



Meridian Trust

HIGHER LEVEL TEACHING ASSISTANT Recruitment Pack



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Welcome from our CEO, Mark Woods



Thank you for your interest in joining the Meridian Trust family.

The success and growth of our Trust has been based on remaining focused on some critical principles:

- Every child is known, equally valued and supported to achieve their potential in all our academies. Every community we serve benefits from the facilities and services we provide.
- Our staff benefit from strong networks, excellent career opportunities and a human approach where they are equally valued and supported.
- We ensure that well-run schools retain and develop their distinct contextual identity, while sharing and contributing to our common values, practices,

curriculum approaches and operational systems

Since 2011, thanks to the fantastic work of our staff, our Trust has grown from 1 to 30 academies whilst retaining our focus on working within an area that enables easy movement between our schools. From first developing an application in 2007 to open schools in the new town of Northstowe, we have been committed to the vision of being an all-through and all-inclusive Trust. Our Trust currently consists of 14 primary schools, 13 secondary schools and 3 special schools. We are also currently developing 3 free school projects within our region.

Meridian also plays a key role in the wider development of education in the region. We are the home to the Cambridge and Peterborough Teaching School Hub and operate a vibrant Initial Teaching Training provider that trains upwards of 100 teachers annually. In addition, our commitment to the local community as an extension of our village college ethos means that we host a range of activity in our schools, including providing leisure and educational opportunities.

If being part of a dynamic, compassionate and dedicated group who believe we can really improve young people's life chances and opportunities by working together appeals to you, we very much look forward to receiving your application.



A Brief History

Meridian Trust, formerly known as Cambridge Meridian Academies Trust (CMAT), is a values-led Trust and has risen to be one of the highest performing academy groups in the country. Our Trust was first formed as an educational trust to create a federation of schools in 2006 with a desire to provide high quality and dynamic education for everyone, right in the heart of our community. Through various government policies, our commitment to collaboration has remained consistent.

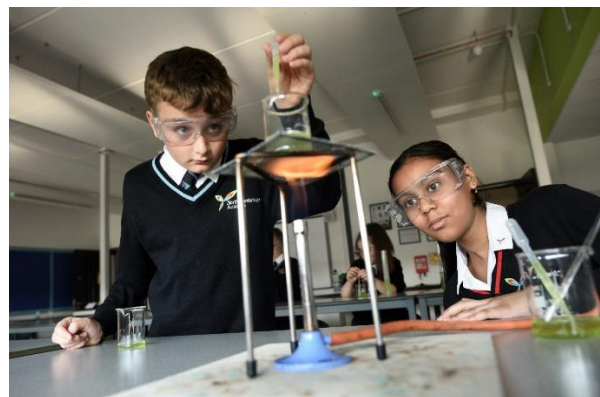
Meridian Trust was formed in 2011 to deliver more widely on that clear vision to provide high quality and dynamic education for all at the heart of the communities we serve. Our steady growth since then reflects our commitment to the communities we serve and our track record of success. The period since 2018 has seen an increase in speed of growth as many long-term projects matured and our relationship with Sharnbrook Academy Federation emerged.

We are currently a family of 30 academies (including 14 primary, 3 special and 13 secondary schools). The secondary schools include a University Technology College, an Upper School, four 11-16 schools and six 11-18 schools. We also have 2 new secondary free schools in development. All within 20 miles of Cambridge and Peterborough and the main communication routes between. We merged with Cambridge Primary Education Trust to become the Meridian Trust in April 2022. As a lead partner in the Cambridge and Peterborough Teaching School Hub and an ITT provider through the Cambridge Partnership we retain a strong commitment to growing and supporting staff throughout their training and career development. We

have a proven track record of school improvement and transforming the lives of children and young people over the last 10 years.

Students thrive in Meridian Trust academies as a result of the implementation of our values, our successful and proven systems and our commitment to valuing people. We are among the highest performing multi-academy trusts in the country for student progress. No trust academy has ever undergone an OFSTED inspection resulting in anything other than an improved outcome. Our academies are well-run, and our staff benefit from excellent access to professional development.

