

Job Application Pack

Teaching Assistant - Level 2

Support Staff Pay Scale Pt 29-34: (£19,488 to £21,327 FTE)

Permanent Contract, Term-time only

Closing Date: 9.00am, Monday 16th October 2017

(*DCA rates are approximately £1,000 higher than national MPS)



Letter from the Head of School

October 2017

A warm welcome

Making a difference at Djanogly City Academy really does mean that. Our students are fantastic and the job satisfaction that you have from working with them and being part of our community is enormous.

People ask me why they should work at DCA. My message is clear: at the end of each day you know that you can go home, having worked hard, but really know that you have had a big impact on the lives of our children and their families. You have made a difference.

We do work hard and set high expectations of all our team but your career development and professional worth is huge and much greater at DCA than in other schools. In addition, being part of a growing group of academies brings many more opportunities for development.

We are a diverse community in inner city Nottingham, with a lot of disadvantage and deprivation to deal with but it's our duty to give the young people the best possible chance so that they can be successful.

We have made significant improvements which have been recognised by the DfE and Ofsted. Our results last year made us the most improved school in both the City and the County. This year's will be even better as the quality of provision continues to improve.

If you are thinking of joining us then please come and look round the school to get a feel for our ethos and values and meet some of our team.

We aim to be the best and need more excellent professionals to join us to make that a reality.

I hope you feel that you want to join us and look forward to reading your application form and CV.

Best Wishes

David Hooker
Head of School



Letter from the CEO

Dear Candidate,

I am delighted to be able to introduce you to the Djanogly City Academy and the tremendous opportunities this academy offers the young people of Nottingham.

Our Trust started partnership work with Djanogly City Academy in April 2014. DCA has experienced challenges in recent times and we were invited to lead the long-term transformation of the academy.

Working in partnership with the Djanogly Learning Trust, we will raise aspirations and improve outcomes for the students we serve.

Critical to this, is the appointment of dynamic and innovative staff who can bring energy and initiative to the work of the academy.

This is a tremendous opportunity to make a difference to the lives of young people, and will suit an ambitious professional looking to make their mark.

Thank you for showing an interest in working at the Djanogly City Academy, and we look forward to receiving your application.

John Tomasevic
CEO of the Nova Education Trust



Application Details

Thank you for your interest in the Teaching Assistant (Level 2) vacancy at Djanogly City Academy. 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 Mrs Greaves, which clearly demonstrates your suitability for this role. Applications can be submitted via email to DCAJobs@djanogly.notts.sch.uk or by post, for the attention of Mrs Greaves, to the following address:

Emma Greaves
Djanogly City Academy
Gregory Boulevard
Nottingham
NG7 6ND

Application forms

These can be downloaded from the school website www.djanogly.notts.sch.uk. Wherever possible, please provide email addresses for your referees.

Closing Date

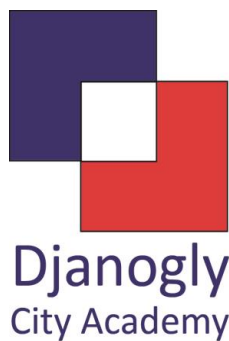
Please ensure your application arrives by 9 a.m. on the closing date of Monday 16 October 2017.

Interview:

Interviews for the role will be held week beginning Monday 16 October 2017. 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



JOB DESCRIPTION

- Job Title:** Teaching Assistant
- Faculty:** Pastoral/Student Support
- Contract Type:** Term Time Only, full time role (37 hours)
Teaching Assistant – level 2
- Salary range** Points 29-34
(£19,488 to £21,327 FTE)

Job Purpose:

The post holder will work under the supervision of the Director of Literacy to:

- To complement teachers' delivery of the national curriculum and contribute to the development of other staff, students and Academy policies and strategies
- To work collaboratively with teaching staff and assist teachers in the whole planning cycle and the management/preparation of resources.
- To provide support for students, the teacher and the Academy in order to raise standards of achievement for all, with a direct focus on students with English as an additional language, SEND needs and autism by utilising advanced levels of knowledge and skills when assisting with planning, monitoring, assessing and managing classes, and to encourage students to become independent learners, to provide support for their welfare, and to support the inclusion of EAL students in all aspects of Academy life.
- Improve the quality of learning and foster the participation of students in the social and academic processes of the Academy

