



# PRINCE ALBERT COMMUNITY TRUST

RECRUITMENT PACK

**TEACHING  
ASSISTANT**



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# LETTER FROM THE CEO AND DEPUTY CEO

Dear Candidate

Thank you for taking the time to download this recruitment pack and expressing your interest in the current vacancies at Prince Albert Community Trust.

This pack has been developed to provide you with a summary of all the information you need to consider when applying for a job within PACT and to decide whether we are 'right' for you.

Within the pack you will find a brief summary about the trust and details of how to apply for this post should you choose to make an application.

We wish you every success with your application and we look forward to meeting you soon.

Sajid Gulzar



Phillipa Sherlock-Lewis



# WELCOME FROM OUR CEO

I was born and have grown up in inner city Birmingham. As a child I attended Highfield Junior & Infant School, a large Victorian built primary school in the Saltley area of the city. I was delighted when Highfield joined our family of schools, becoming the third member of the Prince Albert Community Trust (PACT) in 2016. My parents were first generation immigrants from Pakistan and from a very early age instilled in me the value and transformational power of education, a journey that I began at Highfield in 1978 as a four-year-old who spoke no English.



My background and experiences give me a unique insight into the communities I currently serve as Executive Headteacher and CEO of PACT. We have many children at our ever-growing group of PACT schools and I have the same high expectations for all of them. We understand that from time to time some of our children and families experience very challenging circumstances, we are clear in our belief however that there is no excuse for underachievement and that regardless of their situation; all of our students will fulfil their potential. It is this belief that was the genesis of the idea of Prince Albert High School and led to its conception.

PA High is without a doubt the most exciting project I have had the privilege to be involved in. The school opened in September 2021 next to the Athletes Village of the Birmingham Commonwealth 2022 Games. It will provide the opportunity for us to continue to educate our PACT primary aged children through to 16 and 18 years old. As educators and those responsible for building the foundations for future educational success for our children, we believe that everything that happens in our schools has to be good enough for our own children, if we are to accept it as good enough for the students that we serve. I insist that all staff have to buy into this philosophy. This message has been embraced by staff and as a result: all of the PACT schools provide an excellent quality of education led by a dedicated and talented Senior Leadership Team. I would be proud to send my own children to any of our schools.

I lead a highly committed and talented group of people who go above and beyond on a daily basis in order to ensure that our students get the most out of their primary school education. We value highly and invest heavily in staff development in order that we have the very best people working with our children. PA High will enable us to continue to do this and take the responsibility for preparing our children for adult life.

For many of our students, as it was for me, growing up in inner city Birmingham, this is their one chance to secure a future for themselves and their families. The gravity of our responsibility must never be underestimated.

Sajid Gulzar OBE

# WELCOME FROM OUR DEPUTY CEO

I am a mom of five wonderful children and I passionately want the very best for each and every one of them, they are all unique individuals which means no one model suits them all. What I want for them is the same as any parent would want for their child; the very best. The best school, the best teachers, the best opportunities, the best sports coaches, the best dinner staff and the best pastoral care in order to ensure they are happy, safe and successful, today and in the future.



I have worked as a teacher and leader in numerous schools across Birmingham for the last 22 years. Being the Deputy Chief Executive Officer for The Prince Albert Community Trust is an exceptionally privileged position which enables me to strive and achieve for PACT children what I want for my own. One of our mantras is “we work this hard because we believe that our schools have to be good enough for our own children...we hope someone will work this hard for our children.”

Key to achieving our PACT vision of “united we are world class” is one of my core principles; developing people. I believe by inspiring and developing staff we will inspire and develop our students and so we work extensively to personalise the learning for all. I feel blessed to work with the children, staff, and trustees of the PACT. My role allows me to work with and for all of our schools. Having a strategic overview of their strengths and areas for development, we work tirelessly to support each other across the PACT working in true collaboration.

We actively seek and positively welcome challenge, feedback and suggestions. Please feel free to see any of our staff, myself, or our feedback section on our websites and help us on our journey. The door is always open.

