





 **Welcome from the CEO**

October 2019

Dear Applicant,

Thank you for taking an interest in the ESA and LSA vacancy based at Heaton Avenue Primary School. I hope the materials enclosed in this pack give you a good sense of what makes the trust a special place to work and provides the information you need about the post. I hope you enjoy the visit to view our school, if you are able to attend. Please do not hesitate to contact us if you need anything further.

Our belief in “Valuing People, Supporting Personal Best” means we are committed to investing in our staff, to help them be happy at work, to provide the support they need to achieve the highest standards they are capable of and to offer the training or guidance they need to undertake their jobs effectively. For example, everybody is encouraged to use a personal development plan, to set their own objectives and to take responsibility for their own improvement priorities. We define effective leadership as “helping others to achieve their best” and that is what your line manager will try to do for you.

It is important to read the information provided carefully. We want you to be happy in the role you are applying for and committed to performing the job to the best of your ability.

I very much hope you are encouraged to apply for the position and look forward to meeting you soon.

Yours faithfully,



**John McNally**

CEO

SHARE Multi-Academy Trust is a charitable trust currently consisting of three secondary and five primary schools in West Yorkshire. Our schools are: Shelley College, Huddersfield; Heaton Avenue Primary School, Cleckheaton; Millbridge Junior, Infant and Nursery School, Liversedge; Cowlersley Primary School, Cowlersley; Royds Hall Community School, Beech Primary School and Luck Lane Primary School, Huddersfield.

We believe in helping staff and students achieve their personal best and are keen to recruit the very best talent to our Trust.  As well as being part of the Trust, some of our schools are National Support Schools and National Teaching Schools and as such, we can offer our staff a wealth of career development opportunities and the support you need to enjoy your role.

More than six hundred people work hard across the Trust to ensure we provide the very best education and service across all our schools, from invigilators joining us for a few hours a year, through flexible part-time work to many full-time teaching and support roles.

At SHARE MAT, we aim to:-

* Encourage all our students/pupils to go beyond what they think they can achieve, to enjoy learning, helping them to lead healthy and happy lives;
* Equip our staff to deliver their best every day, our belief is that by Valuing People, Supporting Personal Best is the key;
* Ensure our staff are happy at work, taking pride in students/pupils progress and development;
* Deliver training and guidance relevant to job role so expectations are understood and staff feel motivated;
* Offer great benefits making us the employer of choice, including outstanding CPD, supportive line management and networking opportunities across the MAT to aid personal development.

If you share our passion for challenging, improving and making our schools the best they can be, we’d love to hear from you.



**Information about Heaton Avenue Primary School**





 ***‘Empowering active citizens of the future’***

Heaton Avenue Primary School is an above average sized school that serves a mixed catchment area of Cleckheaton. In 2012 we moved into a remodelled middle school building and have created an exceptional learning environment. We are part of the SHARE Multi-academy trust and Green Light Teaching Alliance. This means we can offer the successful candidate access to a fantastic support network, CPD and opportunities to develop practice across the trust.

We are a school which has an innovative curriculum that allows staff the flexibility to create an inspiring, exciting learning journey for all our children, enabling them todevelop into active citizens of the future, empowered to make their best contribution to society.

The Curriculum is developed in a thematic and practical way that engages both staff and children. We seek ways to make our curriculum even more interesting every year. Lessons are expected to be fascinating, engaging, exhilarating, and demand that pupils think for themselves whilst ensuring pupils see a purpose to their work. . A wide range of learning styles are used ensuring personalised learning is at the heart of what we do.

The teams include teachers and support staff, all of whom work together to deliver the agreed curriculum to all the children. Together they assess pupils progress and achievement discussing each child and developing effective programmes to ensure each child’s self -confidence and self -esteem rise quickly, developing children's thirst for learning

We can offer a strong team spirit and very high staff morale, which has created an open and supportive environment where staff can be innovative in accelerating pupils learning.

Heaton Avenue School ….

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The Curriculum is developed in a thematic and practical way that engages both our employees and children/young people. We seek ways to make our curriculum even more interesting every year. Lessons are expected to be fascinating, engaging, exhilarating, and demand that pupils/students think for themselves whilst

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 to work.



**Educational Support Assistant Role Profile**

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| ­Role Title | Educational Support Assistant & Lunchtime Support Assistant  | ***Reporting to*** | Leader of Learning – Key Stage Two |
| ***Section*** | Heaton Avenue Primary School  |  |  |
| ***Contract type*** | Permanent | ***Grade / Salary*** | BAND C SCP 5 - 6 |

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| ***Overall purpose of role*** | To work under supervision, direction and guidance of the Teaching/Senior Staff in Upper Key Stage Two.Assisting the Teacher in the overall delivery of the Curriculum and in the management of pupils in the classroom, undertaking work/care/ support programmes to enable access to learning for all pupils. Work may be carried out in the classroom or outside the main teaching area.Working as part of a team, responsible for the supervision of pupils on the school site throughout the midday break. To assist in securing the health, safety, welfare and good conduct of pupils.To support activities and good behaviour in accordance with the practices and procedures of the school. |
| ***Safeguarding Requirements*** | This post requires the post holder to work in settings with children. Any employment offer is therefore subject to the results of an Enhanced Disclosure from the Disclosure and Barring Service (DBS). People who have contact with younger children (i.e. primary school age) are also required to complete a declaration about family or other members of their household. |

