



Northstowe
Secondary College

Teaching Assistant (Level 3)

Lead Link for Alternative Provision and Attendance

Application Pack

Required for January 2023



Welcome Letter

Dear applicant,

Thank you for your interest in the position of Teaching Assistant (Level 3) working at Northstowe Secondary College, part of the Meridian Trust (formerly CMAT).

Northstowe Secondary College is a brand-new secondary school at the heart of the Northstowe Education Campus, which opened to Year 7s in September 2019. The school will grow year on year until it reaches its full capacity of 1,200 places for pupils aged 11-16, with a further 400 places available for sixth form students. It is an exciting time to join our team as we become the cornerstone of the Northstowe Learning Community, which will include a primary school, a special educational needs school and a sixth-form college.



Our brand-new site offers a range of impressive facilities, including two artificial pitches, hard courts, a dance studio, an activity studio, a 400-seat theatre, a café, a fitness gym, a community meeting room, and a four-court sports hall. You will be part of an experienced team that is creating an inclusive, innovative, and aspirational learning environment for our students and our local community.

To get an insight into daily life at the College, please watch our welcome video (https://youtu.be/3EokN_apA0I) and curriculum video (<https://youtu.be/g4tFeF9zWql>) or visit our Facebook page (@NorthstoweSC).

We are proud to be part of the Meridian Trust. Our Trust was first formed to lead 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. We are a growing family of 16 academies, all within easy distance of Cambridge and Peterborough.

Meridian Trust is one of the highest performing academy groups in the country and the largest in Cambridgeshire and Peterborough. We are committed to high quality professional development and career opportunities for all staff and strive to work at the heart of all the communities we work with. This role will inevitably involve a considerable amount of partnership working within the Trust to search out great practice to ensure wonderful opportunities for our young people. <https://www.meridiantrust.co.uk/about-us/cmat-10-a-decade-of-achievement/cmat-timeline/>

It is essential for the successful candidate to demonstrate our values of *Kind*, *Curious* and *Hardworking*.

If you would like an informal discussion about working for Northstowe or about this role, please contact: recruitment@northstowesc.org

This will be an exciting and very rewarding role and we look forward to receiving your application.

Yours faithfully,

Carole Moss
Headteacher

NSC Vision and Values

Northstowe Secondary College is in an enviable position, located at the heart of what will be a thriving new community. It is our aim to deliver excellent education for local young people; to ensure that every individual is a confident successful learner, independent and a responsible and employable citizen.



Northstowe Secondary College is at the heart of the local community where every child is known, valued and supported.

In our school we focus on the development of the whole child. We believe that every child can achieve, given the right opportunities and we do not believe in putting a ceiling on a child's potential. We also understand that being successful at life means supporting students' personal growth and well-being. That resilience, perseverance and coping skills are essential for students to be able to tackle all that life brings. We pride ourselves on knowing and valuing every child to support them to achieve their dreams and ambitions.



Kind students who care about each other, the community and the wider world.

Curious students who want to find out more and are open minded to find creative solutions.

Hardworking students who practise, persevere and keep going even when things are challenging.

Northstowe Secondary College holds the three key values of **Kindness**, **Curiosity** and **Hard work** at the heart of all that it does. All staff are expected to demonstrate those values towards others and to explicitly teach these to the children. We are an inclusive family and expect our staff to be passionate about their subject and what it can give to children, adapt their teaching to meet the needs of the students, work proactively to promote good behaviour and to maintain these high standards in their classrooms and around the school. As a small group of staff in a brand-new school, we all have to go the extra mile however, we promote and support a good work life balance, we are a kind and supportive team and we have a lot of fun. If you think you have what it takes, then we look forward to hearing from you.

Meridian Trust Vision and Values

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:

Pursuit of Excellence

- By expecting this of every person, every day
- Rejecting outright any sense of complacency
- Continually striving for the creation of a true meritocracy
- Promoting and celebrating elite performance inside school and in the wider world

Value our People

- Appreciating the incredible trust placed with us in educating young people and serving our community
- Valuing the diversity and qualities of our staff and students
- Ensuring that all students and staff feel known, appreciated and supported
- Committing whole-heartedly to collaboration within, between and beyond our academies

Achievement for All

- Ensuring that every student achieves their maximum potential
- Maintaining a relentless sense of optimism
- Removing barriers to learning
- Providing a whole education: academic excellence co-existing with an exceptional commitment to activity beyond

