



## CANDIDATE INFORMATION BROCHURE



**Anglesey  
Primary Academy**  
To make our best better



**Academies  
Enterprise Trust**  
To make our best better

To inspire young people to make their best better



October 2017

Dear Candidate,

**‘We all smile in the same language’**

Welcome to Anglesey Primary Academy and thank you for your interest in our school. I am enormously proud and privileged to serve the children and families of this community as the Headteacher. Anglesey is a happy, warm and nurturing environment for all within it and every member of our team is striving towards creating the outstanding school that our families deserve.

Ours is a very special learning community, filled with dedicated and talented staff, where all students, whatever their ability and background, will flourish. We work hard and care enormously about our pupils. We serve an area of high socio-economic deprivation which brings along with it many challenges, as well as massive rewards.

Every day is different and we pride ourselves on the difference that we make each day to the lives of the children we serve. If you are the type of person who is passionate about helping each and every child, has a positive outlook, shows bags of resilience in the face of challenge and wants to inspire children and young people through fun and engaging learning activities then you will fit right in as part of our team.

The staff at Anglesey are our greatest resource and we will nurture and develop you throughout your career. Being part of Academies Enterprise Trust means every employee at every level is able to access tailored CPD and opportunities to work across the group as they progress. Please read our staff profiles for more information on how this is happening right now for members of my team.

We warmly welcome visitors and hope that you will come and see for yourself just what we are about and whether or not working here is right for you.

Thank you for your interest in our school; we can't wait to meet you!

In the meantime we look forward to hearing from you. We appreciate the amount of time that goes into an application, so thank you in advance.

If you share our vision and values then we would be very excited to hear from you.

Yours sincerely

**Charlotte Hopkins - Headteacher**

## **Anglesey Primary Academy**

Anglesey Primary Academy is a 3 form-entry primary school, in the heart of Burton on Trent, Staffordshire with 583 pupils on roll. Pupils from 3yrs to 11yrs come here to learn, explore, investigate, discover, build aspirations, question and to solve problems through an engaging and challenging curriculum and school life.

## **Current Academy Vision**

Anglesey is AIMING HIGH

AMBITION - Reaching our dreams

ATTITUDE - Being responsible

ACHIEVEMENT - Doing our best

ACTION - Making it happen.

## **Mission Statement**

Anglesey Primary Academy is committed to giving every child opportunities to achieve their full potential through well trained and highly motivated staff.

## **Ethos and Values**

At Anglesey Primary Academy we constantly endeavour to create a welcoming, secure and stable environment. Only then can we successfully achieve our aims and help the children reach their full potential.

## **Aims**

- To encourage active partnership between home, school and the community and their participation in all aspects of school life.
- To raise standards and achievement through high expectations.
- To offer equal opportunities to all children and staff regardless of gender, religion, race or any other special needs.
- To provide, through the statutory requirements, a wide range of broadly based experiences appropriate to individual needs so as to enable every child to realise his or her potential.

## **A Multicultural Place**

Anglesey is an amazing and special place. We have children from many diverse backgrounds, speaking a number of different languages. As an academy we celebrate this diversity. Our specialist EAL team are trained in our main languages and support children, parents and staff, as well as assessing children in their first language. They also ensure that all children develop their grasp of English as a language as quickly as possible.

Our academy is well equipped with appropriate resources to support all our children and their diverse cultural and religious experiences and backgrounds are reflected in the curriculum and activities that the academy organises.

We also work to develop the 'school within the community' and work with Academies Enterprise Trust, our Midlands cluster and other Local Authority partners and businesses to achieve our aims.

Building trust, working together and keeping our vision for the school and our children is always at the forefront of our planning, discussions and decision making. We are here for our children; it is our responsibility to do our best for them, to care for their needs and to support our parents and carers in the enormous and exciting task of raising young people in an ever more complex and global society. We know we have a privileged place in that process and our promise to our parents, children and other stakeholders is that we will do our best for each child and use our resources wisely to achieve our goals.

