

# Teaching Assistant (Level 2)

Ellis Guilford School

Start: ASAP



ELLIS  
GUILFORD  
SCHOOL  
*Creative  
Education  
Trust*

# Dear Candidate



Thank you for your interest in the vacancy for Teaching Assistant (Level 2) at Ellis Guilford School.

The Ellis Guilford School is a larger than average secondary school for children aged 11-16, recently achieving 'Good' Ofsted status in June 2023. We continue to grow and thrive and have a very clear mission, 'to ensure that children attending our school have a better chance of success than if they went to any other school'.

The Ellis Guilford School joined the Creative Education Trust in 2019. Our network consists of 17 schools across the primary and secondary phases in the Midlands and Norfolk. The school benefits from a central trust team who provide support, ambition, and expertise.

The Ellis Guilford School is at an extremely exciting point in its journey. We believe that every child should receive an exceptional education with opportunities to succeed beyond their potential. To do this, we deliver a broad and balanced curriculum and a range of extra-curricular opportunities that support our children to become confident, independent and balanced individuals, with our school values of equality and integrity at their core.

Here at the Ellis Guilford School, we continually support our staff to develop through a high quality CPD programme including deliberate practice and live coaching. We have a range of in-school development opportunities to enhance your career including Teach Meets, Career Conversations, and our well-regarded Teacher Development Programmes.

We are looking for a team member who is committed to providing the very best for our children, whilst developing their skills to deliver on our clear vision.

You will be able to find a wealth of additional information about our school on our website [www.ellisguilfordschool.org.uk](http://www.ellisguilfordschool.org.uk), however if you'd like to discuss the role further, our HR team will be delighted to discuss this role with you. Please contact the HR team on [hr@ellisguilfordschool.org.uk](mailto:hr@ellisguilfordschool.org.uk).

I look forward to receiving your application,

Yours sincerely,

**Gemma Johnson**  
Principal

“ This is a school where everyone is given the chance to belong and succeed. ”

Ofsted 2023

You can find out more at:  
[www.creativeeducationtrust.org.uk](http://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 14,000 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 pupils for their transition to adult life and employment.

## Our Mission

To give every child in our schools the best possible start in life through excellent education and wide-ranging co-curricular opportunities



## Our Vision

To send out into the world educated, creative, confident and responsible young people, who can succeed in their ambitions and make their communities better places

## Our Values

### Ambition

We are ambitious in everything because only the best will do

### Excellence

We do not stop at 'good enough'

### Creativity

We connect our knowledge in innovative ways

### Resilience

When the going gets hard, we up our game and reach our goal

### Inclusion

Every child and every colleague matters – we will work for and with them all

### Respect

We value the ideas of others and make sure all voices are heard

You can find out more at:

[www.creativeeducationtrust.org.uk](http://www.creativeeducationtrust.org.uk)

# ABOUT ELLIS GUILFORD SCHOOL

**We are a mixed secondary school, catering for children between the ages of 11 and 16 years, 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 the children in our care.

## **Our on-site facilities include:**

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Sports fields including 5-a-side football pitches;

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Multi-Use Games Area marked up for netball and football;

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Astro Turf perfect for football;

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Dance studio complete with sound system and mirrored wall;

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Hall complete with a stage;

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Interactive whiteboards in classrooms;

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Modern and open-plan library with wide range of reading materials



## Knowledge Connected

Curricular innovation through our 'Knowledge Connected' programmes promotes creative, integrated and pro-active thinking so that our pupils are equipped for the challenges of the 21<sup>st</sup> century.

# 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 pupils 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 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 several cross-group, phase leader and year-specific forums.



You can find out more at:

[www.creativeeducationtrust.org.uk](http://www.creativeeducationtrust.org.uk)

# Teaching Assistant Level 2

## JOB DESCRIPTION AND PERSON SPECIFICATION

### LOCATION

Ellis Guilford School, Nottingham

**Weeks per year:** 39

**Hours per week:** 37, Monday to Friday

**Grade:** EGS Grade D, NJC points 6-11.

Actual £21,660 - £23,455 per annum (FTE £25,183 - £27,269)

**Reporting to:** SENDCo

### THE ROLE

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

- Ensure that all pupils are suitably supported to meet their learning needs and expectations, in particular pupils with SEND, Pupil Premium and more able pupils.
- Develop strategies, in liaison with teaching staff, to support pupils to achieve learning goals.
- To be a named key worker to identified pupils with SEND needs.
- Monitor and track pupil's responses to learning interventions and accurately record achievement and progress.
- Provide feedback to teachers and the SENDCO on individual pupils and their achievement, progress, and development areas.
- Undertake marking of pupils' work where appropriate to provide feedback to pupils in relation to progress and achievement, adjusting teaching plans as appropriate.
- Create and maintain a purposeful, orderly, and supportive environment.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with academy policy and encourage pupils to take responsibility for their behaviour.

- Be aware of and comply with policies and procedures relating to child protection, health and safety, teaching and learning, confidentiality, and data protection, reporting all concerns to an appropriate person.
- Attend and participate in relevant meetings as required and participate in appropriate training.
- Assist with the supervision of pupils out of lesson times, including before and after school and accompanying teaching staff and pupils on visits, trips and out of school activities as required.
- Attend weekly staff briefings, CPD events and faculty meetings.
- Liaise with parents and carers regarding pupil progress.
- 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 work with small groups of pupils on activities which support, and address identified learning and social needs.
- To encourage pupils to interact with others and engage in activities led by the teacher.
- To encourage pupils to act independently as appropriate.
- To be aware of pupil problems/ progress/ achievements and report to the teacher as agreed.
- To undertake pupil record keeping as requested

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.

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.ellisguilfordschool.org.uk](http://www.ellisguilfordschool.org.uk)

	ESSENTIAL	DESIRABLE
<b>QUALIFICATIONS</b>	Demonstrable levels of numeracy and literacy equivalent to GCSE (A* - C) or above in English, Maths	Level 2 TA Qualification
<b>EXPERIENCE</b>	Proven experience of working with children and young people  Experience of building positive relationships with all stakeholders	<ul style="list-style-type: none"> <li>Experience of caring for wheelchair users and familiarity of equipment</li> </ul> Experience of working within an educational setting
<b>KNOWLEDGE AND UNDERSTANDING</b>	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	Knowledge of the education system
<b>SKILLS AND PERSONAL ATTRIBUTES</b>	Excellent oral and written communication skills appropriate to the need to communicate effectively with colleagues, parents/carers, pupils 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 pupils, 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.  Ability to always maintain confidentiality.  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	
<b>EQUAL OPPORTUNITIES</b>	A demonstrable commitment to supporting and promoting safeguarding, pupil welfare, equality and diversity	
<b>SAFEGUARDING</b>	A thorough understanding of up-to-date safeguarding requirements and best practice	

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