High-Quality Learning Environment

- Providing high quality buildings, engaging classrooms and excellent sporting facilities
- Delivering innovative learning resources and materials
- Ensuring a well-disciplined and caring environment
- Exploiting cutting edge technologies to expand the opportunities for students, staff and our community to benefit from learning in a digital age

Extending The Boundaries of Learning

- Providing positive memorable experiences inside and outside of the classroom
- Providing a diversity of experience to all
- Opening up the world to all students
- Securing the very best future educational and vocational experiences for our students

Academies within the Trust

<https://www.meridiantrust.co.uk/cmat-academies/>

About Northstowe

Northstowe Secondary College is at the heart of the new town of Northstowe. This unique town will have up to 10,000 homes, making it the largest new town in the UK since Milton Keynes.

Northstowe was designed to encourage active lifestyles, independence and happiness, providing excellent facilities for people to play, relax and enjoy sport.

Nature is never far away from Northstowe as the area is dedicated to sustainability and protecting and enhancing the local biodiversity. The landscape in and around Northstowe has been crafted with health and wellbeing in mind and features acres of green space, parks, countryside and heritage sites.

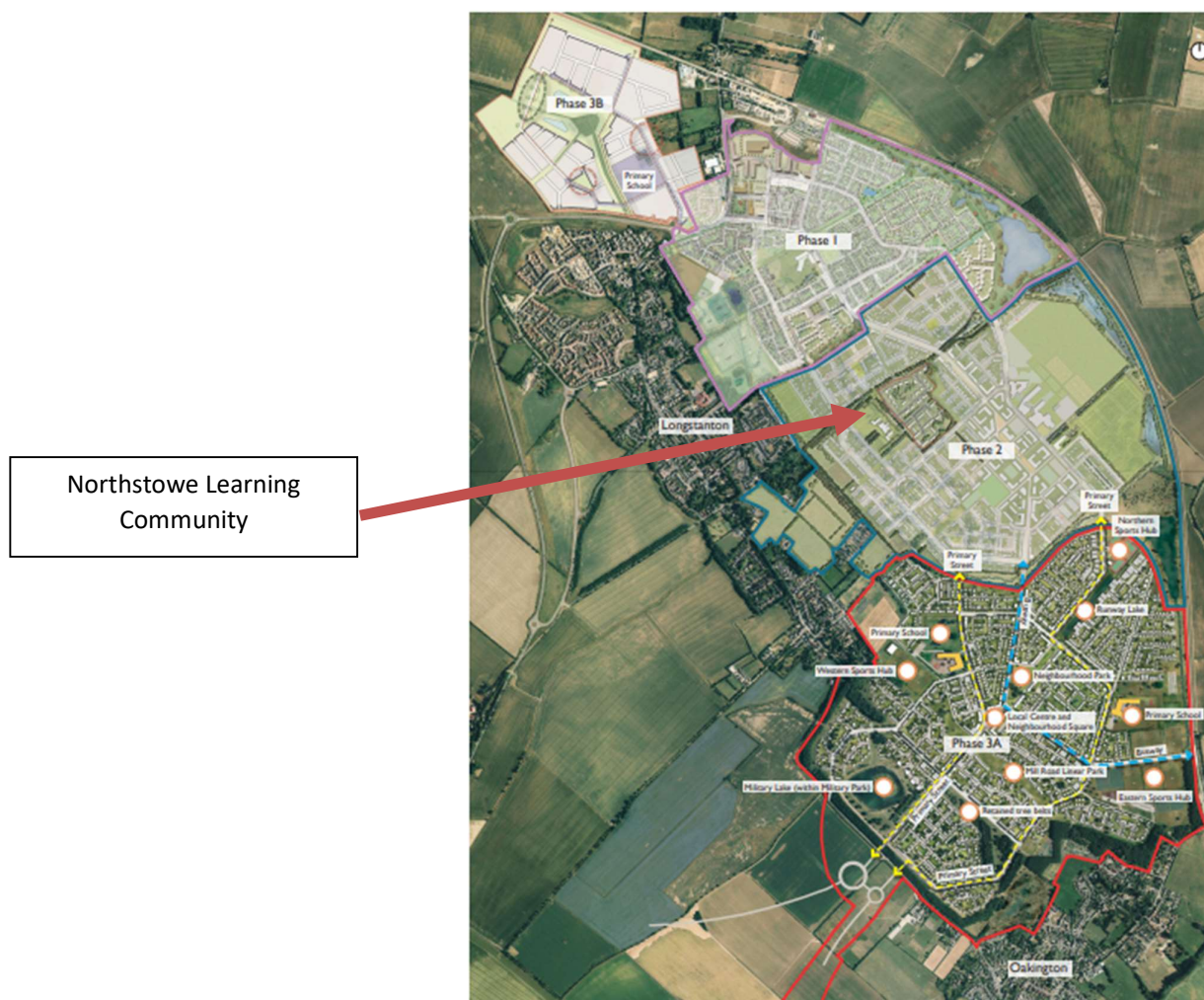
The town is ideally located for weekend and evening trips to Cambridge and London and provides you with great transport links that can get you to other parts of the UK quickly and easily. Northstowe also includes a network of cycling and walking routes, electric vehicle charging points, plus a new link road connecting the town centre to the A14.

