



**Job Application Pack**  
**Level 1 Special Educational Needs**  
**Teaching Assistant**

**Permanent, Full Time, Term Time Only**

**Salary: Grade 5, Points 5 to 7, £21,575 to £22,368 FTE**

**Actual Salary: £18,557 to £19,239 per annum**

## Welcome from the CEO



Thank you very much for your interest in becoming a Level 1 SEN Teaching Assistant at Archway Learning Trust; we are delighted that you have decided to find out more about this rewarding and important role. We are looking to recruit an excellent and committed SEN Teaching Assistant to contribute to the teaching and learning at our primary academies.

Archway Learning Trust (ALT) is a vibrant learning community where students are cared for, receive a high quality education and experience every opportunity to be successful.

I became a teacher because I believe in equal opportunities for everyone. I also believe that every child has the right to an excellent education. Learning is at the heart of any good society and the opportunity to learn from teachers who are committed, enthusiastic and innovative is a right that all children deserve.

School years are amongst the most important in our lives, helping us to develop the knowledge, skills and characteristics we need to succeed. At Archway Learning Trust, we are committed to giving every child the very best start that we can. We offer outstanding teaching and learning and exceptional personal support in an inclusive, faith based environment.

Our mission at ALT is to help students to understand and believe in themselves, respect and care for others and to develop a wide understanding of faith, the world around them and their place within it. The determination of our youngsters to succeed, and the passion of our teachers to make a difference, makes me proud to be Chief Executive Officer of this diverse and dynamic family of academies.

I hope the information within this pack inspires you to find out more about our primary academies and our trust. I would encourage you to get in touch to learn a little more about who we are and how we work and a visit to a school is always a great way to see if an opportunity is right for you. If you have any questions or you would like to arrange a visit then please do get in touch with us.

I look forward to hopefully meeting with you.



Sian Hampton  
Chief Executive Officer  
Archway Learning Trust

## About the Trust



### Archway Learning Trust

Archway Learning Trust, previously Bluecoat Academies Trust, was formed in April 2014 as a result of the very long and successful history of Bluecoat Academy. We are based in the heart of the city of Nottingham, providing high quality learning experiences for students from the ages of 3 – 18. We are pleased to be welcoming Bentinck Primary and Nursery School into our family of schools from September 2023.

Click [here](#) to learn more about our family of schools.

Our Trust is made up of both Church of England academies and schools of no designated religious character. This unique blend has created a distinctive family of schools that are bound together through a passionate belief in the transformational power of education for every child.

Our aim as a Trust is to shine a spotlight nationally and internationally on our inclusive ethos so that more schools and academies can be encouraged to take up our approach to inclusive, enriching, knowledge based teaching, preparing young people for lifelong learning based firmly on our Christian principles. All academies retain a high level of autonomy and individual character – understanding their own local context to best serve their community. In turn, it is our responsibility centrally to provide high quality support services, so that leaders at a local level can focus their efforts on shaping teaching and learning opportunities that are of the highest quality and continually improving.

It is our people that make our Trust – and we invest heavily into our colleagues to ensure they feel recognised, supported and developed. CPD and career development play a key role and the growth of our Trust is a truly exciting time for prospective candidates who are looking to further their careers in a dynamic learning community that has opportunity at every point to share and learn from each other in order to become the best that we can be.

It is our aspiration to be recognised as an employer of choice and to support this we work hard to develop our “Archway People Offer” and as part of this we have shaped an employee benefit package for colleagues including discounted travel, shopping and gym memberships. We also offer access to health and medical services and a cycle to work scheme. To hear directly from our colleagues about what makes Archway Learning Trust different click [here](#).

We are proud of our diverse student population and passionate to create a staff team reflective of this diversity. We actively welcome applications from all backgrounds and you can be assured of a warm welcome at Archway.