A handwritten signature in black ink, appearing to read 'Phillipa Sherlock-Lewis'.

Phillipa Sherlock-Lewis

# OUR PHILOSOPHY

*'We want our students to be hard working, ambitious and resilient'*

We want our school leavers to have a strong sense of purpose and for them to understand that they can benefit from society but more importantly can be a benefit to society. We want our students to be hard working, ambitious and resilient. They will understand their rights and responsibilities as British citizens and their roles in improving their neighbourhoods and communities. They will have every opportunity to develop their emotional intelligence and decision making skills. They will develop an understanding of local, national and international issues and will have an awareness and understanding of their position as global citizens.

We have a fundamental and strongly held belief that our students have the potential to achieve the highest academic standards and to compete with high achieving students locally, nationally and internationally. We want to prepare our children for the very best job opportunities the world has to offer, to make this possible we are developing working partnerships with leading universities and business regionally, nationally and globally. The success of our schools is built on the relationship we enjoy with our families based on mutual trust and an understanding that we only want the very best for our students.

*'Our students have the potential to achieve the highest academic standards'*



# OUR PURPOSE, AMBITION AND VALUES

## OUR PURPOSE

Enable every student to succeed at school and in life

## OUR AMBITION



Exceptional student wellbeing



Exceptional education



Exceptional people



Exceptional infrastructure



Sustainability



## OUR VALUES

In all that we do we demonstrate:

**Passion** – inspiring a love of learning and being determined to make a difference

**Aspiration** – wanting the very best for our students, our families, our communities and our staff

**Collaboration** – working positively with each other, with parents and carers, other stakeholders and partners to achieve our goals

**Trust** – acting with integrity, being reliable and caring to create a safe and respectful environment for all to learn and work in

# SAFEGUARDING POLICY

## CHILD SAFEGUARDING POLICY

The Trust is committed to Safeguarding and Promoting the Welfare of all its students. Each students' welfare is of paramount importance. We recognise that some children may be especially vulnerable to abuse e.g. those with Special Educational Needs, those living in adverse circumstances.

We recognise that children who are abused or neglected may find it difficult to develop a sense of self-worth and to view the world in a positive way. Whilst at PACT, their behaviour may be challenging, we will always take a considered and sensitive approach in order that we can support all our students.

**The Trust's Child Safeguarding Policy applies to all adults, including volunteers, working in or on behalf of the Trust.**

Everyone in the education service shares an objective to help keep children and young people safe by contributing to:

- Providing a safe environment for children and young people to learn in education settings; and
- Identifying children and young people who are suffering or likely to suffer significant harm, and taking appropriate action with the aim of making sure they are kept safe both at home and in the education setting'

## KEEPING CHILDREN SAFE IN EDUCATION 2022

The Trust pays full regard to 'Keeping Children Safe in Education' guidance 2022. We ensure that all appropriate measures are applied in relation to everyone who works for the Trust who is likely to be perceived by the children as a safe and trustworthy adult including e.g. volunteers and staff employed by contractors. Safer recruitment practice includes scrutinising applicants, verifying identity and academic or vocational qualifications, obtaining professional and character references, checking previous employment history and ensuring that a candidate has the health and physical capacity for the job. It also includes undertaking interviews and an Enhanced DBS check.

**Please visit each school's website by clicking on the images below for their full policy.**



# TEACHING ASSISTANT

**SALARY: GRADE 3, SCALE POINT 9-22**  
**(£18,057 - £23,447)**  
**12 MONTHS FIXED TERM**  
**TERM TIME 32.5 HOURS**

The Prince Albert Community Trust (PACT) wishes to appoint **Teaching Assistants** to be initially based at **Prince Albert Primary or Highfield Junior & Infant school**. We are a forward thinking and innovative Multi Academy Trust (MAT) with fantastic pupils and Trustees, supportive governors and a great community. We place bespoke professional development and support at the heart of all we do. We are relentless in the pursuit of excellence for all our stakeholders and firmly believe in professional development. We are passionate about children's learning, creative in our approach and constantly reflective in our philosophy. Our family of schools consist of Prince Albert Primary School, Heathfield Primary School, Highfield J&I School, Birchfield Community School and Sutton Park Primary.