### **Our curriculum**

Our curriculum reflects the attitudes, values and respect that we have for all ethnic groups that make up the diverse community of our academy. So, for example, the history curriculum gives due emphasis to ancient African traditions and cultures in the work that the children do on the Ancient Egyptians. In the religious education curriculum topics focus on religious festivals, the children study the importance of Diwali to Hindus and Vaisakhi to Sikhs.

We also celebrate Eid, Diwali, Chinese New Year, Christmas, Easter and Harvest through a range of phase assemblies and topics that are researched and produced by different year groups. Teachers often celebrate other religious festivals if they have a child in their class from a particular religious background

As an academy we constantly review the curriculum and insure that it reflects the needs of our community and our children.

To view our curriculum across all our classes as well as our wider curriculum policy please click [here](#)



## **JOB DESCRIPTION**

**Post Title:           TEACHING ASSISTANT – TEACHING AND LEARNING  
(OCCASIONAL COVER) LEVEL 3**

### **Statement of Purpose**

To work under the direct instruction of teaching staff, usually in the classroom with the teacher. Provide specific support to the teacher in the care of pupils and management of the classroom. Work may be carried out in the classroom or outside the main teaching area. Assist teachers in the following:

### **Support to Pupils**

- Provide pastoral support to pupils within the school environment.
- Assist children in matters of personal needs and their general health including first aid and welfare matters.
- Provide structured support in accordance with specific work programmes designed and supervised by individual teachers
- To contribute to raising standards by ensuring high expectations are promoted for pupils.
- Involvement in the implementation of Individual Education/Behaviour/Support/Mentoring plans.
- Provide general support to pupils, ensuring their safety, by complying with good H&S practice.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required.\*
- Encourage pupils to interact with others and engage in activities led by the teacher.

### **Support to Teacher**

- To act as Cover Supervisor during teacher absence under the direction of a teacher/designated member of staff. *Cover will be in accordance with the nationally agreed protocols and as provided for in the Education Act 2002. (The role of Cover Supervisor will be to supervise and take sole responsibility, for short term cover only, for a class/group who are undertaking pre-planned work or where pupils are able to undertake effective, self-directed learning.\*/~*
- Provide structured support in accordance with specific work programmes designed and supervised by individual teachers.
- Support the teacher in the development and implementation of Individual Education/Behaviour Plans.
- Assist in maintaining classroom discipline through the implementation of the school's behaviour management strategies.
- Provide support to pupils to achieve learning goals, e.g. guided reading.
- Supervise pupils for a particular curriculum activity under the supervision and guidance of a qualified teacher.

- Assist the teacher with the planning of learning activities.
- Assist the teacher in monitoring pupils' responses to learning activities and accurately record achievement/progress as directed.
- Co-ordinate and organise pupils attending extra curricular activities/work experience or other out of school activities under guidance of teacher.
- Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems etc.
- Provide general admin support, for classroom activities e.g. produce worksheets for agreed activities etc.

### **Support to Curriculum**

- To provide support in literacy/numeracy/SEN strategies.
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- Contribute to curriculum planning, evaluation and implementation.
- Contribute to development of school policies and procedures by participation in working groups.
- Contribute to the development, preparation and dissemination of appropriate materials.

### **Support to School**

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Ensure all pupils have equal access to opportunities to learn and develop.
- Liaise effectively with teachers/parents/guardians, welfare officers, health visitors and other professional staff as part of the routine consultative process.
- Contribute to the overall ethos/work/aims of the school.
- Attend relevant meetings as required.\*
- Participate in training and other learning activities and performance development as required. (See footnote 1.)
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes.

\* Every effort should be made to ensure support is within contractual hours

~ Please see WAMG guidance notes on cover supervision. A cover supervisor will contribute to the delivery of learning but will not be expected to deliver lessons unless guidance and supervision is available from a suitably qualified member of staff. The Principal must be satisfied that the post holder has the skills, expertise and experience to undertake the cover role.

**Other clauses:**

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal.
5. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
6. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

**Safeguarding**

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.

