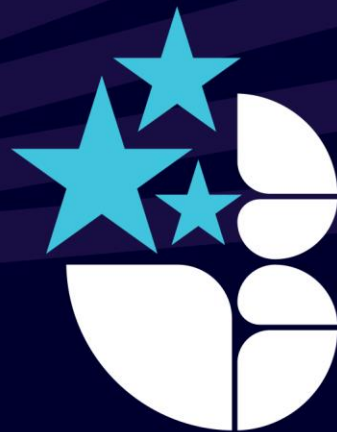


Teaching Assistant

Ash Green School

July 2023



**ASH GREEN
SCHOOL**
*Creative
Education
Trust*



Dear Colleague

Thank you for your interest in joining us at Ash Green School.

This position of Teaching Assistant is a key appointment and the successful candidate will be part of a dynamic team with a wide ranging array of responsibilities.

Please complete an application form in full, along with a supporting statement, showcasing how you are aligned with our vision, values and purpose. Please use the person specification as a guide for your application.

I would welcome an opportunity to meet with you before interview to enable you to meet our students, share in some of their learning and gain an understanding of our ethos and aims.

Tours of the school:

Please get in touch to arrange at a time that is suitable for you

Deadline for applications:

Monday 12 June 2023 at 9am

Interviews:

Week commencing Monday 19 June 2023

If you have any questions please do not hesitate to contact Emma Dickinson, Emma.Dickinson@ashgreenschool.org.uk.

I look forward to receiving your application.

Fuzel Choudhury

Principal

You can find out more at:
www.creativeeducationtrust.org.uk

ABOUT CREATIVE EDUCATION TRUST



Creative Education Trust inspires and enables young people to build successful lives on foundations of learning, resilience and employability. We believe that a rewarding educational experience and the highest possible qualifications are the best way to ensure social mobility for young people.

Creative Education Trust is a growing multi-academy trust educating over 13,000 children in England. It was established in 2010 to work in England's post-industrial cities and coastal towns: areas of economic disadvantage and with a history of academic underachievement. We transform these schools by integrating a knowledge-rich curriculum with skills and creativity.

Creative Education Trust defines creativity as the ability to find connections between the things we know and turn these connections into new ideas and action. The academic arts and the sciences, practical subjects and life skills all need this creativity, and creativity is valued highly by employers. Our staff and expert advisers use imaginative methods for linking knowledge across subject boundaries, fostering personal development and resilience and developing practical skills that prepare students for their transition to adult life and employment.



Our Mission

To give every child in our schools the best possible start in life through excellent education and wide-ranging co-curricular opportunities

Our Vision

To send out into the world educated, creative, confident and responsible young people, who can succeed in their ambitions and make their communities better places

Our Values

Ambition

We are ambitious in everything because only the best will do

Excellence

We do not stop at 'good enough'

Creativity

We connect our knowledge in innovative ways

Resilience

When the going gets hard, we up our game and reach our goal

Inclusion

Every child and every colleague matters – we will work for and with them all

Respect

We value the ideas of others and make sure all voices are heard

You can find out more at:

www.creativeeducationtrust.org.uk

ABOUT ASH GREEN SCHOOL

Every Moment: High Expectations
Every Lesson: Do Your Best
Every Day: Make A Difference

Our mantra above conveys and underpins our whole approach, identifying and releasing the potential of each child as they proceed through their seven-year journey, giving them the very best possible opportunities to become a successful person in our 21st century global community.

Here at Ash Green School, we are exceptionally proud of unlocking the academic talent that is found within our students and strongly believe each individual will thrive in our high-achieving environment. We provide the very best opportunities for everyone to excel and nurture all the fantastic qualities that are not materialistic or target driven. Success for us is measured by sending out happy, confident and independent young people who are ready for the challenges of university and the world of work.

We provide an education that has an international outlook; opening minds to the world around them and instilling skills of enquiry, reasoning and problem solving. We are passionate about developing oracy; from the start of year seven an extensive vocabulary toolkit is developed, and we offer many opportunities to practice speech making.