Our commitment to the education system goes beyond just our own academies. We operate 'The Cambridge Partnership', one of the largest initial teacher training providers in the country which has recently merged with the SAF ITT, and 'Leadership East' these further strengthen our capacity and commitment to professional development. We also provide support through various SLAs to a number of other trusts and academies.





Trust Vision, Mission and Values

Meridian Trust Vision

Meridian Trust exists to provide, support, and champion high-quality education at the heart of local communities.

As members of the Meridian family, Trust academies aim to unite their pupils, families and other local stakeholders around this common purpose to share experience and resources, to improve standards and to maximise our contribution to their wider communities.

Our vision, mission and values guide and bring together each of the Trust's academies.

Our Vision:

High-quality educational provision for all at the heart of local communities.

Our Mission:

To deliver, promote and inspire high quality educational provision in schools at the heart of their local communities so that:

- Every child is a successful learner, confident individual, and responsible and employable citizen
- Every school is a hub for community activities, a centre for extended services and a source of immense pride for students, their families, and other local stakeholders

Our Values:



Achievement for all

We offer a curriculum that supports all our students. We provide you with the opportunities to maximise your potential in the Trust



Valuing People

Staff benefit from strong networks, excellent career opportunities and a human approach where they are equally valued and supported



High Quality Learning Environment

Students develop a lifelong love of learning. We offer you excellent targeted provision for professional development at each career stage



Pursuit of Excellence

Our curriculum stretches and challenges students. You will be similarly encouraged to develop aspirational personal and professional goals



Extending the Boundaries of Learning

We provide a breadth of experience through the curriculum and beyond. Staff can access a range of learning opportunities that go beyond traditional training



Why work for us

Meridian Trust aims to be the employer of choice for the communities we serve. Since 2010 we have nurtured and developed the careers of many people. You can read about some of those journeys in the 'Meridian Trust People' section of this website. We are committed to making a difference to young people's lives and the communities we serve. Help us make our mission a reality.

Benefits:

Working with us brings with it a range of attractive benefits, including;

- Generous employer contributions to Local Government or Teacher Pension Scheme
- Free on-site parking
- Eyecare vouchers
- Access to a free Employee Assistance Programme, offering mental health and wellbeing support to staff
- Cycle to work scheme
- Reduced staff membership to the facilities at Academy Leisure, Sawtry
- Free tea and coffee making facilities
- Generous sick pay and annual leave



How to apply

To apply please complete the online form on the TES. Your supporting statement should address and evidence the selection criteria detailed in the Person Specification.

**Closing date: Monday 24th June 2024
(by 9am)**

Interviews on a rolling basis – as applications are received.

Applying:

For any questions about the application process please contact:

Caroline Day – Senior HR Officer (tel. 01223 491656) Please email:

cday@meridiantrust.co.uk or
primaryvacancies@meridiantrust.co.uk

Meridian Trust is committed to safeguarding and promoting the welfare of children. All appointments will be subject to satisfactory pre-employment checks including enhanced DBS disclosure.

We are committed to diversity & inclusion and equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, race, religion or belief and marriage and civil partnerships. Meridian Trust is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced disclosure and barring service check. We expect all adults who work for the Trust to share our commitment to safeguarding and the health and wellbeing of our students.





JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title:	Higher Level Teaching Assistant
JD Reference:	STD TA 04
School/Academy:	Downham Feoffees Primary Academy
Weeks:	38 Weeks
Hours of work:	32.5 hours
Salary:	Grade 7
Responsible to:	Headteacher

Role:	To support the teaching of students
Purpose of job:	To complement the professional work of teachers and Headteacher by leading and delivering learning objectives to children and young people as directed

Responsibilities and Accountabilities:

Support for Students:

- Assess the needs of students using detailed knowledge and specialist skills to support learning and establish productive working relationships with students, acting as a role model and setting high expectations
- Promote the inclusion and acceptance of all students within the classroom whilst supporting students consistently, recognizing and responding to individual needs. Post holder to encourage students to interact and work co-operatively with others and engage all students in activities
- Promote independence and employ strategies to recognize and reward achievement of self-reliance, such as providing feedback to students in relation to progress and achievement