## About our Primary Schools



**Bluecoat Primary**  
believe in yourself, in others, in God

### Bluecoat Primary Academy

Bluecoat Primary is large, diverse and vibrant, academy with a Focus Provision for pupils with ASD. It has a strong set of values that are at the heart of its work and there is a clear vision for continual growth and development. In its recent Ofsted inspection (2022), Bluecoat Primary was recognised for the powerful work it does within a disadvantaged community by awarding it 'outstanding' judgments for Leadership & Management, Behaviour & Attitudes and Early Years.

Bluecoat Primary has created a bespoke and inspiring curriculum that is designed to meet the needs of the pupils and deeply rooted in evidence and research. This supports teachers in delivering the highest standard of teaching and learning, and ensures that all children achieve their potential. All staff have high expectations for themselves and their pupils. Staff are passionate about the success of each and every individual and make sure that they prepare children to make exceptional contributions to our global society.

Bluecoat Primary Academy offers a caring, nurturing and secure environment that enables everyone to strive to be the best that they can be. The Bluecoat family shares a life-long love of learning and recognise that students and staff alike are on a journey; acquiring deep knowledge, skills and understanding along the way.

### Bentinck Primary & Nursery School

Archway Learning Trust are excited to welcome Bentinck Primary and Nursery School into our family of schools. Bentinck has a proud and rich history of serving the children and community of Nottingham since 1880; this is an exciting opportunity to be part of the school's future.



Bentinck is a popular, diverse and multi-cultural school in the heart of Nottingham City. Our vision is to ensure all children make progress, regardless of their background, ability or starting point and celebrate the individuality of each child. Staff at Bentinck are committed to supporting and teaching the diverse cohort of learners, creating the conditions to enable all children to thrive in education.

Staff at Bentinck work hard to help pupils fulfil their academic potential, but place equal emphasis upon their emotional and social development. The school's motto is 'Together we make a difference' which is lived out daily by the children and adults alike. Bentinck is a happy, calm and welcoming place to be. Children's behaviour is exceptional: they are kind, respectful and are proud to represent Bentinck. Our ambition is to build on this and establish Bentinck to become a pillar for the community by providing exemplary pastoral support and parental engagement.



## About Our Schools

### Bluecoat Aspley Academy

Bluecoat Aspley Academy has approximately 1500 students, including 500 in the Sixth Form, based in the city centre. Bluecoat Academy Aspley is the largest school in the Trust and was the founder of Archway Learning Trust (previously known as Bluecoat Academies Trust).

The Academy is both distinctively Christian and inclusive with all students being part of a large, diverse and multi-ethnic family that we are very proud to be a part of. Bluecoat Aspley Academy is a School of Sanctuary, welcoming students and families from all backgrounds. Believe in yourself, in others, in God centres around everything we do by acting out the values of faith, family, hope and respect. Wellbeing for all is extremely important and the Academy strives to support all.



**Bluecoat Aspley**  
believe in yourself, in others, in God



**Bluecoat Wollaton**  
believe in yourself, in others, in God

### Bluecoat Wollaton Academy

Bluecoat Wollaton Academy has 800 learners and is both distinctively Christian and inclusive, with a relentless ambition to enable every member of our Academy 'family' to be the best they can be. Bluecoat Wollaton was graded as 'Outstanding' in all categories in its Ofsted inspection in 2018. The school's outcomes place it consistently in the top 10% in the country and it was also awarded the highly coveted World Class Schools Quality Mark, which is awarded to the top schools in the country.

### Bluecoat Beechdale Academy

Bluecoat Beechdale Academy is a growing school, with over 800 students on roll. The numbers have increased each year since our sponsorship began and we are delighted with the growing confidence that local families are expressing by making Beechdale their first choice school in increasing numbers. Bluecoat Beechdale Academy is not formally designated as a Church of England Academy, but shares the ethos and many of the Archway values.



