



## Candidate Information

Teaching Assistant, Level 1  
Harris Church of England Academy

# About the Multi Academy Trust (MAT)



## The MAT

The Diocese of Coventry MAT Academies are:

- Transformational
- Aspirational
- Sustainable
- Motivational
- Purposeful

They are recognised for their distinctive and inclusive Christian ethos and for the impact this has on raising educational standards. An effective Church Academy will demonstrate its Christian distinctiveness by providing an aspirational and holistic education which enables all children and staff to develop and achieve to their full potential.

## Our Vision

To build a better future for all within our Academies who in turn will positively impact their communities.

Our aspirational and measurable outcomes are:

- Every lesson to be good or better
- Every child expected to make progress at least, and for many, above national expectations
- Every Academy to be well led and governed
- All teachers motivated to self-improve and aspire to excellence
- All academies to be judged good or better at Section 48 inspections

## About the Role

The trust is looking to appoint an inspirational and highly effective member of staff who is committed to supporting Harris Church of England Academy to educational excellence and further developing the distinctive Christian character of educational provision and the school community.

The academy opened in January 2014 under the leadership of Headteacher,

Michael Stoppard. In this role, you will have the opportunity to work with the MAT and other Church School partners to transform the educational experiences of the children of Rugby.

## Applications

Thank you for your interest in this post. Candidates are welcome to visit the school. Please contact Ms C Bult on 01788 812549 to make arrangements

Completed applications and supporting documents should be sent via email to [recruitment@harriscofeacademy.co.uk](mailto:recruitment@harriscofeacademy.co.uk) or posted to Mrs H Barnes, Harris Church of England Academy, Harris Drive, Overslade Lane, Rugby, CV22 6EA

# Our Diocese

The Diocesan Board of Education seeks to serve and equip the Church School family in a variety of ways. The Diocesan Director of Education, Canon Linda Wainscot, is supported by a team of highly qualified, experienced and well-regarded professionals who aim to:

- 'be there' for our church school family and act as a central reference point supporting pastorally and professionally;
- Facilitate creative and flexible networking between schools;
- Promote excellence and distinctiveness within the family of church schools/academies and beyond;
- Share best practice collectively;
- Provide professional development for staff at all stages of their careers and for governors;
- Support the development of flexible partnerships;
- Promote the establishment of new church schools;
- Support the process of Academy conversions;
- Work in partnership with schools and other agencies to effect school improvement;
- Represent church schools to the wider church, to diocesan groups, in the press and in the public and community debate
- Ensure equality of opportunity including managing Admission Appeals;
- Protect the status of church schools and promote the importance and the continuation of the voluntary sector

**Linda Wainscot, DDE**

'I believe that schools are at the heart of the Church's mission to the nation and play a very important role in the life of their own parishes and communities.

The Diocese is proud of its Church of England Schools which educate about 17,000 children and young people. The headteachers, staff and governors strive to promote the highest quality in everything they do, living and working in the values of Jesus Christ every day. Our schools are a significant part of the Church family of the Diocese. Seeking to build communities of care and understanding, they witness to God's love for each person and reflect God's desire for the world to be a better place for us all to live in.'

**Bishop Christopher**

Students have a clear understanding of how the outstanding distinctiveness and effectiveness of the school as a Church of England school impacts on their development. Students and staff greatly value the Christian ethos of the school and are committed to its development and flourishing. Students have a mature understanding of the value of daily collective worship and the Student Worship Teams further demonstrate this by their dynamic leadership of worship in other local schools. A creative variety of approaches are used including lively contemporary songs, humour, drama, colourful puppets and resourceful leaders who are spontaneous in responding to questions and answers from the younger children. Effective planning for collective worship ensures all members of the school community can respond in appropriate ways. Students are actively engaged in form worship. They are rightly proud that the school is 'truly a worshipping community' and they are good advocates themselves in ensuring that what this means is understood throughout Rugby and in the wider diocese. **SIAS 2011**

# Our Academies



St Laurence's Church of  
England Academy  
Old Church Road  
Coventry  
CV6 7ED



Studley St Mary's Church of  
England Academy  
New Road  
Studley  
B80 7ND



Stretton Church of  
England Academy  
Stretton Avenue  
Willenhall  
Coventry  
CV3 3AE



St John's Church of England  
Academy  
Winsford Avenue  
Coventry  
CV5 9HZ



St Bartholomew's Church  
of England Academy  
Bredon Avenue  
Coventry  
CV3 2LP



St Oswald's Church of  
England Academy  
Addison Road  
Rugby  
CV22 7DJ



Harris Church of England  
Academy  
Harris Drive  
Rugby  
CV22 6EA



St Michael's Church of  
England Academy  
Hazel Grove  
Bedworth  
CV12 9DA

Queen's Church of  
England Academy  
Bentley Road  
Nuneaton  
Warwickshire  
CV11 5LR



Leamington Hastings  
Church of England  
Academy  
Birdingbury Road  
Leamington Hastings  
Rugby, CV23 8EA



St James Church of  
England Academy  
Barbridge Road  
Bulkington  
Bedworth



St Nicholas Church of  
England Academy  
Windermere Avenue  
Nuneaton  
CV11 6HJ



Central MAT Office  
The Diocese of Coventry Multi Academy Trust  
The Benn Education Centre  
Claremont Road  
Rugby, CV21 3LU

# Teaching Assistant, Level 1

## Job Description

### CORE PURPOSE

To support the teacher with their responsibility for the development and education process by providing care and supervision skills to students, including those who have special educational, physical and emotional needs, by utilising a good standard of practical knowledge and skills. . To work with students to help support them in and out of lessons, to integrate in the Academy.