**We are a developing MAT, growing steadily with the opportunity for further internal promotion.**

**Current benefits include:**

- A working culture that promotes diversity, equality and social justice
- Children who love learning and an extensive inclusion and pastoral support team
- Excellent CPD opportunities
- Exceptionally supportive staff and leadership
- Well-resourced schools
- Subsidised Private Health Care package includes counselling, discounted retail and gym membership
- 'Well - being' days
- Opportunities for promotion and progression

**We wish to appoint teaching assistants who can:**

- Provide an outstanding work ethic, be proactive and forward thinking.
- Have a positive relationship with pupils and staff.
- Have impact on the social, emotional and academic progress of our pupils.
- Have a good sense of humour and positive outlook.

We are proud to offer a supportive and experienced leadership team to work alongside, a hard-working and enthusiastic group of staff, a well-resourced MAT and a smile every day. If you believe you possess the qualities to take on this exciting challenge, then we would be delighted to hear from you.

Further information about the schools, our outcomes and philosophy can be found on our Trust's website:

[www.the-pact.co.uk](http://www.the-pact.co.uk).

To apply for this role, please visit this [link](#)

The PACT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

**“This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role”**

**Closing date: 6th July 2023**

# ROLE INFORMATION

**Post:** Teaching Assistant

**Salary:** Grade 3, Scale Point 9 - 22

**Accountable to:** The PACT Board of Trustees, Local Governing Body, Head of School.

## JOB DESCRIPTION: TEACHING ASSISTANT

*Prince Albert Community Trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff to share this commitment. This post is subject to safer recruitment measures, including a DBS check.*

### **Purpose of the Post:**

This level is applicable to experienced teaching assistants whose working role calls for competence across a varied range of responsibilities.

To support teaching staff in the development and education of pupils including the provision of specialist skills as appropriate.

### Key Areas of Responsibility

#### 1. Support for pupils (either individual or in groups)

- Support the activities of individuals or groups
- Establish and maintain relationships with individual pupils and groups
- Contribute to SEN support plans as appropriate
- Support pupils during learning activities
- Deliver targeted interventions for pupils falling behind
- Promote pupils' social and emotional development
- Contribute to the health and well-being of pupils
- Support children with specific needs (where appropriate to the focus of the role), for example, sensory and/ or physical impairment, cognitive or learning difficulties, behavioural, emotional and social development needs, communication and interaction difficulties
- Support pupils with literacy and numeracy skills
- Support pupils to access their age-related curriculum

#### 2. Support for the teacher(s)

- Observe and report on pupil performance
- Contribute to the planning and evaluation of learning activities
- Assist in preparing and maintaining the learning environments around school
- Contribute to the management of pupils' behaviour
- Contribute to maintaining pupils' records
- Support the maintenance of pupils' safety and security
- Supervise the whole class for a short time in an emergency (normally for a period less than a whole lesson until the teacher returns or alternative arrangements are made) or for a very short period of planned absence for less than a whole lesson
- Undertake routine marking in line with school policy
- Provide general administrative support, for example, administer coursework, produce worksheets, etc.
- Undertake joint home visits as appropriate and in line with policy

## JOB DESCRIPTION: TEACHING ASSISTANT

### 3. Support for the school

- Support the development and effectiveness of teamwork within the school environment
- Develop and maintain working relationships with other professionals
- Liaise with parents as appropriate
- Review and develop own professional practice
- Work as required across the curriculum and in all Key Stages within the school

### 4. Support for the curriculum

- Support the use of information and communication technology in the classroom
- Individuals have a responsibility for promoting and safeguarding the welfare of children and young people they are responsible for or comes into contact with
- To ensure their tasks are carried out with due regard to Health and Safety
- To participate in appropriate professional development including adhering to the principle of performance management.
- To adhere to the ethos of the school
- To promote the agreed vision and aims of the school
- To set an example of personal integrity and professionalism
- Attendance at appropriate staff meetings and parents evenings
- Any other duties as commensurate within the grade in order to ensure the smooth running of the school

