



Job Application Pack  
**Teaching Assistant with SEN  
Responsibility x 2**

Full time equivalent £20,253 - £22,129.  
Pro-rated to reflect term time only contract.

Closing Date: Friday 23 August 2019



## **Letter from the Principal**

Dear Colleague,

Thank you for your interest in working at Djanogly City Academy.

I am immensely proud to be the Principal here, I want everyone who comes to Djanogly to be an equally proud partner in one of the most successful schools in the country. Our work is about making a real difference to children's lives so that they can in turn make a demonstrable difference to their communities, our city and our world.

We serve a diverse community in inner-city Nottingham, with high levels of disadvantage and deprivation to deal with, but it's our duty to give the young people of Nottingham City the best possible life chances and opportunities to be successful. Our students are fantastic young people and the job satisfaction that we all have from working with them and being part of our Djanogly community is enormous.

We refer to children at Djanogly as scholars and that is because at the heart of what we do, every child matters to us and we believe that every child will succeed with us and will 'graduate'. Our motto is, 'Achievement: No excuses'. Our expectations for academic standards and for behaviour are therefore unapologetically high.

Whilst our success is necessarily measured through our scholars' examination results, it is also, and very importantly to us, measured through their character development, their greater commitment and the resilience they demonstrate in all that they do. It is then our responsibility to demonstrate and model these values in all that we do in our work with them. Djanogly City Academy is on a very fast-paced journey to becoming a beacon of excellence, and as we move towards this, we must consider the work of all, staff and scholars, to be unfinished until it is the very best we can make it.

If it helps your decision-making processes, you are most welcome to come and look round our school to get a real feel for our ethos and to meet some of our team. If after visiting us, or indeed now, you feel that our mantra resonates with you and you too want to have a big impact on the lives of our children and their families, I would very much like to hear from you. We aim to be the very best and need more excellent professionals to join us to make that a reality.

I look forward to reading your application.

With thanks and best wishes,

**Andy Smith**  
**Principal**



## Application Details

Thank you for your interest in the Teaching Assistant vacancy at Djanogly City Academy. This department at DCA is a strong and exciting department. It has gone from strength to strength recently, and we are now looking to build on the solid foundations laid by the current team. We are looking for passionate and driven individuals who strive to grow and who are full of excitement to make a contribution to the current teaching and learning strategies at DCA. We are looking for candidates who have experience of Special Educational Needs.

The Academy boasts the use of innovative lessons and is keen to deliver high quality learning experiences for all students.

Further details of this post, the school and the Trust are included in this pack and details of how to apply can be found below.

## How to Apply

Should you wish to apply for the post, please complete and return an application form along with a covering letter addressed to our Principal, Mr. Smith, which clearly demonstrates your suitability for this role. Applications can be submitted via email to [h.wheat@djanogly.org](mailto:h.wheat@djanogly.org) with **Teaching Assistant** in the subject line, or by post, for the attention of Mr. Smith, to the following address:

HR Department/Jobs  
Djanogly City Academy,  
Gregory Boulevard,  
Nottingham  
NG7 6ND

**Application forms:** These can be downloaded from the school website at [www.djanogly.notts.sch.uk](http://www.djanogly.notts.sch.uk). Wherever possible, please provide email addresses for your referees.

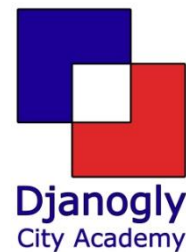
**Closing Date:** Please ensure your application arrives by 9 a.m. on the closing date of Friday 23 August 2019.

**Interview:** Interviews for the role will be held shortly after the closing date of Friday 23 August 2019. If you have not heard from us within 1 week of the closing date, please assume that unfortunately, on this occasion, your application has not been successful.

**Safeguarding:** Djanogly City Academy is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment.



## Job Description



**Job Title:** Level 2 Teaching Assistant

**Faculty:** Special Educational Needs/Learning Support

### **Job Purpose:**

To support students within the Academy as part of a team under the direction of the line manager in order to

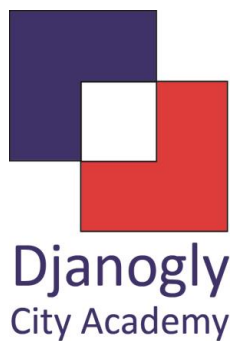
- Improve the quality of learning and engage students in the social and academic routines of the Academy
- Enable students to become more independent learners
- Help raise the standards of achievement for all students

### **Duties and Responsibilities:**

- Support the overall ethos of the Academy
- Be aware of and comply with all Academy policies and routines including those relating to child protection, health, safety and security, confidentiality and data protection, copyright etc reporting all concerns to line manager
- Be responsible for keeping up to date with any changes to these policies and routines
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall aims of the Academy
- Develop own professional skills

### **SUPPORT FOR THE STUDENT**

- Support and direct activities with either individuals or groups of students to enhance their learning, academic, physical, social and emotional development
- Help with care, personal hygiene and medical needs of students contributing to their health and well-being.
- Support in the transition of students between key stages
- Establish and maintain good working relationships with individual students and groups
- Encourage acceptance and inclusion of all students
- Support groups of, or individual students, as directed during formal public or internal Academy examinations
- 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
- Liaise effectively with teachers/parents/carers as appropriate
- Be responsible for individual students as their keyworker, monitoring and updating ISPs,