Being a community academy within the Creative Education Trust family, we benefit from partnership working and enriching opportunities to assist student development. We are fiercely committed to ensuring the academic, technical, creative and emotional support is of the highest quality for every young person we serve. There is no glass ceiling at Ash Green School.

Our on-site facilities include:

- Sports fields including 5-a-side football pitches;
- Multi-Use Games Area marked up for netball and football;
- Lecture Theatre with sound system and projector;
- Hall complete with tiered seating;
- Interactive whiteboards in every classroom;
- Open-plan library with wide range of reading materials
- A new spacious 14 classroom block and office's opened in September 2018



Knowledge Connected

Curricular innovation through our 'Knowledge Connected' programmes promotes creative, integrated and pro-active thinking so that our students are equipped for the challenges of the 21st century

SUPPORT FOR OUR STAFF

WE ALL PURSUE A STRONG WORK LIFE BALANCE

- Our staff are encouraged to make time for themselves and their families.
- There are no expectations for teachers to answer emails outside of working hours and particularly at weekends.
- Our Senior Managers are constantly working to streamline our systems so that they work better and save more time – we strive to only do things that are going to make a difference.
- We openly consult with staff over significant changes which will impact on their working practices.
- We have a strong culture of peer-to-peer praise through our weekly 'Ash Green Gurus' reward cards.
- We provide all of our staff with a half termly opportunity to participate in expert professional supervision – we encourage our staff to talk, keeping things to yourself is not a sign of strength.
- We have an 'Open Door' to Senior Leadership – no concern is too small.
- We run seasonal events that allow students and staff to show their less serious sides e.g. Own-clothes days, Christmas Jumpers and World Book Day.
- We provide our staff countless opportunities to get involved in the life of the school including Duke of Edinburgh Award and international visits and exchange opportunities. Recent activities include an exchange to China, visits to Ghana, Barcelona, Belgium and the USA.



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TEACHING ASSISTANT

JOB DESCRIPTION AND PERSON SPECIFICATION

LOCATION

ASH GREEN SCHOOL, COVENTRY

SALARY

NJC Scale F point 6 – 11 FTE £21,968 - £24,054
Term Time, 37 hours per week, 38 weeks plus INSET days (total working weeks of 39).
Actual salary of £18,811 - £20,597

PURPOSE AND SCOPE

To provide holistic support for pupils with identified SEND needs from home to classroom, working within the SEND Code of Practice to promote full inclusion within our school.

REPORTING LINES

Reporting to the Send Co-ordinator

ROLES & RESPONSIBILITIES

- Recognise, praise and celebrate the commitment and achievements of colleagues, pupils and other stakeholders
- Be a positive role model of the values and behaviours that underpin the school vision
- The Academy aims to maintain harmonious relations between all site users; you must ensure that care is taken when dealing with children and involvement with others is professional
- Be part of the team and willingly assist staff with simple tasks as requested

LEARNING & TEACHING

- Provide educational support for pupils needs to include: Cognition and Learning, Communication and Interaction, social emotional and mental health and physical and sensory
- Provide educational support for students with an Education Health Care Plan (EHCP)
- Provide educational support for students who do not have a Statement but are placed on the Special Needs Register or Intervention Register and follow an Individual Education Programme
- Deliver programmes of educational support and intervention to small groups or individuals

You can find out more at:

www.creativeeducationtrust.org.uk

- Act as a liaison between the school and the families of pupils with SEND
- Be involved in the programme planning and subsequent review meetings for all pupils
- Assist in the preparation of reports and completion of reviews
- Assist in providing access arrangements in formal exams for pupils on the SEN Register
- Liaison with all stakeholders as required
- Assist in the differentiating of in-class teaching material as appropriate
- Develop a broad understanding of the schemes of work, and modes of assessment to support teachers in differentiating appropriately for pupils with SEN
- Assist in preparing the learning environment
- Promote positive pupil behaviour in and around the school, to ensure a constructive and safe working environment
- Support with pupils who have exam concessions
- Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities
- Be involved in the programme planning and subsequent review meetings for all students you support or are likely to support
- Assist in the preparation of reports and completion of reviews
- Assist in providing access arrangements in formal exams for students on the SEN Register