## PERSON SPECIFICATION: TEACHING ASSISTANT

Category	Essential
EDUCATION/ QUALIFICATIONS	<ul style="list-style-type: none"> <li>• NNEB</li> <li>• NVQ Level 3 or equivalent</li> </ul>
EXPERIENCE	<ul style="list-style-type: none"> <li>• Experience of supporting teaching and learning within the EYFS or National Curriculum year groups, including children with special needs</li> <li>• Experience of using Information Technology to support teaching and learning</li> <li>• Experience of successfully leading teaching/intervention groups</li> <li>• Experience of positive working relationships with parents</li> </ul>
SKILLS & ABILITIES	<ul style="list-style-type: none"> <li>• A good standard of education particularly in English and Mathematics</li> <li>• Ability to work effectively and supportively as a member of a team</li> <li>• Ability to maintain a professional attitude to work and understand the importance of effective communication with colleagues</li> <li>• Ability to take initiative, grasp new concepts and adapt to change</li> <li>• An understanding that each child is unique and deserves to be treated in a kind, caring and compassionate way</li> <li>• Ability to consistently use 'positive' behaviour management skills as appropriate to young children</li> <li>• Ability to establish positive relationships with children and their families and understands the importance of links with home</li> <li>• Understands the importance of a play based, creative curriculum that builds on children's experiences and interests</li> <li>• Demonstrates an understanding of child development and next steps for learning and uses this information to contribute to planning meetings</li> <li>• Ability to carry out systemic observations of pupil's knowledge, understanding and skills</li> <li>• Ability to keep clear and up to date records of children's development &amp; progress</li> <li>• Ability to use effective questioning techniques to develop children's thinking skills</li> <li>• Ability to use the learning environment to enhance children's learning experiences</li> <li>• Ability to work within and apply all school policies e.g. child protection</li> <li>• Knowledge of the legal requirements for maintaining the health, safety and security of yourself and others in the learning environment</li> </ul>
PERSONAL QUALITIES	<ul style="list-style-type: none"> <li>• Genuine enthusiasm for the profession and a love of children</li> <li>• A good sense of humour</li> <li>• Understands the importance of a play based creative curriculum that builds on children's experiences and interests</li> </ul>
TRAINING	<ul style="list-style-type: none"> <li>• Willingness to participate in further training and developmental opportunities offered by the PACT to further knowledge</li> </ul>
OTHER	<ul style="list-style-type: none"> <li>• Willingness to maintain confidentiality on all school matters</li> <li>• At least two years' experience of working within the Primary age range</li> </ul>

# EXPLANATORY NOTES

Applications will only be accepted from candidates completing the **Trust's Application Form**. Please complete ALL sections of the Application Form which are relevant to you as clearly and fully as possible. CVs will **not** be accepted in place of a completed Application Form.



## SAFEGUARDING CHILDREN AND YOUNG PEOPLE

We are committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment and to undergo appropriate checks, including an enhanced DBS check.

- Candidates should be aware that all posts in Prince Albert Community Trust involve some degree of responsibility for safeguarding children and young people, although the extent of that responsibility will vary depending on the nature of the post. Please see the job description enclosed in this Application Pack for further details.
- Accordingly, this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as "spent" must be declared.
- If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offence, including those related to children or young people (whether disciplinary sanction is current or time-expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any investigation or disciplinary proceedings. If you are not currently working with children, but have done in the past, that previous employer will be asked about these issues.
- Where neither your current or previous employment has involved working with children, your current employer will be asked about your suitability to work with children, although it may be answered not applicable where it is appropriate; if your duties have not brought you into contact with children or young people for instance.



## INTERVIEW PROCESS

After the closing date, short listing will be conducted by a Panel. You will be selected for interview entirely on the contents of your application form, so please read the Job Description and Person Specification carefully before you complete your form.

