

Secondary

Academy
Transformation
Trust

Teaching Assistant

Application Pack

Mildenhall College Academy
The Hub,
Sheldrick Way,
Mildenhall,
Suffolk,
IP28 7JX

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01. About Academy Transformation Trust



Our Mission

Four Critical Questions

These four critical questions make it clear who we are and what we do. We ask ourselves these questions to guide our work and our improvement.



Why We Exist?

To **transform life chances** by achieving the highest possible standards and preparing all our students to lead successful lives.



How do we Behave?

- **Hard work**
We are determined to see things through to the end and are resilient when faced with challenges.
- **Integrity**
We do the right thing because it is the right thing to do.
- **Teamwork**
We work together to help everyone succeed.



What do we do?

- We educate, safeguard and champion all our learners.
- We set high standards for ourselves and our learners.
- We build the powerful knowledge and cultural capital which stimulate social mobility and lifelong learning.



How will we Succeed?

- Aligned autonomy
- Keeping it simple
- Talent development



Fast Facts

Our cross-phase group of academies was founded in 2011 and since then we've grown to our current family of 22 academies (primary, secondary, special and FE) operating across the Midlands and East of England. We are responsible for the education of over 13,000 learners, for the careers of over 2000 colleagues and for the most effective spending of nearly £100 million of taxpayer income each year.

Our Priorities

Achieve greater alignment of culture and routines.

Map processes to achieve greater efficiency.

Improve attendance.

Align curriculum and improve student outcomes.



- Academy Transformation Trust
- Secondary Academies
- Primary Academies
- Special Academies
- FE Colleges



ATT | 22 Academies

Local Authority Areas | 10

Staff | 2014

Primary | 391
Secondary | 1244
FE | 111
Other | 268

Learners | 13,334

Primary | 2711
Secondary | 9280
Special | 45
FE | 1298

Governance

People Engaged | 120+
Trustees | 8
Members | 5

Finance

£99 million in funding and other income

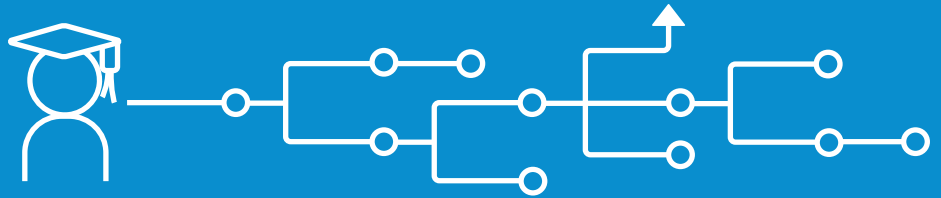
ATT Institute | Offering the very best PD opportunities for all our people & partners



Our Performance: Ofsted

We've achieved a long run of consecutive positive outcomes from Ofsted inspections. Nineteen of our academies are rated **Good**; one is rated **Outstanding**; the academy most recently inspected, after single-word judgements ceased, is **Good** in 3/4 key areas; the final academy has not yet been inspected.

02. Career Testimonials



Donovan Stansbury | Teaching Assistant

ATT has helped my career from the very beginning of my adult life. I started my career at Mildenhall College Academy on a Teaching Assistant Apprenticeship, provided by ATT FE. Now with my knowledge and understanding of my role I can succeed further with the support of ATT. I have completed my apprenticeship and now have a full-time role as Teaching Assistant at the academy. My next step is to start an OU degree, again something I will do with the full support of ATT.

Sarah Tranter | Teacher in Charge of Teaching and Learning for RSE

Bristnall Hall Academy has been a great place for me to work for over 25 years. I started here as a teacher of Music and Religious Education and then progressed to Leading Year 10, Work Experience and taking many whole school rewards trips. I even led the Religious Education department for a while. However, careers do not always have an upwards projection and for the last few years Bristnall Hall Academy has allowed me to take a step back from being a busy Year Leader to focussing on classroom teaching, which I greatly enjoy and becoming teacher in charge of teaching and learning for RSE. As I enter my final years of my teaching career, I find the younger teachers and leadership team are gifted, full of enthusiasm and importantly fun to work with.