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| ***Key Outputs*** |
| 1. To undertake duties in accordance with school practices and procedures, ensuring the post holder actively upholds and promotes the philosophies of the school.
2. Under the guidance of the teacher, supervise activities and assist with the general management and control of pupils in school throughout the school day including lunchtime.
3. To work under the direction of the Class Teacher ensuring that progress is clearly recorded in the relevant systems and relates to the learning objectives/goals for pupils.
4. Under the direction of the Teacher; provide one to one support to pupils or working with small groups of pupils on pre-planned activities, to reinforce the Teacher’s approach; assist in the structured and agreed learning activities/teaching programmes
5. To have a sound knowledge of English and Mathematics in order to support pupils in Key Stage Two.
6. Under the guidance of the Teacher: ensure equipment or materials are suitable for the learning activities, preparing materials and teaching aids where necessary; work with individuals or groups of pupils in accessing school library and in the use of ICT and other relevant resources to support learning.
7. To participate in and assist in supervision of educational visits, in conjunction with the Teacher/Line Manager.
8. Promote good pupil behaviour by dealing promptly with conduct and incidents in line with established policy and encouraging pupils to take responsibility of their own behaviour; supervising areas, both indoors and outdoors, where pupils congregate during lunchtime, supervise and monitor activity areas, corridors, toilets, classrooms as required.
9. To be actively involved and encourage lunchtime games and to encourage and develop social skills such as mutual respect and trust, supervising pupils eating their meal on school premises, in specified areas set aside for dining purposes which includes issues such as dealing with spillages.
10. To undertake basic admin tasks, to contribute in the presentation of pupils’ work and maintenance of display areas, assisting with the preparation and tidying of the classroom and upkeep of resources.
11. To actively encourage the inclusion of all pupils to participate in the life and activities of the school and access the national curriculum to the best of their ability.
12. As required, to deal with pupils who require physical restraint and intervention, using such methods as TEAM-TEACH, under the direction of the Head of School.
13. As required, to deal with the personal care, comfort and necessary minor medical treatments of pupils, i.e. toileting and intimate care issues (as per school guidance and direction).
14. To contribute to plans, reviews and evaluations of pupils by monitoring and recording pupils’ progress and attendance at meetings as required.
15. To undertake relevant training and development as required from time to time by the Head of School and be involved in on-going development reviews of skills and competencies.
16. To provide support and guidance under the direction of the Teacher on a one to one basis or to teams of pupils in their core skills and curriculum needs as per school policies/practices.
17. To provide individual assistance or assistance within groups through implementing behaviour plans, Individual Education Plans and teaching strategies etc., to maximise their achievements.
18. To undertake duties in accordance with school practices and procedures, ensuring the post holder actively upholds and promotes the philosophies of the school.
19. Abide by the principals set out in the SEN Code of Practice 2014.
20. As part of your wider duties and responsibilities you are required to promote and actively support the school’s responsibilities towards Safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have.
21. Carry out your duties with due regard to current and future school policies, procedures and relevant legislation. These will be drawn to your attention in your appointment letter, your statement of particulars, induction, and on-going performance development and through School communications.
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| ***Dimensions*** *(Financial/Statistical/Mandates/Constraints/No. of direct reports)* |
| * Range of Teachers and Support Staff approximately 60 across the whole school.
* Range of pupils approximately 460 the number of SEND pupils varies.
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| ***Work/Business contacts*** |
| **Internal:** All teachers and support staff including Lunchtime Supervisors to advise how effectively to support pupils to achieve their Personal Best at all times. |
| **External:** External staff, Other Schools, Parents/Carers and families. |

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| ***Expertise in Role Required (At selection - Level 1)*** | **Essential or****Desirable** |
| * Experience of working with young people with specific care needs
* GCSE Maths and English at Grade C or above or equivalent
 | DesirableEssential |
| * Experience of working with children/young people
 | Essential  |
| 1. Excellent communication skills and the ability to foster good relationships with parents carers and other outside agencies
 | Essential |
| * Ability to work with children exhibiting behavioural difficulties
* Excellent behaviour management skills
 | EssentialDesirable |
| * Ability to monitor and evaluate impact of interventions and strategies
 | Essential |
| * Ability to deal with the personal care and comfort, and necessary treatments with pupils, i.e. toileting and intimate care issues
 | Essential |
| * Ability to assist the teacher in planning class activities
 | Essential |
| * Ability to prepare differentiated materials and teaching aids suitable for learning activities
 | Essential |
| * Ability to use ICT to support learning
 | Desirable |
| ***Other (Physical, mobility, local conditions)*** |
| * Is willing to work flexibly within scope of overall hours.
 | Essential |

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| ***Expertise in Role - After initial development - Level 2*** |
| * Working knowledge/understanding of how to meet the needs of young people with personal care needs gained through relevant training.
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| * Understanding of Educational Health Care plans and My Support Plans.
* Working knowledge or understanding of relevant policies and codes of practice.
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| ***Expertise in Role (Advanced - Level 3)*** |
| * Specialist skills/training in supporting care needs of pupils
* Specialist skills/training in curriculum or learning area.
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| Structure |
| Leader of Learning – Key Stage Two Educational Support Assistant  |

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| ***Signatures*** |
| Approved by : CEO  Approved by : Post Holder/or Representative  |

# Revised April 2019

To apply, please complete an application form on the Tes website, which can be found on our career site here: <https://www.tes.com/jobs/employer/-1082675>

**Closing date: 25th October 2019**

**Interview date: Friday 8th November 201****9**Intger