



Abbey Multi Academy Trust



**Recruitment Application Pack**

**Teaching Assistant LA72**



## Contents

Welcome Letter	Page 3
Advert	Page 4
Application Process	Page 6
Job Description	Page 7
Person Specification	Page 9

## Welcome Letter

Dear Colleague,

Thank you for your interest in the role of Teaching Assistant for Lightcliffe Academy.

We hope you will find all the information you need to inspire you to join our team. This pack contains information about the Teaching Assistant role, from which we hope you will gain an understanding of our ethos and approach and the high aspirations we have for ourselves and our pupils.

### **“To work in partnership to educate, nurture and empower”**

Our vision is that the academies, supported by Abbey MAT, will provide an environment which is welcoming, caring, calm, disciplined and purposeful and will stretch our young people academically, support them pastorally and help them develop socially and spiritually.

We are committed to raising the skills base across our communities by ensuring a focus on quality, encouraging innovation and strengthening the ethos of the academies as distinctive schools. The framework will strive to maintain academies which will retain their own independent culture and ethos whilst operating within a strategic partnership to improve quality, share best practice and operate effectively and efficiently.

If you are seeking a truly distinctive role within a unique environment, please come and visit us and see what Abbey MAT have to offer.

We look forward to meeting you and reading your application.

*Helen Pratten & Catherine Garrett*  
Co-CEOs

## Advert

**Position:** Teaching Assistant

**Reference:** LA72

**Salary:** Grade B1 SCP 4-6 (£18,426 to £19,171 FTE)  
*Actual salary £12,297 to £12,794.57 per annum*  
29 hours per week.  
Term time only, plus 5 days (39 weeks)

### ***In Partnership to Educate, Nurture & Empower***

Are you passionate about providing professional teaching assistant support? Looking for a passionate and dedicated Academy Trust which genuinely invests and develops their staff? Then apply today to join **Lightcliffe Academy** and work within our academy as a **Teaching Assistant**.

The position will suit an experienced Teaching Assistant who is looking for a new challenge and is open to working within an Academy.

We are looking for a commitment to 29 hours a week.

This is an exciting time for Lightcliffe Academy as it continues its journey as a member of the Abbey Multi Academy Trust. Currently in Special Measures we have set ourselves ambitious targets: to be rated as “good” as soon as possible, reaching and sustaining “outstanding” thereafter.

Jackie Nellis has been appointed Principal at Lightcliffe Academy and took up the post in September 2019. Previously Jackie has been Head of Learning at Calderdale after her extremely successful period as Head of the Halifax Academy. In 2005 Jackie took up the post of Headteacher of Carlton Bolling College in Bradford, which she helped to lead from special measures to outstanding within 3 years.

We are implementing new curriculum models that have come into place September 2015. This includes commencing a three year KS4 curriculum and realigning options to allow our students to achieve the best they can within the new progress measures.

We are seeking to appoint an outstanding Teaching Assistant, to join our hardworking and dedicated Department. You will be a teaching assistant with a passion for teaching and capable of delivering outstanding and inspirational support to our students.

This is an exciting opportunity for a Teaching Assistant to join our academy where new initiatives are welcomed and encouraged.

As our new Teaching Assistant we will nurture, challenge and support you throughout your career here at Lightcliffe Academy. The post offers an opportunity to join a department where creativity, innovation and the ability to work effectively in a team is valued.

You will be:

- To supervise students' work as identified by the SENCO/Assistant SENCO and/or the Class Teacher
- An individual looking to develop your career within a supportive team
- Able to encourage and enthuse students to achieve their full potential
- Inspirational to colleagues and students – sharing best practice

We can offer:

- An Academy and a department that will allow you to be inspirational, creative and play an active part on our journey.
- Tailored CPD with a commitment to support your career ambitions.
- A department which welcomes new ideas with energy and enthusiasm.

This is a genuinely exciting time to join our Academy and to play a part in the development of our Multi-Academy Trust. If you are looking to join an Academy with happy, positive and polite students and staff then we want to hear from you.

**Abbey Multi Academy Trust** is a Trust consisting of eight academies (three secondary, five primary) in the geographical areas of the Anglican Diocese of Leeds and Calderdale.

All our academies share in the Trust's mission to work **In Partnership to 'Educate, Nurture and Empower'**. For more information about us or our academies please visit the following links:

<http://www.abbeymat.co.uk/>

<http://www.lightcliffeacademy.co.uk/>

Visits to meet the team and experience our wonderful atmosphere, are warmly welcomed and encouraged and can be arranged by contacting [Recruitment@abbeytrust.org](mailto:Recruitment@abbeytrust.org)

To apply please download recruitment pack and email completed application form [Recruitment@abbeytrust.org](mailto:Recruitment@abbeytrust.org)

Closing date: 12pm Monday 14<sup>th</sup> October 2019 Interview date: To be held soon after closing date

*This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be subject to a Disclosure and Barring Service check. We promote diversity and want a workforce which reflects the population of Leeds/Calderdale.*

## Application Process

Closing date: 12pm Monday 14<sup>th</sup> October 2019

Interview date: To be held soon after closing date

Completed applications should be returned by email to:

[recruitment@abbeytrust.org](mailto:recruitment@abbeytrust.org)

**All applications will be acknowledged within 24 hours. Should you fail to receive confirmation of receipt please call 0113 273 9152.**

We will contact successful candidates after the closing date with details of the interview process.