PLANNING

- Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress as appropriate to the level of the role
- Keep accurate working records for all pupils and track progress and monitor impact
- Read and understand lesson plans shared prior to lessons
- Assist in the differentiating of in-class material as appropriate

PUPIL WELFARE

- Support the pastoral structures within the school so that all pupils fulfil their potential
- Report any concerns about a pupil using procedures as set out by the school

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- Communicate effectively with other staff members and pupils, and with parents and carers under the direction of the class teacher
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- Communicate knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision
-
- With the class teacher, keep other professionals accurately informed of performance and progress or concerns you may have about the pupils you work with
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- Be the keyworker for named students and link person for home/school liaison

SUPPORTING THE WORK OF CREATIVE EDUCATION TRUST

- Develop strong, positive relationships with Creative Education Trust colleagues; contribute to collaborative work across Creative Education Trust schools and support other staff in participating in trust-wide work and projects
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- Participate in Creative Education Trust and sector-wide activities in order to share best practice, contribute to the development of Trust strategies and policies and promote the school and Creative Education Trust in a national context

OTHER

- Attend regular meetings
-
- Undertake any relevant training and courses
-
- Participate in the schools Appraisal process
-
- Make a positive contribution to the wider life and ethos of the school
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- Undertake daily break and/or lunchtime time supervision duties
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- Act to ensure pupils' health and safety
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- Work in compliance with the school policies and procedures, especially those relating to child protection and health and safety
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- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them.
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- Undertake other various responsibilities as directed by the Principal.

This 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. The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Principal

Creative Education Trust is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake relevant safeguarding checks in line with Government safer recruitment guidelines

You can find out more at:
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ESSENTIAL	
QUALIFICATIONS	<ul style="list-style-type: none"> • Level 2 Certificate in Supporting Teaching and Learning in Schools • Demonstrable levels of numeracy and literacy equivalent to GCSE (A*-C or 9-4) or above in English and Maths
KNOWLEDGE AND EXPERIENCE	<ul style="list-style-type: none"> • Experience of working with young people • Understanding of the characteristics of working with pupils • Knowledge of guidance and requirements around safeguarding children • Basic understanding of how pupils learn • Understanding of roles and responsibilities within the classroom and whole school context • Aptitude for working with young people • Good literacy and numeracy skills • Good organisational skills • Ability to build effective working relationships with pupils and adults • Proven ability of communicating accurately and effectively both orally and in writing • Active listening skills • Proficient use of Microsoft Office and Outlook packages • Ability to give and receive effective feedback and act to improve own performance and that of others • Ability to explain ideas clearly and succinctly • Demonstrate caring, patience, energy, motivation, commitment and empathy • Ability to respond to challenging situations with control and measured responses.
SKILLS AND ABILITIES	<ul style="list-style-type: none"> • Being very well organised • Hard working • Solid team working skills • Solution orientated and resilient • The ability to remain calm in stressful situations • Enjoyment of working with children • Sensitivity and understanding, to help build good relationships with pupils • A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school • Commitment to maintaining confidentiality at all times • Commitment to safeguarding pupil's wellbeing and equality • A commitment to follow all requirements, training and adhere to all policies ensuring and promoting the safeguarding and welfare of pupils • A commitment to working to improve the life chances of all the young people in our School
EQUAL OPPORTUNITIES	<ul style="list-style-type: none"> • A demonstrable commitment to supporting and promoting safeguarding, student welfare, equality and diversity
SAFEGUARDING	<ul style="list-style-type: none"> • Ability to form and maintain appropriate relationships and personal boundaries with children and young people. • Ability to raise the self-esteem and expectations of children and young people. • Emotional resilience in working with challenging behaviours and attitudes to the use of authority and maintaining discipline.

You can find out more at:
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