## Person Specification

Essential Criteria	Measured By
<b>Experience</b> <ul style="list-style-type: none"> <li>Supporting children's learning in a school.</li> </ul>	Application Form/Interview
<b>Qualifications/Training</b> <ul style="list-style-type: none"> <li>Good numeracy/literacy skills (GCSE 'C' or above).</li> <li>Level 3 qualification in 'Early Years Care and Education (or similar)</li> <li>First aid training as appropriate (e.g. emergency first aid course).</li> </ul>	Test / Application Form / Interview
<b>Knowledge/Skills</b> <ul style="list-style-type: none"> <li>Understanding of relevant policies/codes of practice.</li> <li>Good understanding of areas of learning, e.g. literacy, numeracy, science, SEN.</li> <li>Use of other equipment technology – video, photocopier.</li> <li>Well-developed interpersonal skills to be able to relate well to a wide range of people.</li> <li>Work constructively as part of a team whilst being able to demonstrate initiative.</li> <li>Good communication skills.</li> <li>Effective use of ICT to support learning.</li> </ul>	Application Form / Interview/ Assessment
<b>Behavioural Attributes</b> <ul style="list-style-type: none"> <li>Customer focused.</li> <li>Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect.</li> <li>Open, honest and an active listener.</li> <li>Takes responsibility and accountability.</li> <li>Committed to the needs of the pupils, parents and other stakeholders and challenge barriers and blocks to providing an effective service.</li> <li>Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations.</li> <li>Is committed to the provision and improvement of quality service provision.</li> <li>Is adaptable to change/embraces and welcomes change.</li> </ul>	Application Form / Interview

<ul style="list-style-type: none"> <li>• Acts with pace and urgency being energetic, enthusiastic and decisive.</li> <li>• Communicates effectively.</li> <li>• Has the ability to learn from experiences and challenges.</li> <li>• Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills.</li> </ul>	
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**Note 1:**

***In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated these will include:***

- ***Motivation to work with children and young people.***
- ***Ability to form and maintain appropriate relationships and personal boundaries with children and young people.***
- ***Emotional resilience in working with challenging behaviours and***
- ***Attitudes to use of authority and maintaining discipline.***

## **Academies Enterprise Trust**

Academies Enterprise Trust is the largest Academy Partnership in the United Kingdom, with 64 schools (Primary, Secondary and Special) across England.

Click [here](#) to view a map of our Academies across the country.

We believe that all young people deserve to become world class learners – to learn, enjoy, succeed and thrive in a world class educational environment, which has the best facilities, the best teaching and the most up to date resources available to them.

Our vision is to help students achieve world class learning outcomes by developing world class teachers in a world class community.

## **Ethos Statement**

Every young person deserves the opportunity to have a life that can be described as 'good quality', free from fear and danger, where they can give and receive respect to and from others with a sense of well-being, belonging, worth and achievement.

AET academies will become High Performing Organisations and, therefore, must be the:

- Education provider of choice for students.
- Employer of choice for staff.
- Investment of choice for parents.

## **Values and Beliefs**

Through our actions and behaviours we will strive to develop young people who:

- Respect themselves and the community (people, property and the environment), and seek to have a positive impact on society;
- Are polite, calm, caring, honest, trustworthy and helpful;
- Are responsible, independent and supportive of each other;
- Are tolerant, open minded and not prejudiced;
- Are determined and have a strong work ethic;
- Will be thoughtful and compassionate with the ability to listen and challenge in a considerate fashion;
- Have good communication skills;
- Offer themselves as good role models for future generations of learners and citizens;
- Can demonstrate strong self-belief and confidence and have high aspirations;
- Are team players who can work and support others, and where necessary are able to take on leadership roles.

## **Learning and Development**

We welcome colleagues who drive their own professional development and who consider themselves lifelong learners. To encourage this we offer a professional learning journey which can be tailored to your individual needs. We provide experiences, social learning and formal programmes that will enable you to develop new skills, and to work, collaborate, learn and develop with colleagues across our large network.

Your journey will be accessible through the knowledge exchange to enable you to be responsible for your own learning and development. You will have access to the market place, resources and online communities to share good practice and be part of the vast learning opportunities across our network .

We are the largest network of academies in England allowing you to develop your skills, knowledge and expertise in a variety of different settings and locations across the country.

