



NOTTINGHAM
FREE SCHOOL

Job Application Pack Teaching Assistant

Salary: Scale 4, Point 7-11 - £22,369 p/a FTE (£19,848 Pro-Rata)

Contract Details: Full Time, Permanent, Term Time Only

Start Date: ASAP

Closing Date: **Monday 05 June 2023, 9:00am**



NOTTINGHAM
FREE SCHOOL

Letter from the Head Teacher

Dear Candidate,

Thank you for expressing an interest in working at Nottingham Free School. On behalf of the whole NFS community, I extend you a very warm welcome.

Our school opened its doors to its first ninety students in September 2014 as a new member of the Nova Education Trust. Since then it has rapidly grown in both size and reputation. We now welcome approximately 660 students into our building every day, including a small number of sixth formers. The vast majority of our students live within walking distance of our front doors, making Nottingham Free School a true community school.

Nottingham Free School is a relatively small secondary school. That means that our staff and students benefit from working in a close-knit and friendly environment, but it also demands a degree of flexibility from staff. Everything we do, we do as a team.

From its inception, Nottingham Free School was created to provide its students with a rich and inspiring education that would help them forge and pursue ambitious goals. Our 'Work hard, be kind' motto is just as important for our staff as it is for our students, as stated in our vision and values:

I hope that the information contained within this application pack assures you that NFS is indeed an amazing place to work, and well worth your time and effort to submit an application. Should you feel you need further information, please do not hesitate to contact us.

Yours faithfully,

Dr Jo Simpson

Head Teacher



NOTTINGHAM
FREE SCHOOL

Application Details

Thank you for your interest in the Teaching Assistant vacancy at Nottingham Free School. Further details of this post, the school and the Trust are included in this pack and details of how to apply can be found below.

How to Apply

Should you wish to apply for the post, please complete an online application form including a covering letter addressed to Dr. Jo Simpson, which clearly demonstrates your suitability for this role.

The online application form for this role is located on the current vacancies page of the school website www.nottinghamfreeschool.co.uk. Wherever possible, please provide email addresses for your referees.

Closing Date

Please ensure your application arrives **by 9:00am** on the closing date of **Monday 05 June 2023**.

Interview

Interviews dates for this role are yet to be confirmed. If you have not heard from us within 2 weeks of the closing date, please assume that unfortunately, on this occasion, your application has not been successful.

Safeguarding

The Nottingham Free School is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment.



NOTTINGHAM
FREE SCHOOL

Job Description

Reports to: Assistant Headteacher (SENDCo)

Key Elements of the roles

Teaching Assistant

Specific Responsibilities

Planning, teaching support and student management to;

Provide teaching support to allocated students by implementing learning activities with the class teacher to achieve progression through:

- Identifying clear learning objectives and determining how they will be supported and assessed.
- Assisting in the setting of tasks which challenge students and ensure high levels of interest.
- Setting appropriate and demanding expectations.
- Setting clear targets, building on prior attainment.
- Provide clear structures for lesson support maintaining pace, motivation and challenge.
- Make effective use of assessment and ensure appropriate coverage of programmes of study.
- Ensure effective support and best use of available time.
- Monitoring and intervening to ensure sound learning and discipline.
- Using a variety of supporting methods to:
 - i. match approach to content, structure information, present a set of key ideas and use appropriate vocabulary
 - ii. use effective questioning, listen carefully to students, give attention to errors and misconceptions
 - iii. select appropriate learning resources and develop study skills through library, I.C.T and other sources
- Ensuring effective support so that students acquire and consolidate knowledge, skills and understanding appropriate to the subject taught.
- Evaluating their own support methodology critically to improve effectiveness.
- Promoting good behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour.
- Working under the guidance of teaching/senior staff and within an agreed system of supervision, to implement agreed work programmes with individuals/groups, in or out of the classroom. This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting the teacher in the whole planning cycle and the management/ preparation of resources.
- Staff may also supervise whole classes occasionally during the short-term absence of teachers. The primary focus will be to maintain good order and keep students on task. The Teaching Assistant will need to respond to questions and generally assist students to undertake set activities.
- Assisting with the supervision of students out of lesson times, at lunchtime and break times and support children with interventions before and after school as appropriate.
- Accompanying teaching staff and students on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.
- Help administer and supervise examinations when required.