**Bluecoat Beechdale  
Academy**  
Believe. Belong. Achieve



**Bluecoat Primary**  
believe in yourself, in others, in God

### Bluecoat Primary Academy

Bluecoat Primary Academy opened in January 2015 and is located in a brand new state of the art building in Bilborough, Nottingham. It is home to 420 primary aged children, 26 Nursery pupils and a focus provision for children with ASD. Bluecoat Primary is both distinctively Christian and inclusive and serves a wonderfully diverse community – made up of families from different social, cultural and religious backgrounds. Since opening, Bluecoat Primary has built a strong reputation for innovation and inclusion and in its first Ofsted inspection was graded as a 'Good' school with 'Outstanding' judgements in Leadership & Management, Early Years and Behaviour & Attitudes.

### The Nottingham Emmanuel School

The Nottingham Emmanuel School is a Church of England secondary and Sixth Form, with 1,000 students, including over 140 in the Sixth Form. The £25 million site is located near the banks of the River Trent in West Bridgford. The School is a diverse community, serving families and students from every academic, social, faith and ethnic background. Emmanuel has been praised nationally for its outstanding work as an effective, inclusive Church school.





Bluecoat SCITT Alliance  
Nottingham

## Bluecoat SCITT

Based at Bluecoat Aspley Academy, the Bluecoat SCITT offers school based Teacher training in a range of schools and subjects. As an accredited provider of school based teacher training, we are committed to training outstanding teachers to work within the East Midlands region. Our comprehensive one year School Direct Training Programme is offered for both Primary and Secondary trainees, as well as a salaried option in certain subjects.

## Bluecoat Trent Academy

The Bluecoat Trent Academy (BTA) opened its doors in September 2021 with the founding cohort of Year 7 pupils. BTA is an 11-16, non-faith school. For the first year BTA accommodates six forms of entry, growing to eight forms in subsequent years.



The new build for the academy will be built on the former site of Clarendon College, on the edge of Forest Fields, close to Mapperley Park. Whilst the new academy is being constructed BTA will, for the first two years, be based in its own building on the site of Bluecoat Aspley Academy on Aspley Lane. The school will be underpinned by the ethos of all the Archway academies whilst establishing its own unique vision and values.

## Lees Brook Community School



Lees Brook Community School

Lead Believe Create Succeed

Lees Brook Community School (LBCS) based in Derby has 1,120 students and is a school that puts its students at the heart of everything it does. The school's motto 'Lead, Believe, Create, Succeed' was chosen by its students and is at the core of everything that the school does. Lees Brook is passionate about its extra-curricular provision in particular the thriving Duke of Edinburgh scheme. Lees Brook is a school that cares for the people within it.