Duties and Responsibilities:

Planning:

- Work in the classroom with a teacher and small group intervention of students to support the English learning at the same time as the subject.
- Plan and prepare lessons with teachers, participating in all stages of the planning cycle, including in lesson planning, evaluating and adjusting lessons/ plans



- Develop and prepare resources for learning activities in accordance with lesson plans and in response to student's needs
- Contribute to the planning of opportunities for students to learn in and out of Academy contexts in line with Academy policies and procedures

Teaching and Learning:

- Within an agreed system of supervision and within a pre-determined lesson framework intervene and support small groups.
- Provide detailed verbal and written feedback on lesson content, student's responses to learning activities and behaviour to teachers and students
- Contribute substantially at the assessment points in the Academy calendar.
- Motivate and progress EAL student's learning by using clearly structured interesting teaching and learning activities
- Creating Language Improvement Plans that ensures that teaching staff are able to plan and prepare for students who have English as and Additional Language.
- Create an environment that promotes learning within the EAL department
- Promote and reinforce student's self-esteem, independence and employ strategies to recognise and reward achievement and self-reliance.

Monitoring and Assessment:

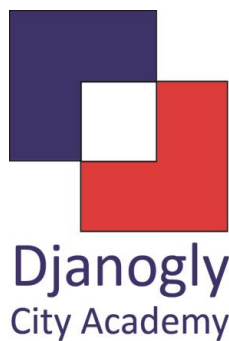
- With teachers evaluate student's progress through a range of language assessment tasks
- Assess student's response to learning tasks and where appropriate modify methods to meet the needs of individuals.
- Monitor student's participation and progress providing constructive feedback to student in respect of their progress, achievement and behaviour
- Assist in maintaining records of progress
- Contribute to programmes of observation and assessment

Mentoring support and development:

- Support and guide less experienced TA's work in the classroom
- Contribute to the overall development of Academy by attending meetings
- Participate in meetings and training as requested

Behavioural and pastoral:

- Recognise and implement the Equal opportunities policies across the Academy
- Understand and implement Child protection procedures
- Assist in maintaining outstanding behaviour and respect
- Foster and maintain constructive and supportive relationships
- Supervise student at times other than during lessons. Setting up lunch time and after school clubs that will promote language acquisition.



Support for the Student:

- Contribute to the health and well-being of students
- Establish and maintain good working relationships with individual students and groups
- To encourage the acceptance and inclusion of all students including the implementation and delivery of buddy systems for new starters, promoting the work of other EAL focussed groups within the academy.
- To liaise effectively with teachers/parents/carers/external agencies as appropriate
- To collaborate with the Director of Literacy and Associate Leader of Behaviour and Interventions in the writing and collation of Language Improvement Plans, reviews and provision mapping
- To establish enrichment activities during lunch times
- Establish effective working relationships with parents/carers that influence student achievement
- Attend and report back on student progress on specific subject areas at Parent Evenings
- To represent the department at Open Evenings, Induction Evenings, Information Evenings etc. as and when 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.
- This job description is likely to change at the reasonable request of the Principal to include other duties.

PERSON SPECIFICATION

Assessment & Selection Methodology		Essential	Desirable
	5 GCSEs A-C including English and Maths	E	
	Training relevant to the post such as a TEFL qualification or equivalent	E	
	Teaching Assistant qualification at level 3		D
	Experience of learning to become fluent in an additional language		D
	Multi lingual		D
	Previous knowledge of Sims	E	
	Experience of working with students with EAL, SEND and Autism	E	
Skills, abilities and competency:			
	The ability to achieve effective provision for students with English as an additional language	E	
	Excellent interpersonal and communication skills	E	
	Well-developed mentoring and coaching skills.	E	
	Ability to develop positive relationships with students	E	
	Has a clear and defined understanding of how to deliver language acquisition skills	E	
	Understands how to plan and identify priorities, critical activities and available resources.	E	
Personal attributes and Attitude:			
	Establish successful relationships at all levels	E	
	Maintain effective communication with all stakeholders	E	
	Ability to prioritise time effectively	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	



Overview of the Trust

The Nova Education Trust is a dynamic and growing Multi Academy Trust based in the East Midlands. Our Trust Group 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 group of 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 School

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. 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 two-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 three-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

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.