To find out more about Northstowe, visit: www.northstowe.com.



NORTHSTOWE

Northstowe Illustrative Masterplan



Job Description

Job Title:	Teaching Assistant – Level 3
JD Reference:	CMAT 003
School/Academy:	Northstowe Secondary College
Weeks:	39 Weeks
Hours of work:	32.5 per week
Salary:	Grade 6 Point 7 – 12
Responsible to:	SENDCO

Role:	To support the teaching of students.
Purpose of job:	Working under guidance, provide support in addressing the needs of students who need particular help to overcome barriers to learning.

A key part of this role will be 2 hours per day focused on Alternative Provision (AP) and Attendance:

- Oversight of the placement paperwork, IEPs, attendance and safeguarding of any child accessing Alternative Provision.
- Oversight of the attendance processes with families. Working with our SSAs and engaging with families, supporting our attendance procedure to ensure children's attendance is high.

There is the opportunity for this role to develop into a full-time AP and Attendance co-ordinator.

Responsibilities and Accountabilities:

Support for Students:

- Under the direction of the Class Teacher, provide specialist learning support to individuals, small groups, or children with additional needs who would benefit from a different learning approach.
- Encourage and promote the inclusion and acceptance of all students.
- Assist with the development and implementation of IEPs.
- Liaise with specialist services on behalf of individual students, e.g. educational psychologists, speech therapists, by agreement with the Class Teacher.
- Provide feedback to students in relation to progress and achievement.

Support for Teachers:

- Work with the Teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate.
- Monitor and evaluate students' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives.
- Provide detailed and regular feedback to the Teacher on student achievement, progress and other matters, e.g. IEPs.
- Contribute to behaviour management within the school and take charge of situations to allow the Teacher to continue to work with the rest of the class.

- Undertake support activities for the Teacher as required.

Support for the Curriculum:

- Implement agreed learning activities/teaching programmes, adjusting activities according to student responses/needs.
- Implement local and national learning strategies e.g. literacy, numeracy, KS3, KS4 and make effective use of opportunities provided by other learning activities to support the development of relevant skills.
- Provide additional tuition for children who need extra support with ICT.
- Help students to access learning activities through specialist support.

Support for the School:

- Be aware of, and comply with, policies and procedures, e.g. child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Supervise students on visits, trips and out-of-school activities as required.
- Develop and maintain effective relationships with staff, parents, carers or relevant external agencies.
- Attend and participate in regular meetings as required.
- Recognise own strengths and areas of expertise and use them to advise and support others.

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.
- Work/operate all equipment with Health and Safety and other legal regulations, including risk assessments.
- Contribute to the maintenance of a safe and healthy environment.

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 their 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

Person Specification Teaching Assistant Level 3	<p>Assessment Key:</p> <p>A = Application Form</p> <p>I = Interview</p>
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Education and Qualification		Essential	Desirable	Assessment
1	Good educational background with GCSE or equivalent in English Language	✓		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

How to Apply

Please submit an application form and supporting statement (via the website) outlining why you would like to work for NSC. In line with safer recruitment practices, we are unable to accept CVs.

Closing Date:

Monday, 5th December 2022 (by 9am). Unfortunately, we cannot accept applications after this time.

Interviews:

Thursday, 8th December 2022

Applying:

For any questions about the process of applying please contact: Sarah Wakerley, HR Officer on recruitment@northstowesc.org or telephone 01223 343732.