## Alvaston Moor Academy



Alvaston Moor  
Academy

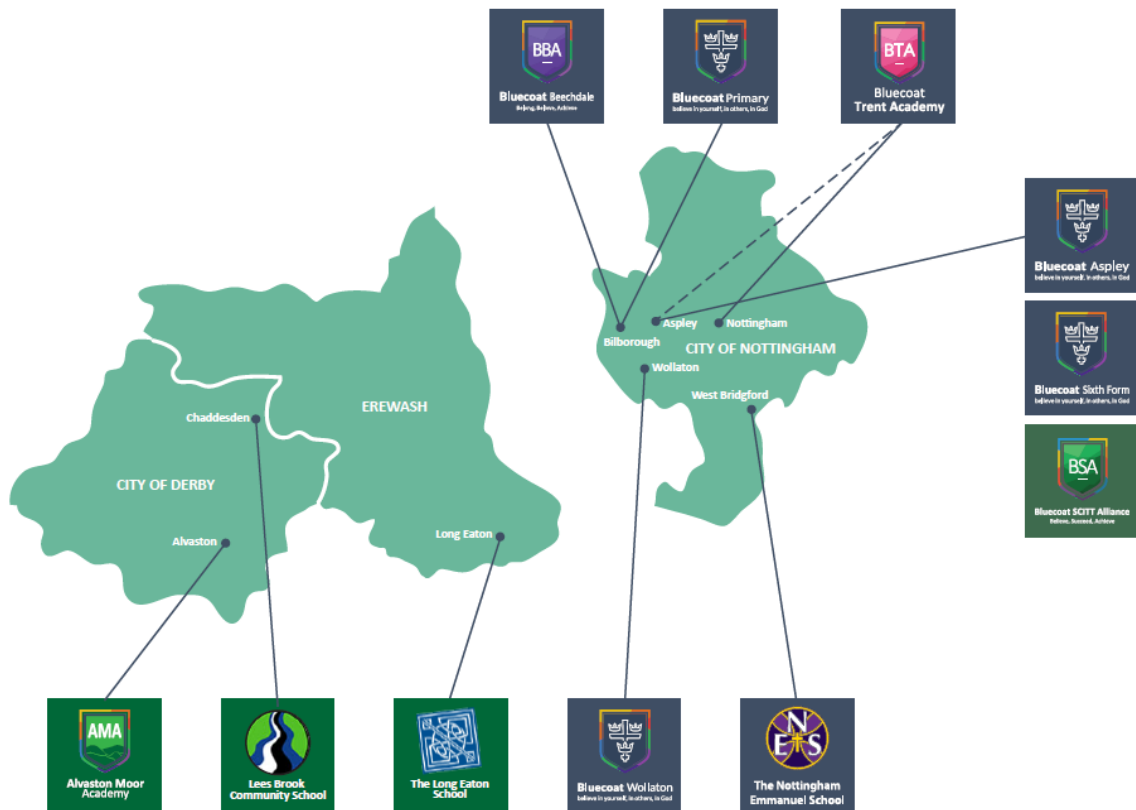
Alvaston Moor Academy has 890 students on roll and places a strong emphasis on the importance of hard work and academic achievement. Our Academy vision is at the heart of everything we do, 'Ambition, Manners and Achievement'. We also recognise the importance of positive relationships, equality and respect. Situated in the heart of the City of Derby, it serves a diverse local community and serves families from many different backgrounds. The curriculum offered is broad and specifically designed to engage and challenge its students.

## The Long Eaton School

The Long Eaton School with 1,078 students is built on a long tradition of academic success, dating back to 1910. The school has gained an excellent reputation for the quality of its educational provision and its developments in Literacy and Numeracy have earned the school the prestigious Quality Mark and our approaches have been shared nationally as a model of good practice.



## School Locations



## Welcome from the Bluecoat Primary Head Teacher

Bluecoat Primary Academy offers a caring, nurturing and secure environment that enables everyone to be the best that they can be. We share a life-long love of learning and recognise that students and staff alike are on a journey; acquiring deep knowledge, skills and understanding along the way. We pride ourselves on learning from each other and our use of well-grounded evidence in decision making.



Bluecoat truly values everyone and everyone has a voice. We love the fact that our school is made up of families from different social, cultural and religious backgrounds and ensure that we always have high aspirations of everyone. Our staff team is passionate about the success of each and every individual and we make sure that we prepare all children to make exceptional contributions to our global society. At Bluecoat we value positive behaviour, attitudes and manners and role model these desired behaviours in all that we do. We strive to deliver the highest standard of teaching and learning in all areas and ensure that all children develop academically, spiritually, morally, culturally and emotionally.

Underpinning all that we do is our faith. Belief is important to us: we believe in ourselves, in each other and in God and we strive for life in all its fullness. Joining Bluecoat Primary Academy means joining a family where you can be nurtured and challenged to be the best that you can be.

## The Vacancy

We are looking to appoint two excellent and committed SEN Teaching Assistants to contribute to the teaching and learning at both Bluecoat Primary and Bentinck Primary. Successful candidates will be self-motivated, confident and be able to work well as part of the Primary team. The post holder will support a small number of pupils with ASD. Knowledge, experience and a passion for working with children with ASD is essential.

Candidates should pay attention to the job description/person specification and explain within their application how they meet the criteria, whilst also describing what they will bring to the post from their own knowledge and experience.

The role will be based at either Bluecoat Primary Academy or Bentinck Primary, but the post holders may at any time be required to support or work at any of the sites within Archway Learning Trust. Please state your preference school in your letter of application.