Our journey is designed to create a clear career pathway from induction, to statutory/core development, supporting further development, talent management and career progression. We will support you in achieving excellence together and stretch your learning and development to have greatest impact across our network.

## **Google for Education**

Google for Education is an exciting and innovative way of learning, introducing easy tools to engage students whenever, wherever on any device!

In summer 2012, AET adopted G Suite for Education, the free web-based communication and collaboration suite available to education establishments.

With products including Gmail, Google Calendar, Google Drive, Google Sites and Google Classroom, AET recognised the potential it would bring to classroom learning, knowledge sharing across the academies, improvements in administrative efficiency and providing access from home for all.

This enables all our students and staff to have access to the most up-to-date technology. Our academies have also rolled out many class sets of Google Chromebooks, affordable browser-based laptops that provide quick, simple access to the web!

The latest innovation in an increasing number of our academies includes access to Chromebook Flip for all teachers with the ability to cast the screen from anywhere to the large format screen at the front of the classroom. Where students have access to Chromebooks, teachers can also allow students to cast their work to the screen as well to support with peer assessment, group projects and collaborative working!



## **Staff Benefits**

### Career Development

- Apprenticeships
- Financial Support towards achieving further Qualifications
- Leadership Programmes
- Progression Opportunities
- Teacher Training Programmes

### Family Friendly

- Childcare vouchers – If you are using registered or approved childcare, you can choose to take part of your salary in childcare vouchers to pay for it which are Tax and National Insurance free. This means you get extra value from your pay packet each month.

### Financial

- JTRS Apple Product Store—Employees, students and families are eligible to purchase a range of Apple products at preferential terms.
- EAG Essex Auto Group –Employees are eligible to receive preferential terms on the purchase of new vehicles within the EAG range of vehicle bands they offer. EAG also offer vehicle servicing and repairs, and hold an agency with Motability for those who require a vehicle to their specific disability needs.
- Pension

### Health and Wellbeing

- Hi-Tec Sport – Hi-Tec offer staff, students, and parents of the Group a discount on all footwear purchased directly from Hi-Tec via its online store.
- Westfield Health – The Group has enjoyed a business partnership with Westfield Health since 2008, which offers an opportunity to obtain cash back for eligible employee's routine health needs. The scheme provides an excellent range of benefits for you and your dependent children.

## **Academies Enterprise Trust, Safe Recruitment Procedure**

Academies Enterprise Trust is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.

### **Disclosure and Barring Service**

A Disclosure and Barring Service Certificate will be required for all posts.

### **Shortlisting**

Only those candidates meeting the right criteria will be short listed.

### **Interview**

1. Those shortlisted will take part in an in-depth interview process.
2. Candidates will be asked to address any discrepancies, anomalies or gaps in their application form.

### **Reference Checking**

References from the previous and current employer will be taken up for shortlisted candidates, and where necessary employers may be contacted to gather further information.

### **Probation**

All new staff will be subject to a probation period of six months (which may, in certain circumstances, be extended by up to 3 months). The probation period is a trial period, to enable the assessment of an employee's suitability for the job for which they have been employed. It provides the academy/trust with the opportunity to monitor and review the performance of new staff in relation to various areas, but also in terms of their commitment to safe guarding and relationships with pupils.

### **Equal Opportunities**

Academies Enterprise Trust recognises the value of, and seeks to achieve, a diverse workforce which includes people from differing backgrounds with different skills and abilities. AET takes positive steps to create an employment culture through its Board of Governors, managers and other employees, in which people can feel confident of being treated with fairness, dignity and tolerance irrespective of their individual differences. This commitment extends beyond the relationship between and conduct of employees and potential employees, to the whole community and others connected with it. AET is committed to the elimination of unlawful discrimination and to the promotion of good relations between all.

### **Data Protection**

Personal data provided on your application, and for equal opportunities monitoring, is required to enable Academies Enterprise Trust to operate and monitor its recruitment and employment procedures. Data is kept secure and accurate, and disclosure is restricted to those people within the organisation who have a need to access it. Personal data supplied by you is destroyed within prescribed time limits, unless you

are appointed, in which case the data you have supplied will form the basis for your individual staff record.