings as supervised by the Teacher.
- To assist with the assessment, monitoring and recording of children's progress, health, behaviour and general wellbeing. To feedback any information (including concerns) regarding the well-being and educational needs of children to the Teacher or Principal as appropriate.
- To be aware of confidential issues linked to home/students/teacher/school work and to ensure the confidentiality of such sensitive information.

- To supervise an individual or small group of children within a class under the overall control of the teacher.
- To administer minor first aid (as trained), assist in the dispensing of medically prescribed controlled drugs (as per the approved procedure) and to assist with the personal hygiene and physical needs of children with regard to health and safety as required.
- To carry out administrative tasks associated with all of the above duties as directed by the teacher.
- To remain aware and work within all relevant academy working practices, policies and procedures.
- To attend staff meetings and academy-based INSET as required. To meet with the SENCO and/or other appropriate staff.
- The post holder is responsible for his/her own self-development on a continuous basis.
- To be aware of and work in accordance with the Academy's child protection policies and procedures and to raise any concerns relating to such procedures which may be noted during the course of duty.
- To be aware of and adhere to applicable rules, regulations, legislation and procedures including the Academy's Equal Opportunities Policy and Code of Conduct, national legislation (including Health and Safety, Data Protection).
- To undertake other duties appropriate to the grading of the post as required.
- To maintain confidentiality of information acquired in the course of undertaking duties for the department.

(Applicable to Teaching Assistants supporting students with specific special educational needs within a mainstream setting)

- To meet the mobility needs of the student, assisting in the use of a wheelchair/hoist, ensuring compliance with safe lifting procedures and associated training.
- To meet the needs of incontinent students.
- To meet the needs of students with emotional and behavioural difficulties. To control the students to prevent harm and disruption to the students or others, within the limits of the post holders training (eg: Team Teach) and school policies and procedures.
- To encourage acceptance and inclusion of all students.
- To develop methods of promoting/reinforcing the students' self-esteem and to promote independence through the development of self-help skills.

Other Specific Duties

- To remain and adhere to the Trust's Safeguarding Policy and child protection procedures.
- To play a full part in the life of the Academy community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- To actively promote the Academy's corporate policies.
- Be responsible for your own continuing self-development, undertaking training as appropriate.
- To be aware and adhere to applicable rules, regulations, legislation and procedures eg the Trust Equality and Diversity Policy, Staff Code of Conduct, national legislation and GDPR Data Protection Regulations.
- To comply with the Academy's Health and Safety Policy and undertake Risk Assessments as appropriate.

As a restorative organisation we

- Apply the principles of mutual respect and responsibility in all our internal and external relationships.
- Actively work to prevent, address and repair harm.

Engage in continuous learning to further develop our communication and problem-solving skills.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Person Specification

Essential	Desirable	Demonstrated By
A commitment to safeguarding children and young people and an awareness of current national legislation relating to safeguarding and child protection.		Application Form / Interview
Previous experience of working with children.	Previous experience of working with children within a classroom environment or similar.	Application Form / Interview
Good levels of literacy and numeracy. Attainment of 4 GCSE qualifications (or equivalent), or able to demonstrate equivalent knowledge, skills and aptitude.		Application form / interview
Organisational skills. Good communication skills.	Knowledge of issues relevant to education and child development.	Interview
Able to prioritise between different demands. Ability to work to deadlines. Self-motivated, and able to work in a team. An interest in children and education. Patient and friendly approach.	Able to work without supervision.	Interview
Other		
Attendance at some evening and early morning meetings as required.		