- liaising with staff and implementing appropriate strategies
- Help with the writing and collation of ISPs/Review/Annual Review meetings

### **SUPPORT THE TEACHER**

- Liaise with classroom teachers
- Create appropriate resources, reflecting the various needs of students in lessons
- Support student/s across the class as agreed by the teacher
- Support with the collation of data for targeted students
- Implement learning programmes as directed by the class teacher
- Monitor individual student's needs and provide regular feedback to the teacher, line manager and parents
- Support the management of student behavior under the direction of the teacher

### **SUPPORT FOR THE ACADEMY**

- Take responsibility for display and upkeep of designated areas in the school
- Maintain effective working relationships with colleagues and parents
- Maintain and safeguard the confidential nature of student/teacher/home issues
- Contribute to the maintenance of student safety and security, including break and lunchtime duties
- Attend meetings as appropriate

### **Generic Requirements:**

- It is a requirement of all posts within the Academy that Health and Safety requirements are upheld in the performance of duties.
- All employees of the Academy are required to uphold the Equality and Diversity Policy and the Academy's Code of Conduct.
- All staff will ensure the safeguarding of young people by the implementation of Child Protection and other safeguarding policies.

**Person Specification:**

<b>Assessment &amp; Selection Methodology</b>		<b>Essential</b>	<b>Desirable</b>
	General education of at least 5 GCSEs A-C or equivalent	E	
	Teaching assistant qualification at level 3		D
	Experience at working with young people in a previous role		D
	Experience of working with Special Educational Needs and Disabilities		D
	Take responsibility for own professional development and be willing to partake in further in-service or external staff development and training	E	
	Previous knowledge of Sims		D
	Experience of working within an educational setting		D
<b>Skills, abilities and competency:</b>			
	Excellent interpersonal and communication skills	E	
	Well-developed mentoring and coaching skills.		D
	Ability to develop positive relationships with students	E	
	Working knowledge of DfE, Local Authority and other regulatory bodies' legislation and policy relating to education		D
	Understanding and awareness of Safeguarding and your duties within the role	E	
	Excellent organisational and administrative skills	E	
<b>Personal attributes and Attitude:</b>			
	Confidence and independence	E	
	Ability to work unsupervised and independently understanding Academy roles and responsibilities and your own position within these	E	
	Good time management skills	E	
	A willingness to contribute to extra-curricular programme	E	
	Sensitivity to the needs of a diverse academy population	E	
	Willingness to maintain professional development	E	
	Motivate colleagues in promoting your area of responsibility	E	



## **Overview of the Trust**

Djanogly Learning Trust is a dynamic and growing Trust based in the East Midlands. Our Trust is committed to providing high quality education to all our students, regardless of their backgrounds. Our track record demonstrates our ability to deliver our core goal: achievement for every child. Our portfolio of schools covers both secondary and primary phases, working in a range of contexts.

Our values are central to the positive ethos that we develop throughout our schools. This approach is focused on securing success for all our learners and providing them with the very best life opportunities.

We believe nothing is more important than making a difference to children.

## **Overview of the Academy**

### **Ethos**

The Djanogly City Academy has a very clear and distinctive ethos. Our culture is highly aspirational, centred on our passionate belief that every child can succeed. We encourage staff to be creative, independent and ambitious. We expect them to challenge and inspire our students, providing high quality learning experiences that motivate students to be the very best they can be. High standards and academic rigour underpin our daily work.

We value commitment, independence and courtesy from all of our students. We demand the very highest standards and in return we nurture and respect student ideas and opinions. We have a clear message to guide all students in their daily lives; Work Hard, Be Kind.

### **Achievement**

Student achievement is at the very heart of everything we do. We believe that academic and examination success provides the foundation that allows students to make the most of their lives and the opportunities available to them.

Exciting, engaging and inspiring lessons lie at the centre of our curriculum and we constantly strive to provide every child with the very best educational experiences.

Should a child require additional support, a range of services are available to ensure every student's success, whatever their individual educational needs.



## **Curriculum**

At the Djanogly City Academy, Key Stage 3 students undertake a three-year programme that covers all the National Curriculum subjects. Students will be taught in ability groups in the majority of subjects, ensuring that every child is taught at a level that matches their ability.

During our two-year Key Stage 4 programme, most students study the English Baccalaureate core subjects of English, Mathematics, Science, a Modern Foreign Language and a Humanities subject, such as Geography or History.

A wide range of option subjects including visual and performing arts, ICT, technology and PE supplement the core curriculum.

## **About the Academy**

The Nottingham City Technology College opened in 1989 and became the Djanogly City Academy in 2003. Primarily serving the residents of Hyson Green, the Academy is located on two sites. The Gregory Boulevard site is housed in a stunning, state-of-the-art building, designed by Norman Foster. The Sherwood Road site occupies a modern purpose built building with excellent facilities.

For more information about the academy visit:  
[www.djanogly.notts.sch.uk](http://www.djanogly.notts.sch.uk)

## **Safeguarding and Child Protection**

The Trust and all its schools are committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. All new staff within the Trust will be subject to an enhanced DBS check.

Each school in the Trust has a designated senior member of the leadership team who is responsible for referring and monitoring any suspected case of abuse. All members of staff will receive training in line with our child protection policy.