### PRINCIPLE RESPONSIBILITIES

#### Outline of responsibilities and tasks

Under the direction and control of the classroom teacher or designated supervisor:

- To monitor individual students' problems, progress, achievements and condition and report these to the designated supervisor as appropriate.

- Actively engage in educational activities and work programmes at a basic level and to assist in personal and individual development of individuals or groups of students'.
- Supervise the activities of individuals or groups of students to ensure their safety and facilitate their physical and emotional development.
- Undertake those activities necessary to meet the physical and emotional needs of individuals and groups of students, including those with educational, physical or emotional special needs

#### Job responsibilities and tasks may include the following under the direction and control of the teacher:

- To assist the teacher with learning activities generally in the classroom.
- Contributing to the planning of work to meet the needs of the National Curriculum

and individual needs of students.

- Contributing to the formulation of Individual Learning Plans including attendance at SEN reviews and other meetings relevant to students' needs.
- To carry out appropriate activities as planned within the classroom or with groups of students including administration of baseline tests.
- To display and present students' work.
- Responsibility for visual aids.
- To prepare and organise teaching resources including the checking and maintaining of classroom equipment and materials including control of stock within the classroom.
- To prepare resources for lessons and activities.
- Assistance with the physical manipulation of objects and equipment.
- General supervision, counselling and

- discipline of students, within the procedures of the school.
- To assist the teacher in liaising with parents/carers and professionals such as speech therapists.
  - To assist at an appropriate level with the provision of general care and welfare of students including:
    - assistance with the personal hygiene routine, e.g. toilet training, changing of incontinent students, dressing and undressing;
    - the changing of soiled clothing including its disposal in the appropriate way;
    - assisting with students' injuries and where qualified, administering basic first aid;
    - (following consultation and agreement) to assist with the administering of medicines under the direction of the appropriate medical staff;
    - to assist with the identification and monitoring of students' general health and welfare.
  - Helping the teacher with tasks.
  - Hearing students read.
  - Supporting students to be independent by helping them with tasks.
  - Answering questions from students.
  - Giving spelling exercises if appropriate to the needs of the students.
  - Assisting with supervision of students within the school.
  - Assisting students to access the normal routines of the classroom.
  - Preparation or modification of the work for the student under the direction of the teacher, and supporting the student in carrying out this work.
  - Assisting in the implementation of programmes designed by other professionals such as educational psychologists or speech and language therapists.
  - To contribute to meetings to discuss specific students' progress.
  - Assist with the provision of general care and welfare to students and to be mindful of the need to maintain a safe environment at all times.
  - Adhering to and maintaining school routine and codes of conduct.
  - Supporting the ethos of the school.
  - To assist with the support of group activities within and away from the classroom, for example in P.E., swimming, educational visits.
  - To ensure that students are able to safely use equipment and materials provided and be aware of the range of resources available.
  - Promote student independence in learning, and reinforcing students' self-esteem through praise, encouragement and rewards in line with whole school policy.
  - Assisting with the promotion of independence activities and mobility skills.
  - To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff in their development and training.

## **SUPPORTING THE WORK OF THE MULTI ACADEMY TRUST**

As part of the Diocese of Coventry Multi Academy Trust the EAL Teaching Assistant, Level 1 will be expected to develop and maintain strong, positive relationships with colleagues in the Multi Academy Trust, within the family of Multi Academy Trust academies and the Diocesan family of schools.

## **STRENGTHENING THE COMMUNITY**

Schools exist in a distinctive social context, which has a direct impact on what happens inside the school. School leadership should commit to engaging with the internal and external school community to secure equity and entitlement. All staff should collaborate with other schools in order to share expertise and bring positive benefits to their own and other schools. They should work collaboratively at both strategic and operational levels with parents and carers and across multiple agencies for the well-being of all children.

**This will include:**

- Building a school culture and curriculum which takes account of the Church Foundation and the richness and diversity

of the school's communities

- Creating and promoting positive strategies for challenging racial and other prejudice and dealing with racial harassment.
- Ensuring learning experiences for pupils are linked into and integrated with the wider community, the local church and diocesan communities.
- Ensuring a range of community-based learning experiences, including building links with local churches and Coventry Diocese.
- Collaborating with other agencies in providing for the academic, spiritual, moral, social, emotional and cultural well-being of pupils and their families
- Creating and maintaining an effective partnership with parents and carers, (including those who may be described as 'hard to reach', those with learning disabilities and those for whom English is an additional language), to support and improve pupils' achievement and personal development.
- Building bridges with the school's diverse communities, seeking opportunities to invite the whole range of parents

and carers, community figures (including clergy and church representatives), businesses or other organisations into the school to enhance and enrich the school and its value to the wider community.

