SHARE
MULTI-ACADEMY TRUST

Luck Lane Primary Academy

Educational Teaching Assistant

Application Pack

Welcome from the CEO

September 2019

Dear Applicant,



Thank you for taking an interest in the Educational Teaching Assistant vacancy based at Luck Lane Primary. I hope the materials enclosed in this pack give you a good sense of what makes the trust a special place to work and provides the information you need about the post. I hope you enjoy the visit if you were able to attend, please do not hesitate to contact us if you need anything further.

Our belief in "Valuing People, Supporting Personal Best" means we are committed to investing in our staff, to help them be happy at work, to provide the support they need to achieve the highest standards they are capable of and to offer the training or guidance they need to undertake their jobs effectively. For example, everybody is encouraged to use a personal development plan, to set their own objectives and to take responsibility for their own improvement priorities. We define effective leadership as "helping others to achieve their best" and that is what your line manager will try to do for you.

It is important to read the information provided carefully. We want you to be happy in the role you are applying for and committed to performing the job to the best of your ability.

I very much hope you are encouraged to apply for the position and look forward to meeting you soon.

Yours faithfully,

John McNally CEO

SHARE Multi-Academy Trust is a charitable trust currently consisting of three secondary and five primary schools in West Yorkshire. Our schools are: Shelley College, Huddersfield; Heaton Avenue Primary School, Cleckheaton; Millbridge Junior, Infant and Nursery School, Liversedge; Cowlersley Primary School, Cowlersley; Royds Hall Community School, Beech Primary School and Luck Lane Primary School, Huddersfield.

We believe in helping staff and students achieve their personal best and are keen to recruit the very best talent to our Trust. As well as being part of the Trust, some of our schools are National Support Schools and National Teaching Schools and as such, we can offer our staff a wealth of career development opportunities and the support you need to enjoy your role.

More than six hundred people work hard across the Trust to ensure we provide the very best education and service across all our schools, from invigilators joining us for a few hours a year, through flexible part-time work to many full-time teaching and support roles.

At SHARE MAT, we aim to:-

- Encourage all our students/pupils to go beyond what they think they can achieve, to enjoy learning, helping them to lead healthy and happy lives;
- Equip our staff to deliver their best every day, our belief is that by Valuing People, Supporting Personal Best is the key;
- Ensure our staff are happy at work, taking pride in students/pupils progress and development;
- Deliver training and guidance relevant to job role so expectations are understood and staff feel motivated;
- Offer great benefits making us the employer of choice, including outstanding CPD, supportive line management and networking opportunities across the MAT to aid personal development.

If you share our passion for challenging, improving and making our schools the best they can be, we'd love to hear from you.

LUCK LANE
A SHARE Primary Academy

We are part of the SHARE Multi-academy trust and Green Light Teaching Alliance. This means we can offer the successful candidate access to a fantastic support network, CPD and opportunities to develop practice across the trust.

We are a school which has an innovative curriculum that allows staff the flexibility to create an inspiring, exciting learning journey for all our pupils/students enabling them to develop into active citizens of the future, empowered to make their best contribution to society.

The Curriculum is developed in a thematic and practical way that engages both our employees and children/young people. We seek ways to make our curriculum even more interesting every year. Lessons are expected to be fascinating, engaging, exhilarating, and demand that pupils/students think for themselves whilst ensuring pupils/students see a purpose to their work. A wide range of learning styles are used ensuring personalised learning is at the heart of what we do.

The teams include teachers and support staff, all of whom work together to deliver the agreed curriculum to all the children/young people. Together they assess pupils/student progress and achievement discussing to ensure each learner's self -confidence and self -esteem rise quickly, developing their thirst for learning

We can offer a strong team spirit and very high staff morale, which has created an open and supportive environment where staff can be innovative in accelerating pupils/students learning.

Educational Teaching Assistant Role Profile

Role Title	Teaching Assistant	***Reporting to***	Assistant Head
Section	Luck Lane Primary		
Contract type	As detailed on the advert	***Grade / Salary***	Band D SCP 7-11

Overall purpose of role	Assisting the teacher in the overall delivery of the Curriculum, undertaking work/care/support programmes in order to enable access to learning for all pupils and the teacher in the management of pupils in the classroom. Supervising pupils outside of lesson time, including working as a team to provide robust lunchtime supervision.
Safeguarding Requirements	This post requires the post holder to work in settings with children. Any employment offer is therefore subject to the results of an Enhanced Disclosure from the Disclosure and Barring Service (DBS). People who have contact with younger children (i.e. primary school age) are also required to complete a declaration about family or other members of their household.