Support for Teachers:

- Organise and manage appropriate learning environment and resources, including teaching and learning objectives as planned by the Class Teacher Evaluate and adjust lessons/work plans as appropriate within an agreed system of supervision



- Monitor and evaluate student responses to learning activities through a range of strategies against pre-determined learning objectives. Providing objective and accurate feedback to the Class Teacher as required
- Work within an established discipline policy to anticipate and manage behaviour constructively, promoting self-control and independence
- Produce lesson plans, worksheet plans etc and administer and assess/mark tests and invigilate exams/tests

Support for the Curriculum:

- Deliver learning activities to students within agreed system of supervision, adjusting activities according to student responses/needs whilst also delivering local and national learning strategies
- Make effective use of opportunities provided by other learning activities to support the development of student's skills. The post holder should use ICT effectively to support learning activities to develop students' competence and independence in its use
- Prepare prescribed resources following teaching planning, that is necessary to lead learning activities, taking account of students' interests and language/cultural backgrounds

Support for the School:

- Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, and reporting concerns to an appropriate person
- Be aware of and support differences to ensure all students have equal access to learning opportunities, contributing to the overall ethos/work/aims of the school
- Recognise own strengths and areas of expertise and use these to advise other Teaching Assistants

Support for School/Academy/Place of work:

- Participate in staff events by arrangement
- Attend Staff Meetings
- Contribute and participate in Trust events and activities where possible
- Develop and maintain effective working relationships with other staff and parents/carers
- Adhere to the Trust values
- Follow school policies, practices, and procedures

Data security:

- Act in accordance with legal provisions regulating confidentiality and security of data and information in accordance with GDPR regulations



Health and Safety:

- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions
- Co-operate with the Trust on all issues to do with Health, Safety & Welfare
- Contribute to the maintenance of a safe and healthy environment
- Work / operate all equipment with Health and Safety & Welfare

Continuing Professional Development:

- In conjunction with the line manager, take responsibility for personal professional development, keeping up to date with research and developments related to school/academy/place of work efficiency, which may lead to improvements in the day-to-day running of the Trust
- Undertake any necessary and identified professional development taking full advantage of any relevant training and development available, particularly when related to the use of ICT, for data management and record keeping
- Maintain a professional portfolio of evidence to support the Performance Management process – evaluating and improving own practice

Child Protection and Safeguarding

- The post holder will have a shared responsibility for the safeguarding of all children and young people. The post holder also has an implicit duty to promote the welfare of all children and young people
- Inform the Child Protection Officer of any issues relating to the safety and well-being of students

The post holder will undertake any other duties commensurate with the grade of the post, in consultation with line manager

This job description is subject to review and may be changed following consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the post holder's professional responsibilities and duties.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

All staff will be subject to an enhanced check with the Disclosure & Barring Service.

Updated: January 2022

Person Specification

Assessment Key:
A = Application Form





Teaching Assistant – Higher Level

I = Interview

Education and Qualification		Essential	Desirable	Assessment
1	Good educational background with GCSE or equivalent in English Language and Maths	✓		A
2	Level 3 or above Teaching Assistant qualification or willingness to work towards this		✓	A
Experience		Essential	Desirable	Assessment
3	Experience of supporting children in a classroom environment, including those with a range of learning needs or challenging behaviour		✓	A/I
4	Experience of working with children across all key stages with evidence of having achieved successful pupil outcomes		✓	A/I
5	Experience of working closely with parents in successful home-school partnerships that support pupils' needs		✓	A/I
Knowledge and understanding		Essential	Desirable	Assessment
6	Understanding of the education system	✓		A/I
7	A good knowledge of the SEND Code of Practice		✓	A/I
8	Understanding of how children learn	✓		A/I
9	Understanding of phonics, numeracy, and literacy development	✓		I
10	A sound grasp of the concept of inclusive practice	✓		I
11	Knowledge of the concept of confidentiality	✓		I
12	Awareness of child protection issues	✓		I
13	First aid certificate		✓	A