- Contributing to the development of the education system by, for example, sharing effective practice, working in partnership with other schools and promoting innovative initiatives.
- Co-operating and working with relevant agencies to protect children.

## **HEALTH AND SAFETY**

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare



- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.
- **Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars**

### **SAFEGUARDING CHILDREN AND SAFER RECRUITMENT**

This school is committed to safeguarding and promoting the welfare of children and young people as required under the Education Act 2002 and expects all staff and volunteers to share this commitment. The EAL Teaching Assistant, Level 1 plays a role in this within the school and the post is subject to enhanced DBS disclosure,

prohibition and disqualification checks.

Staff will ensure that:

- The policies and procedures relating to safeguarding and safer recruitment and adopted by the governing body are full implemented and followed by all staff.
- Sufficient resources and time are allocated to enable the designated person and other staff to discharge their responsibilities in relation to safeguarding, including taking part in strategy discussions and other inter-agency meetings and contributing to the assessment of children.
- All staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, and that such concerns are addressed sensitively and effectively

in a timely manner in accordance with agreed whistle blowing practices.

### **ADDITIONAL DETAILS**

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Staff will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. This job description will be reviewed annually and the Headteacher reserves the right to alter the content of this job description, after consultation with the post-holder, to reflect changes to the job or services provided, without altering the general character or level of responsibility.





# Person Specification

Personal Qualities, Qualifications and Experience		Measured By				
		Essential	Desirable	Application	Interview Process	References
<b>Qualifications and Training</b>						
1	Relevant school qualifications showing a good standard of literacy	✓		✓		
2	Good IT, numeracy and literacy skills	✓		✓		
3	Willingness to undertake further professional development	✓		✓		
4	Appropriate knowledge of first aid	✓		✓		
5	NVQ level 2 or above qualification appropriate to the post		✓	✓		
6	Recognised first aid certificate		✓	✓		
7	Level 2 in English and maths		✓	✓		
<b>Professional Experience and Knowledge</b>						
1	Previous experience of working in a classroom environment with students	✓		✓	✓	✓
2	Experience of procedures relating to child protection and safeguarding	✓		✓	✓	✓
3	Previous experience of working in a classroom environment with students who are disabled or have special educational needs		✓	✓	✓	✓
<b>Skills and Abilities</b>						
1	Suitability to work with young children	✓		✓	✓	✓
2	Able to form and maintain appropriate relationships and personal boundaries with children and young people	✓		✓	✓	✓
3	Positive attitude to the use of authority and maintaining discipline	✓		✓	✓	✓
4	Ability to maintain strictest confidentiality and integrity at all times	✓		✓	✓	✓
5	Ability to encourage high standards of student behaviour at all times	✓		✓	✓	✓
6	Ability to recognise behaviour giving cause for concern	✓		✓	✓	✓
7	Ability to supervise and assist students to ensure they make progress	✓		✓	✓	✓
8	Ability to liaise with other members of staff in a professional manner	✓		✓	✓	✓
9	Ability to manage own time effectively and demonstrate initiative including establishing priorities within own workload	✓		✓	✓	✓
10	Ability to work constructively as part of a team or individually, understanding school roles and responsibilities and own position within these	✓		✓	✓	✓
11	Ability to adhere to working procedures and policies within the school environment	✓		✓	✓	✓
12	Ability to work under pressure	✓		✓	✓	✓
13	Ability to relate to students and staff	✓		✓	✓	✓
14	Ability to deal with problems in a positive and systematic manner	✓		✓	✓	✓
15	Ability to communicate effectively at all levels	✓		✓	✓	✓

16	Fluent in at least one additional language.		✓	✓	✓	✓
17	Knowledge of the national curriculum		✓	✓	✓	✓
<b>Personal Qualities</b>						
1	A willingness to work with young people and adults.	✓		✓	✓	✓
2	Ability to use judgement and common sense	✓		✓	✓	✓
3	Approachable	✓		✓	✓	✓
4	Ability to prioritise	✓		✓	✓	✓
5	Ability to work on own initiative	✓		✓	✓	✓
6	Commitment	✓		✓	✓	✓
7	Reliable and trustworthy	✓		✓	✓	✓
8	Flexible approach to work	✓		✓	✓	✓
9	Honest	✓		✓	✓	✓
10	Ability to be sensitive to the needs of others	✓		✓	✓	✓
11	Ability to be supportive	✓		✓	✓	✓
12	Professional	✓		✓	✓	✓
13	A sense of humour, warmth, energy, stamina and resilience	✓		✓	✓	✓
14	Ability to take responsibility for dealing with incidents as soon as they occur	✓		✓	✓	✓
15	Willingness to reflect upon his/her experiences in a critical and constructive manner	✓		✓	✓	✓