Key Outputs

1. To undertake duties in accordance with school practices and procedures, ensuring the post holder actively upholds and promotes the philosophies of the school.
2. Under the guidance of the teacher, supervise activities and assist with the general management and control of pupils in school throughout the school day including lunchtime.
3. To participate in and assist in supervision of educational visits, in conjunction with the teacher/line manager.
4. To promote good pupil behaviour, dealing promptly with conduct and incidents in line with established policy and encourage pupils to take responsibility of their own behaviour.
5. To undertake relevant training and development as required from time to time by the Headteacher or Governors, and be involved in ongoing development reviews of skills and competencies.
6. To attend and contribute towards the daily departmental briefing and other meetings as required.
7. To actively encourage the inclusion of all pupils to participate in the life and activities of the school and access the national curriculum to the best of their ability.
8. To provide individual assistance or assistance within groups through Pastoral Support, EHC plans, SEN support and teaching strategies etc, to maximise their achievements.
9. To work with the teacher to monitor and assess pupil progress towards achievement of SEN targets as identified in MSP or ANP.

10. To act as a key person with an overview of the care needs of specific pupils. This would include acting under the direction of the SENDCo to coordinate the medical and personal care needs of the pupil.
11. Under the direction of the teacher, assist in the delivery of the structured and agreed learning activities/teaching programmes.
12. As part of your wider duties and responsibilities you are required to promote and actively support the schools responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn't just about the very old and the very young, it is about everyone who may be vulnerable. Please refer to our Safeguarding Policy on the school Website
13. Carry out your duties with due regard to current and future school policies, procedures and relevant legislation.
14. Have an understanding of the importance of lesson planning, contribute to lesson planning and learning objectives to develop learning.

Dimensions *(Financial/Statistical/Mandates/Constraints/No. of direct reports)*

- Range of Teachers and Support Staff approximately 30 across the whole school.
- Range of pupils approximately 240. Number of SEN pupils varies.

Work/Business contacts

Internal: All teachers and support staff including Lunchtime Supervisors to advise how effectively to support pupils to achieve their Personal Best at all times.

External: External staff, Other Schools, Parents and families.

Expertise in Role Required (At selection - Level 1)	**Essential or Desirable**
• Experience of working with young people with specific care needs	Essential
• Be able to demonstrate levels of numeracy and literacy to GSCE [A-C]	Essential
• NVQ 3 for Teaching Assistants or equivalent qualifications or experience	Desirable
• Experience of working with children/young people	Essential
• Experience of working with children/young people in a school	Desirable
• Experience of working with children who have SEN	Desirable
• Ability to engage and influence others	Essential

• Experience of working across departments and with external organisations	Desirable
• Excellent communication skills and the ability to foster good relationships with parents carers and other outside agencies	Essential
• Excellent behaviour management skills	Essential
• Commitment to the safeguarding of young people	Essential
• Ability to monitor and evaluate impact of interventions and strategies	Essential
• Ability to deal with the personal care and comfort, and necessary treatments with pupils, i.e. toileting and intimate care issues	Essential
• Ability to assist the teacher in planning class activities	Essential
• Ability to prepare differentiated materials and teaching aids suitable for learning activities	Essential
• Ability to use ICT to support learning	Desirable
Other (Physical, mobility, local conditions)	
• Is willing to work flexibly within scope of overall hours.	Essential

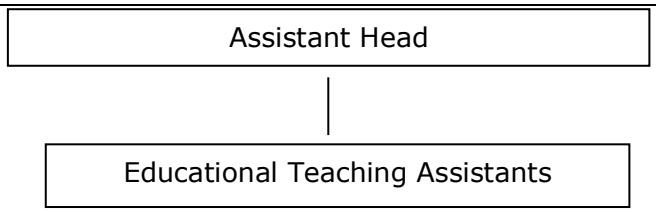
Expertise in Role - After initial development - Level 2

- Working knowledge/understanding of how to meet the needs of young people with personal care needs gained through relevant training.
- Understanding of Educational Health Care plans and My Support Plans.
- Working knowledge or understanding of relevant policies and codes of practice.

Expertise in Role (Advanced - Level 3)

- Specialist skills/training in supporting care needs of pupils
- Specialist skills/training in curriculum or learning area.

Structure



Signatures

Approved by : CEO

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Approved by : Post Holder/or Representative

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Closing Date is 15th October 2019 at 12pm

Interview Date is 22nd October 2019

Please note that CVs will not be accepted.

To apply please complete the SHARE MAT application form and the Safeguarding Declaration Form B, which can be downloaded from our website www.roydshallprimary.org and return this, for the attention of the Head of School Miss Jo Jenkinson, to kchapman@roydshall.org

SHARE MAT comprises of Beech Primary School, Cowlersley Primary School, Heaton Avenue Primary School, Luck Lane Primary School, Millbridge Junior, Infant and Nursery School, Royds Hall Community School, Shelley College, and Thornhill Community Academy.

SHARE MAT is committed to the Equalities Act 2010 and also to promoting the welfare and safeguarding of children and young people, by adhering to the "Keeping Children Safe in Education" guidance. All staff and volunteers are regularly trained regarding our expectations in keeping our students safe. An enhanced DBS is required for every post.