NOTTINGHAM
FREE SCHOOL

Support the student by:

- Undertaking the activities with either individuals or groups of children to ensure their safety and facilitate their physical, emotional and educational development.
- Working to establish a supportive relationship with the children and parents concerned.
- Encouraging acceptance and inclusion of the child with special needs.
- Promoting and reinforcing a positive self-esteem.
- Assisting with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes.
- Providing feedback to students in relation to progress and achievement under guidance of the teacher.

Monitoring, assessment, recording, reporting to:

- Assess how well learning objectives have been achieved and use them to improve specific aspects of learning support.
- Monitor students' work and set targets for progress.
- Assess and record students' progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the level at which the student is achieving.
- Prepare and present informative reports to parents.

Support the Teacher by:

- Carrying out home visits.
- Assisting in the smooth transition between educational phases.

Other professional requirements to:

- Have a working knowledge of teaching assistants' professional duties and legal liabilities
- Operate at all times within the stated policies and practices of the school.
- Establish effective working relationships and set a good example through their presentation and personal and professional conduct.
- Being aware of confidential issues linked to home/student/teacher/school work and to keep confidences as appropriate.
- Endeavour to give every child the opportunity to reach their potential and meet high expectations.
- Contribute to the corporate life of the school through effective participation in meetings and management systems necessary to coordinate the management of the school.
- Take responsibility for their own professional development and duties in relation to school policies and practices.
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist students in their use.
- Liaise effectively with parents/carers and governors.
- Take on any additional responsibilities which might from time to time be determined.



NOTTINGHAM
FREE SCHOOL

This is not a complete statement of all duties and responsibilities of this post. The post holder may be directed by the Head Teacher to carry out any other duties that may be reasonably regarded as within the nature of the duties and responsibilities of the post.

Person Specification:

Factor	Essential	Desirable
Qualifications	<ul style="list-style-type: none">• 5 GCSEs or equivalent (including Maths and English A*-C).• Educated to A level or equivalent.	<ul style="list-style-type: none">• A Degree• HLTA qualification
Experience	<ul style="list-style-type: none">• Experience of providing support to young people with additional needs, particularly through the delivery of numeracy and literacy-based activities.	<ul style="list-style-type: none">• Experience of working with students in an education setting.
Skills and Knowledge	<ul style="list-style-type: none">• Effective time management skills.• Ability to work effectively as part of a team and a willingness to support others.• Knowledge and previous use of AET progression framework and resources.• Knowledge of how to work effectively with young people who have autism and other special needs.• Ability to prioritise tasks.• Adaptable approach to work and confidence to respond and deal with unanticipated problems.• Capability to work independently and use own initiative as and when required.• Excellent record-keeping skills.•	
Personal Qualities	<ul style="list-style-type: none">• Outstanding communication skills.• Approachable.• Ability to remain calm in stressful situations.• Reliable and punctual.• Ability to establish good working relationships with teaching staff and students.• A commitment to safeguarding and promoting the welfare of young people.	



NOTTINGHAM
FREE SCHOOL

Overview of the Trust

Nova Education Trust is a dynamic and growing Multi Academy Trust based in the East Midlands. Our Trust Group is committed to providing high quality education to all our students, regardless of their backgrounds. Our portfolio of schools covers both secondary and primary phases, working in a range of contexts.

Our values are central to the positive ethos that we develop throughout our group of schools. This approach is focused on securing success for all our learners and providing them with the very best life opportunities.

We believe nothing is more important than making a difference to children.

Overview of the School

Our core purpose is to nurture and enable the learning of every child.

Our vision is for every learner within our vibrant and diverse school community to experience transformative and personal growth.

Our **ambitions** for our students are that they will have:

- The depth and strength of character needed to succeed and thrive in an ever-changing world.
- The academic credentials that will afford them choice in their future endeavours.
- A meaningful awareness and genuine appreciation of the global community to which they belong.