**All candidates invited to interview must bring the following documents:**



1. Documentary evidence of **right to work** in the UK



2. Documentary evidence of **identity** that will satisfy DBS requirements



3. Documentary proof of current **name** and **address**



4. Where appropriate any documentation evidencing **change of name**



5. Documents confirming any educational or professional **qualifications** that are necessary or relevant for the post

Please note that originals of the above are necessary, photocopies or certified copies are not sufficient. We will seek references on shortlisted candidates for Trust based positions and may approach previous employers for information to verify experience or qualifications before interview. Any relevant issues arising from references will be taken up at interview.

## CONDITIONAL OFFER: PRE-EMPLOYMENT CHECKS

### Any offer to a successful candidate will be conditional upon:

- Verification of right to work in the UK
- Receipt of at least two satisfactory references (if these have not already been received)
- Verification of identity checks and qualifications
- Satisfactory Enhanced DBS Check
- Verification of professional status such as QTS Status, NPQH (where required)
- Satisfactory completion of a Health Assessment
- Satisfactory completion of the probationary period (where relevant)
- Where the successful candidate has worked, or been resident overseas in the previous five years, such checks and confirmations as may be required in accordance with statutory guidance

## HOW CAN I APPLY?

To apply for this role, please complete the online application form available [here](#) via My New Term

**Adverts Open**  
28th June 2023



**Shortlisting**  
6th July 2023



**Deadline for Applications**  
6th July 2023



**Interviews**  
13th July 2023

All candidates are required to complete an application via MyNewTerm. All applications will receive an email confirmation of receipt of application via MyNewTerm. The candidates selected for interview will be informed after shortlisting via MyNewTerm and full details of the interview programme will be provided. Candidates not successfully shortlisted will be updated via MyNewTerm.

Please note that PACT does not provide feedback to applicants who have not been shortlisted for a post.

Prince Albert Community Trust pays full regard to 'Keeping Children Safe in Education' guidance 2022. We ensure that all appropriate measures are applied in relation to everyone who works for the Trust. Safer recruitment practice includes scrutinising applicants, verifying identity and academic or vocational qualifications, obtaining professional and character references, checking previous employment history and ensuring that a candidate has the health and physical capacity for the job. It also includes undertaking interviews and an Enhanced DBS check.

The information supplied in your application, as well as any supporting documents provided at the interview stage, will be used as part of the PACT recruitment and selection process. All information is stored securely, and all data submitted by unsuccessful candidates will be destroyed responsibly after 6 months from the date of interview.

WE RESERVE THE RIGHT TO WITHDRAW FROM THIS RECRUITMENT PROCESS AT ANY GIVEN POINT.

## SPECIAL CONDITIONS OF EMPLOYMENT

### Rehabilitation of Offenders Act 1974



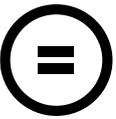
This job is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant convictions cautions, and reprimands being considered. Any arrests, convictions caution or reprimands of relevance, obtained by the jobholder after enhanced DBS clearance has been acquired, must be disclosed to the Headteacher by the jobholder. Failure by the jobholder to do so, or the obtaining by the jobholder of a relevant conviction caution or reprimand, may be managed in accordance with Prince Albert Community Trust's Disciplinary Procedure.

### Health And Safety



The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in Prince Albert Community Trust's Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager and must be observed.

### Equality and Diversity



Prince Albert Community Trust is committed to equality and values diversity. As such, it is committed to fulfilling its Equality Duty obligations and expects all staff and volunteers to share this commitment. This Duty requires the Trust to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age gender, race and faith, and people who do not share them. Staff and volunteers are required to treat all people they encounter with dignity and respect and are entitled to expect this in return.

### Training and Development



The Academy has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their own continuous professional development and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting their safeguarding and general obligations.

### Mobility



The jobholder may be required to transfer to any job appropriate to their grade at such a place as in the service of the Trust they may be required, in accordance with legitimate operational requirements and/or facilitating the avoidance of staffing reductions. This job description may be subject to review and / or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.

# CONTACT US

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Prince Albert Community Trust



@thePa\_CT