## Applications

For more information about the vacancy, please visit [www.bluecoatprimaryacademy.co.uk/vacancies](http://www.bluecoatprimaryacademy.co.uk/vacancies). To apply for the role click apply which will take you to the application form for the post. We would encourage you to refer to the job description and person specification, demonstrating your suitability for the role.

**Closing Date: 9am, Monday 5<sup>th</sup> June 2023**

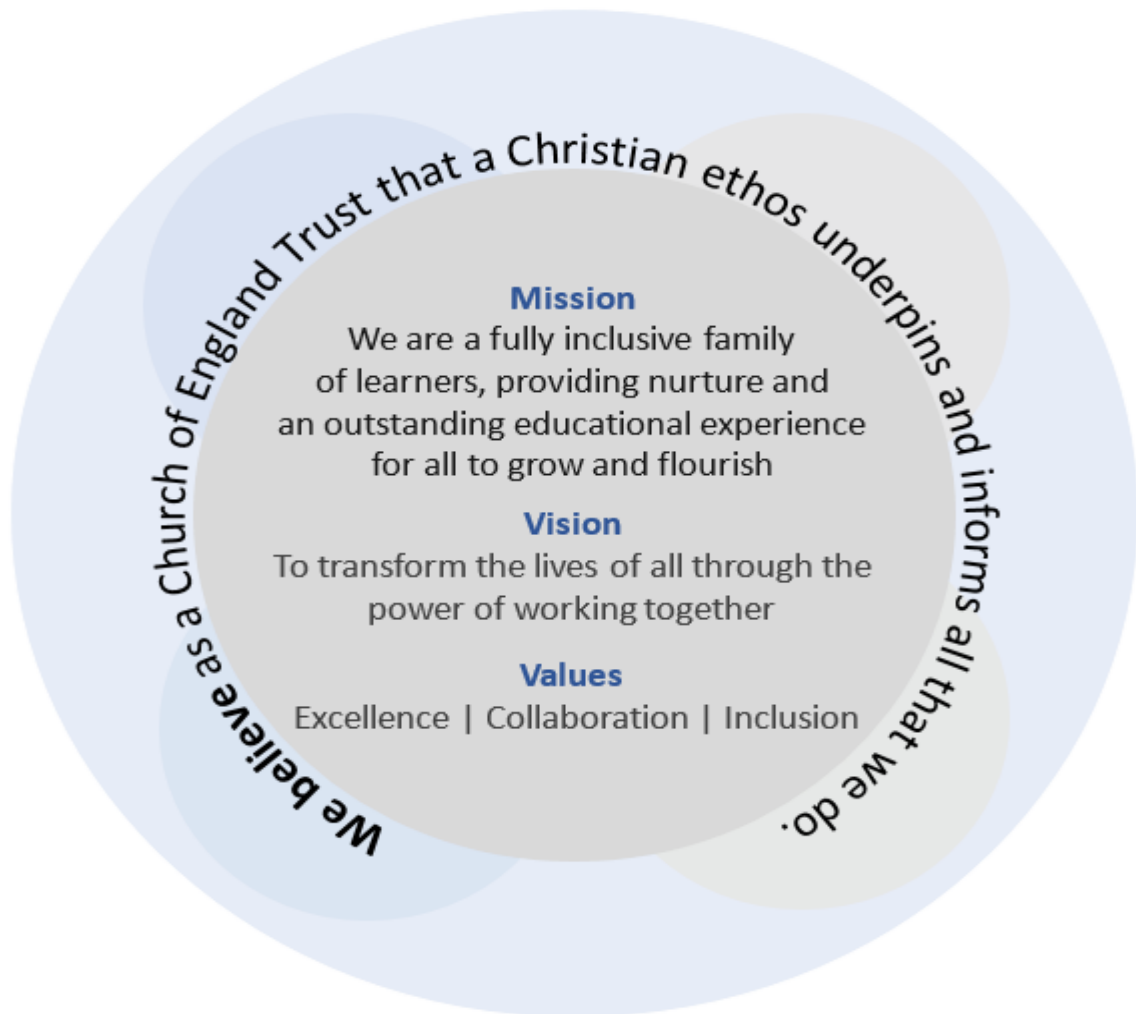
**Interview Date: Tuesday 13<sup>th</sup> June 2023**

If you have any queries, wish to discuss the role informally or undertake a visit to either school, please do not hesitate to contact us via email [recruitmentpri@archwaytrust.co.uk](mailto:recruitmentpri@archwaytrust.co.uk) or telephone 0115 9007200.