Abbey Multi-Academy Trust is robust in promoting the safeguarding of children and is rigorous in its recruitment checks. An enhanced disclosure from the DBS will be required for this post.

## Queries

If you have any queries on any aspect of the application process or need any further information please contact [Recruitment@abbeytrust.org](mailto:Recruitment@abbeytrust.org)

**Job title:** **Teaching Assistant**

**Salary Scale:** Grade B1 SCP 4-6  
Term time only + 5 days (39 weeks)

**Reporting to:** SENCO

### Overall purpose of the post:

The main purpose of the post is to provide supervision and learning support of students with special educational needs.

### Key responsibilities:

- To supervise students' work as identified by the SENCO/Assistant SENCO and/or the Class Teacher.
- To oversee specific educational programmes and activities devised by the SENCO/Assistant SENCO and/or Class Teacher.
- To attend to general and specific welfare, social and medical needs relating to students' special needs including programmes to support social, emotional and mental health provision.
- To prepare appropriate materials for use in the classroom under the direction of the SENCO/Assistant SENCO and/or the Class Teacher.
- To undertake a range of tasks in support of students' undertaking internal and external examinations.
- To record aspects of student learning and achievement as required and in accordance with school policies and procedures.
- To monitor, track and update learning plans, pupil passports and provision maps for key students.

### Key Tasks:

- Support the school in other aspects of operations including tasks related to:
  - student welfare, discipline and learning
  - faculty and department general operations
  - professional standards within the setting
- Supervise student eating/leisure at break times and lunch times (post holder's breaks and lunches to be taken flexibly).

### Other duties:

- To provide an excellent role model for colleagues and students, conveying a professional standard of behaviour, punctuality, attendance and appearance, maintaining high morale and confidence within the Trust.
- Supervise student eating/leisure at break times and lunch times (post holder's breaks and lunches to be taken flexibly).
- To undertake any professional duties reasonably delegated by the SENCO & Senior Leadership Team.

- To ensure a well organised environment, maintain a high profile presence, being accessible and supportive to students, colleagues, parents/carers and the wider community.
- To take responsibility for line management of designated colleagues and resources (where applicable) in order to achieve objectives.
- To ensure in any undertaking, to act with financial probity and in accordance with financial procedures.

**Note:**

This Job Description provides the overall strategy and remit of the post holder. This Job Description will be reviewed annually and may be subject to amendment or notification at any time after 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. Elements of this Job Description, and changes to it, may be agreed at the request of the CEO/Principal/Line Manager or the incumbent of the post.

I have read the Job Description and agree to all the terms and conditions set out therein. I also agree to comply with all Abbey Multi Academy Trust Policies, Child Protection and Health & Safety regulations. I understand that this Job Description is not an exhaustive list and I agree, when required, to undertake any reasonable request made by the CEO/Principal/Line Manager.

Name:  
(Please print)

Signature:

Date:



**TEACHING ASSISTANT  
PERSON SPECIFICATION CRITERIA**

<b>Qualifications</b>		<b>ESSENTIAL</b>			<b>DESIRABLE</b>		
1	Good general level of education to GCSE, or equivalent including Maths and English GCSE Grades A* - C or equivalent (or other qualifications that demonstrate good literacy & numeracy skills)	A	I				
2	Recognised support assistant qualification				A		
3	Recognised ICT qualification				A		

<b>Professional knowledge, skills and abilities</b>		<b>ESSENTIAL</b>			<b>DESIRABLE</b>		
1	Good numeracy/literacy skills	A	I				
2	Use of basic technology – computer, DVD, photocopier	A	I				
3	Ability to relate well to children and adults	A	I				
4	Ability to work constructively as part of a team	A	I				
5	Participate in development and training opportunities	A	I				

<b>Experience</b>		<b>ESSENTIAL</b>			<b>DESIRABLE</b>		
1	Working with or caring for children of relevant age, particularly SEND	A	I				
2	Understanding classroom roles and responsibilities and your own position within these	A	I				
3	Appropriate knowledge of first aid				A		
4	To be aware of policies and procedures relating to child protection, health, safety confidentiality and data protection				A	I	

Professional Attributes, Qualities and Values		ESSENTIAL			DESIRABLE		
1	Self-motivated with the ability to work under pressure and be proactive	A	I				
2	A Team player with enthusiasm and commitment	A	I				
3	Suitability to work with children	A	R	I			
4	Support the Christian ethos of the Academy Trust	A		I			

The criteria will be evidenced as indicated:

‘A’ refers to the candidate’s application form and letter,  
‘I’ to interview and  
‘R’ to reference.

Candidates should address at least all items marked ‘A’; referees are asked to comment on items marked ‘R’.

Where many candidates meet the essential criteria, the desirable criteria will be used to shortlist for interview