Our **ambitions** for our staff are that they will:

- Have the personal development opportunities to learn, grow and fulfil their potential.
- Feel valued, supported and heard.
- Enjoy working in a school where their emotional and physical well-being is prioritised.

Curriculum

High quality learning experiences and equality of opportunity were the founding principles of Nottingham Free School, and they remain at the core of our ambitious and inclusive curriculum. Our curriculum intent is aligned with our school vision for every learner within our vibrant and diverse school community to experience transformative academic and personal growth.

To achieve transformative academic growth, we will deliver a curriculum that:

- Is broad and balanced with a focus on achieving deep learning in core skills and knowledge.
- Is effectively sequenced to build on and further deepen existing learning throughout the curriculum journey.
- Provides opportunities for all our learners to develop the elevated levels of literacy and numeracy required for success in the wider curriculum and in adult life.
- Is challenging and aspirational for all our learners, regardless of any barriers to learning they may face.



NOTTINGHAM
FREE SCHOOL

To achieve transformative personal growth, we will deliver a curriculum that:

- Enables learners to secure a deep understanding of how to nurture and protect their own wellbeing alongside developing a respect for themselves and others.
- Expands our learners' perspectives and promotes their sense of social and moral responsibility.
- Ensures that all our learners are safe and understand how to stay safe.
- Is enriched to reflect and celebrate the diverse nature of our school community.

Our intent is for our curriculum to empower all learners at Nottingham Free School with the academic credentials that will afford them choice over their future endeavours and the strength of character to succeed and thrive.

Learning Support Department

We believe that all students deserve the very best choices and chances in life. Students who require additional support, guidance and encouragement in order to successfully access our curriculum, work with our learning support department. The team is led by our Special Educational Needs and Disabilities Coordinator (SENDCo). The learning support team also liaises directly with parents and carers, to ensure that they tailor support to each of the students they work with.

Below are some of the ways in which our Learning Support team helps students:

- One-to-one interventions for reading, spelling and numeracy
- Bespoke support for particular needs, such as dyslexia or handwriting support
- TA in-class support
- Small group work during lesson time with a TA in the Learning Hub
- Mentoring for individuals or small groups, covering both academic and social areas of need
- Support groups and activities at break times and lunch times
- Assessing and securing access arrangements for examinations

Pastoral Care and Guidance

At the heart of our school is our pastoral structure, which is based upon year groups. Each cohort is divided into four tutor sets and led by a Head of Year. We provide students with the care they need, whilst allowing them to nurture friendships and develop a strong sense of community. Our tutors play an active role in ensuring that our students are happy, well supported and fully engaged in school life, and they serve as the first point of contact for our students' families. There are regular updates for parents and carers regarding our students' attitudes and attainment through termly reports, subject-based parents' evenings and tutor-parent consultation days. We also keep parents and carers up to date via our online 'My Child At School' platform.

We do not accept or tolerate any form of bullying or anti-social behaviour.

Achievement

Our ambitious curriculum, enriching extra-curricular activities and caring pastoral system combine to give every student the greatest chance of success. We encourage all of our students to develop their own goals and actively work towards them. We have very high academic aspirations for our students, and while we do



NOTTINGHAM
FREE SCHOOL

not value one pathway over another, we do explicitly aim to increase the number of students accessing higher education from our community.

Continuous Professional Development

A comprehensive continuous professional development programme for all staff is delivered through regular sessions.

Student Voice

Student voice plays an important part in the daily operation of Nottingham Free School. Our student council consists of an Executive Committee of Year 13 students and representatives from each year group. Candidates invited for interview will be lucky enough to meet some of these amazing young people.

Safeguarding and Child Protection

Nova Education Trust and all of its schools and staff are committed to safeguarding and the promotion of the welfare of children. All Nottingham Free School staff are expected to share this commitment. All new staff within the Trust will be subject to an enhanced DBS check.

Every Nova school has a designated senior member of the leadership team who is responsible for referring and monitoring any suspected cases of abuse. All members of staff will receive training in line with our child protection policy.