Nicola Powling | Faculty Leader, Humanities

Since joining Mildenhall College Academy three years ago, I have been well-supported in my development as a middle leader and with the guidance and advice of senior leaders in the academy I have been able to demonstrate significant impact on the quality of teaching and learning in the Humanities subjects. Last academic year I chaired the Eastern TNG for History, which has given me the opportunity to work with colleagues across the Trust and share best practice. Most recently, I have been seconded to the senior leadership team with a responsibility for teaching and learning; this is an opportunity to continue my career development and to gain insight and experience in senior leadership.

Janye Sargant | SEND Assistant

My career at Bristnall Hall Academy began in 2004; throughout this time, I have been fully supported in developing my role as a SEND Assistant. The department has continued to grow over this time, with Mental Health and Safeguarding becoming prevalent, therefore I felt it paramount to develop myself within this area. The academy fully supported me in studying a Diploma in Counselling and Mental Health Awareness Course alongside additional courses; my role now incorporates me being a Mental Health Champion and Safeguarding Link for SEND. The professional development offered by the academy has allowed my passion in both SEND and nurturing to continue to support our most vulnerable students.

03. Academy Information



Mildenhall College
ACADEMY

For the past forty years, Mildenhall College Academy has taken a truly holistic view of education.

From an extensive range of academic visits to participation in national STEM challenges, a supportive Mindfulness Club and a varied programme of arts and sports activities, we go the extra mile every day to bring learning to life.

In our most recent Ofsted inspection, the Academy was again rated as Good, with inspectors noting that “pupils achieve well across a range of subjects in both the main school and sixth form”. Mathematics was confirmed as a particular strength, and inspectors were pleased to see that we “know which areas need to be improved to make the quality of education even better”.

The report went on to comment that “teachers know the key priorities for improvement and there are well-considered plans to achieve them” and are “proud to work at the school and feel well supported by the Principal and wider leadership team”.

That support will enable you to become the teacher or support staff you’ve always wanted to be, progressing your career here or anywhere within Academy Transformation Trust – and will help us on our exciting journey towards Outstanding.

To discover our holistic approach for yourself, you need to meet our Principal, teachers and students.



Our PD Curriculum is delivered through three pillars:



Professional Development at ATT:

04. The ATT

What is our Institute?

Our ATT Institute is the cornerstone of ATT colleague professional development for all roles and career stages, bringing the best development opportunities from accredited courses to one off training sessions. All our courses are evidence-based and facilitated by extremely knowledgeable professionals, so we know that all our colleagues receive the best training available. Our offer is designed and delivered by a group of expert colleagues with the needs of all our stakeholders in mind. Whatever your current role and aspirations, there will be something in our offer to support you in reaching the next step of your career journey.

PD Opportunities for Our Colleagues

Our Academy Transformation Trust Institute (ATTI) has a suite of training opportunities and professional development pathways across all our directorates: Education, Finance, Governance, Trustees and operations.

These are promoted internally via our dedicated SharePoint and directed communications, and externally via the [ATTI webpage](#). Our ATTI offer is continually evolving to meet the ever-changing professional development needs of our colleagues and includes a range of accredited courses and bespoke training opportunities.

Strategic Collaboration

Collaboration is essential to the continued improvement of our academies and colleagues. We create a culture of collaboration through our professional networks and enable colleagues to drive our Trust priorities within their domains of expertise.

Find Out More Online:

academytransformationtrust.co.uk/institute



05. Job Description



Teaching Assistant

The following job description serves to indicate the range of duties and responsibilities involved and does not mean that all the duties must be undertaken. Agreement is reached between the SENCO and the Teaching Assistant on which of the duties he/she will perform.

Core Purpose:

To provide support to child(ren) with special needs within the care of the Teaching Assistant to enable them to:

- Gain maximum benefit from the curriculum alongside their peers.
- Integrate with other children.
- Adjust to and cope with the day-to-day experiences of life in a large secondary academy.