Due to the number of applications we receive, it is with regret that we cannot respond to every application, if you do not hear from us within two weeks of the closing date, please assume that on this occasion your application has unfortunately not been successful.

## Trust Ethos, Mission, Vision and Values

The Trust believes in the transformational power of education for each individual and that this is enhanced through collaborative working between the academies.



## *Working Together, Transforming Lives*

### Safeguarding Children and Young People

Archway Learning Trust is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are therefore expected to behave in such a way that supports this commitment. Appointment to this post will be subject to the following satisfactory pre-employment checks:

- Health
- Identity
- Relevant work qualifications
- Right to work in the UK
- Barred List Check (previously List 99)
- Disclosure & Barring Service Check (for all staff and volunteers)
- References
- Childcare Disqualification Declaration Check (relevant Primary School posts only)

# Job Description

**POST TITLE: LEVEL 1 SEN TEACHING ASSISTANT**

**GRADE: GRADE 5, POINTS 7-12**

**RESPONSIBLE TO: HEADTEACHER / SENCO**

## JOB PURPOSE

To work with students within the Academy as part of a team under the direction of the line manager/Class Teacher in order to:

- Improve the quality of learning and foster the participation of students in the social and academic processes of the Academy;
- Seek to enable students to become more independent learners;
- Help raise the standards of achievement for all students.
- Work under close supervision of the Class Teacher and SENCo to ensure that all learning activities can be closely monitored. It is expected that all learning activities will be planned by the Class Teacher and delivered with the support of the post holder.

## GENERAL RESPONSIBILITIES

1. Support the overall Christian ethos of the Trust.
2. Be aware of and comply with Trust policies and procedures including but not exhaustive of:
  - Acceptable Use of IT Policy
  - Code of Conduct
  - Extremism & Radicalisation Policy
  - Health, Safety and Security Policy & Guidance
  - Keeping Children Safe in Education (Part 1) Guidance
  - Safeguarding Policy and Training Slides
  - Whistleblowing Policy
  - IT Pack including Acceptable Use Statement
  - Health, Wellbeing and Benefits Policy
  - Finance Policy
3. Be aware of and support difference and ensure equal opportunities for all.
4. Contribute to the overall aims of the Trust and Academy Improvement Plans
5. To develop and implement own professional development and skills
6. To behave in a manner that is professional, friendly, fair with students and colleagues demonstrating and role modelling politeness and respectfulness
7. To demonstrate an excellent record of attendance and punctuality.
8. Work cooperatively as part of the Trust wide staff team
9. Undertaking any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined.

## SPECIFIC RESPONSIBILITIES

### SUPPORT FOR THE STUDENTS

- Support and direct activities with either individuals or groups of students to ensure their safety and facilitate their physical, emotional and cognitive development.
- Help with care, personal hygiene and medical needs of students.
- Contribute to the health and well-being of students.
- Promote and reinforce the students' self-esteem and independence.
- Establish and maintain good working relationships with individual students and groups.
- Encourage acceptance and inclusion for all students;
- To assist students on educational visits, residential trips, transition, off site placements and recreational activities as appropriate.

- By following advice and guidance around individual needs, develop an understanding of the specific needs of the students within the Academy community.
- To liaise effectively with Class Teachers/ parents/ carers as appropriate.
- Promote and reinforce the students' self-esteem and independence.

#### **SUPPORT THE TEACHER**

- Create appropriate resources reflecting the various needs of students in lessons.
- Take a lead on supporting individuals during lessons using differentiation and additional manipulatives.
- Support student/s across the class as agreed by the Class Teacher.
- Support with the collection of data for targeted students.
- To implement learning programmes as directed by the Class Teacher – with individuals and groups.
- To monitor individual students and groups of students needs and provide feedback to the Class Teacher.
- Support the management of student behaviour under the direction of the Class Teacher.