Skills and abilities		Essential	Desirable	Assessment
14	Skilled at making and sustaining positive relationships with children	✓		I
15	Skilled at developing children's self-esteem and motivation so that they become resilient, independent learners	✓		I
16	Able to work closely with pupils who are finding learning difficult, or those who have experienced a feeling of failure	✓		I
17	Capable of planning intervention work, assessing the needs and achievements of children and maintaining appropriate records	✓		I
18	Excellent written and oral communication skills	✓		I
19	Ability to contribute to team meetings and contribute ideas	✓		I
Personal Qualities		Essential	Desirable	Assessment
20	Willingness to undergo further training and development	✓		I
21	Positive and enthusiastic approach towards work	✓		I
22	Ability to act on own initiative	✓		I
23	Kindness and empathy towards students and colleagues	✓		I
24	Ability to work as part of a team effectively	✓		I
Child Protection		Essential	Desirable	Assessment
25	Support the Academy policies on safeguarding and child protection	✓		A/I
Other		Essential	Desirable	Assessment
26	Flexibility of working hours	✓		A/I





About Downham Feoffees Primary Academy

Welcome to Downham Feoffees Primary Academy (DFPA), part of Meridian Trust where we hope you will experience a wealth of enthusiasm for learning and for supporting and helping each other within our learning culture. We are sure you will quickly feel the friendly and positive ethos in the academy from both the staff and the children who would love to share their latest pieces of work and activities with you.

Downham Feoffees Primary Academy is part of the Meridian family of academies. Our academy is situated in the heart of the village of Little Downham and caters for children aged 4 – 11 (Reception, Key Stage 1 and Key Stage 2).

We have approximately 160 pupils, organised into seven single age classes. The majority of our pupils come from Little Downham; the remainder are from the surrounding villages.

We aim to provide engaging learning activities for our children within a stimulating and challenging environment. Although our purpose is to promote the development of academic and practical skills, we also seek to guide children in their social, wellbeing and moral development. The environment we provide for our children promotes an inquiring mind, independence, self-motivation and confidence. We aim to develop the numerous social skills that are necessary for children to become responsible members of society.

In February 2021, Downham Feoffees Primary Academy was awarded ‘The Gold School Mental Health Award’. We were elated to become the first academy within our trust to attain and be awarded The Carnegie Centre of Excellence for Mental Health in Schools, School Mental Health Award at Gold level for our outstanding mental health and wellbeing provision.

In June 2020, Downham Feoffees Primary Academy was awarded for ‘Excellence in Science Teaching’. Our academy has become one of just 160 schools across the



country to be recognised for its excellence in science. We are delighted to have been awarded a Primary Science Quality Mark (PSQM) in recognition of teaching and learning in science, across the whole school.

Since academisation, we have had a determined drive and focus on raising the profile of mental health and wellbeing throughout the academy for all stakeholders. Work has included: auditing and redesigning our whole school curriculum with regards to the intent and implementation and our vision, values and ethos. Threaded throughout our curriculum the following elements are key: the Personal, Social, Health and Economic (PSHE) curriculum; raising aspirations and inspirations; fostering positive growth mindsets and character strengths; devising a mental health menu and referral system, and reducing stigma associated with mental health. At DFPA we are committed to continuously improving provision within the school, therefore over the coming years we intend to continue to embed mental health and wellbeing within our academy and the wider curriculum and community.

We are proud of our academy and of the part it plays within our local community. Our success works in unison with the partnerships fostered between the home and school. We value the hard work and support provided by parents/carers and their families, plus the Friends of Downham Feoffees (FODA) and our Academy Council. We have fostered links with businesses and charities both within the locality and further afield; we look forward to further developing such opportunities.

As part of the Meridian family, we have forged robust links with Ely College Academy and The Lantern Primary Academy, and we have made strong links with Busy Fingers Pre-School which is adjacent to our academy.

For more information about our Downham Feoffees Primary Academy, please visit our website: <https://www.downhamfeoffees.org>