Key Responsibilities:

Student Progress

- Use data to inform targets for development.
- Work with children to assist with the development of communication, reading and writing skills, manual dexterity skills, basic educational skills and general curriculum activities as directed by the teacher or SENCO.
- Assist children to communicate with the teacher and to carry out the teacher's instructions.
- Reinforce what has been communicated during a lesson as agreed with the teacher.
- Assist with programs of physiotherapy, speech therapy etc. under the direction of the appropriate specialist.
- Liaise with members of staff to be able to plan appropriate interventions to make sure pupils make progress during specified times.
- Track and keep records of what the pupils are doing in the intervention.
- Report back to SEND team on progress made by pupils or any concerns they may have about the lack of progress being made.

Welfare Duties

- Assist students with feeding, toileting, changing clothes and cleaning up where appropriate.
- Receive children from and deliver them to transport.
- Accompany students when moving within the building, and be present during breaks, where appropriate.
- Assist students with specific needs, including intimate care (training provided).

Involvement in meetings

- Attend Learning Support department meetings to discuss and provide information on children's progress and meet with parents where necessary.

Preparation duties

- Prepare teaching resources and materials for children, class, and intervention groups.
- Assist teachers who are devising individual teaching programs.
- Ensuring all work is prepared and in place for students with a Visual impairment or other disability that require work to be modified.

Supervision of children

- Assist with the supervision of children during breaks, school trips and when the teacher is temporarily out of the classroom (normally no longer than 10 minutes) or when working with an individual group of children.

Any such other duties consistent with the overall level, nature, and grading of the post.

NOTE: The duties and responsibilities of this post may vary from time to time according to the changing demands of the academy. This job description may be reviewed at the reasonable discretion of the Principal in the light of those changing requirements and in consultation with the postholder. In any Event, the Principal reserves the right to review and amend the job description.

The Job Description is a description of the job to be undertaken and performed to the satisfaction of the Principal by the postholder. It does not form part of the contract of employment.

Mildenhall College Academy is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment by observing the academy's Safeguarding policies and procedures.

06. Person Specification

Teaching Assistant

Associate Staff are expected to have the commitment and enthusiasm to contribute to an expanding organisation, raise standards and enhance the status of the Academy with external stakeholders including students, parents, local community, and businesses. The Academy has a strong commitment to equal opportunity, to provide access for the local community and progression for students. Mildenhall College Academy is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

	Essential	Desirable
Professional Qualifications and learning	<ul style="list-style-type: none"> GCSE qualification or equivalent in English and Maths. 	<ul style="list-style-type: none"> TA/HLTA qualifications.
Experience	<ul style="list-style-type: none"> Experience of working or desire to work with children in an educational setting. Knowledge of special educational needs. Proven experience of working under pressure and to deadlines. 	<ul style="list-style-type: none"> Knowledge of educational psychology, educational counselling, or another equivalent field. Knowledge of using IT and other methods of recording work.
Competencies	<ul style="list-style-type: none"> Ability to keep calm under pressure. Good communication skills. Good time-management. Organisational skills. Ability to work as part of a team. Ability to assist children with special needs, including intimate care. 	<ul style="list-style-type: none"> De-escalation/crisis management skills. Ability to prioritise work tasks and to be flexible. Ability to be resourceful and adaptable within the constraints of resources and time available.
Values	<ul style="list-style-type: none"> A professional approach to students, parents, and staff. An understanding of and commitment to the academy's Equalities and Safeguarding Policies. An understanding of and respect for the confidentiality required by the post. Willing to work outside of the post in times of emergency. 	<ul style="list-style-type: none"> A multi-tasker. Pays attention to detail. An understanding and empathy for the students you are working with considering their level of need and difficulties.

07. How to Apply

Teaching Assistant

Applying:

Please apply by visiting
www.academytransformationtrust.co.uk/vacancies

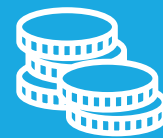


Status:

37 hours per week (part time hours considered)
Term time only (39 weeks per year)

Salary:

NJC Scale Points: 2 - 4
Actual Salary: £20,346 - £20,990 per annum
FTE Salary: £ 23,656 - £24,404 per annum



Closing Date:

Friday 25th July 2025 at 9am or sooner should we receive sufficient applications.

Start Date:

As soon as possible



Interviews:

To be confirmed





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