#### **SUPPORT FOR THE ACADEMY**

- To assist in designing and maintaining an effective learning environment.
- Maintain effective working relationships with colleagues and parents.
- Maintain and safeguard the confidential nature of student/ Class Teacher/ home issues.
- Contribute to the maintenance of student safety and security, including break and lunch time duties.
- Support the inclusive practices of the Academy working with students with complex needs.
- Attend meetings as appropriate.
- Willingness to keep up to date with professional practice by maintaining an up-to-date understanding of the requirements of the role and individual responsibilities.

#### **SUPPORT FOR THE CURRICULUM**

- Support the teaching in delivering literacy and numeracy tasks to improve access across the curriculum in a planned manner
- Co-ordinate and organise students attending extra-curricular activities.
- Support the teaching in delivering learning activities including enrichment activities during and after the school day.
- Support the use and development of ICT within the classroom.
- Assist the Class Teacher in the development and delivery of individual/small group intervention sessions under the direction of the SENCo/Class Teachers/Subject leader.
- To liaise with and report to, as necessary, during visits by external support agencies who might be involved in the support of key areas of the curriculum.
- To assess, record and report back on student achievement through Academy assessment procedures.

#### **STAFF CONDUCT**

- All employees are expected to familiarise themselves and follow the Trust vision and ethos during their working lives with Archway Learning Trust.
- We are professional people and expect professional conduct (behaviour and language) based on mutual respect, good manners, politeness and common courtesies for all members of our community. We expect that at all times employees behave in a manner that role models positive behaviours for our students to follow.
- Physical violence, verbal abuse and swearing are unacceptable and not tolerated.
- Employees are expected to maintain a professional relationship with students.
- Staff will be fully supported by the Trust at all times in carrying out the behaviour policy.

#### **DRESS CODE**

- The Trust expect staff to wear professional business dress mirroring our high expectations of our student dress code.

PERSON SPECIFICATION		
	ESSENTIAL	DESIRABLE
<b>EDUCATION &amp; TRAINING</b>		
Further or Higher Education	*	
NVQ3 in Early Years Care and Education; BTEC National in Learning Support; The Council for Awards in Children's Care and Education [CACHE] Diploma or relevant experience		*
Take responsibility for own professional development and be willing to partake in further in-service or external staff development and training.	*	
<b>EXPERIENCE</b>		
Previous experience of working within an educational setting		*
Knowledge, experience and a passion for working with children with ASD	*	
Ability to use resources and materials including ICT software and equipment	*	
Working knowledge or be willing to build knowledge of safeguarding procedures, behaviour management practices, health and safety legislation for working with students and other regulatory body's legislation and policy relating to education		*
<b>PROFESSIONAL SKILLS</b>		
Excellent written and oral communication skills	*	
Excellent organisational and administrative skills	*	
Ability to establish positive relationships with students, families and colleagues	*	
Ability to provide support for planning and delivery of learning activities.	*	
Ability to organise classroom resources and assist with the maintenance of pupil records.	*	
Willingness to identify and develop own IT skills	*	
<b>PERSONAL QUALITIES</b>		
Confidence and independence to work using own initiative	*	
Assertive, enthusiastic, motivated and committed	*	
Ability to work as part of a team understanding Trust and Academy roles and responsibilities and your own position within these.	*	
Good time management skills	*	
Willingness to keep self-up to date with pertinent information and local initiatives, respond to feedback and pass on knowledge and good practice on to others.	*	
Builds and maintains effective relationships with colleagues and stakeholders in a fair and equitable manner	*	
Commitment to Equal Opportunities	*	
Willingness to work within the Christian framework of the Academy	*	
Tact, sensitivity, integrity, good judgement, and a sense of humour.	*	
Suitability to work with children. Enhanced DBS check to be undertaken on appointment	*	