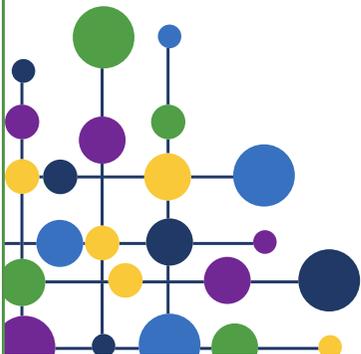
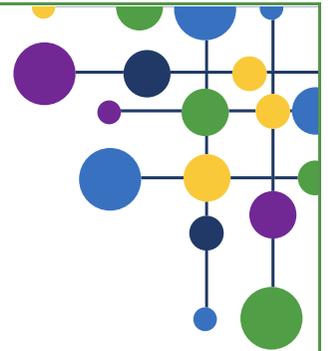




Faculty Educational Teaching Assistant (Performance) Application Pack





Welcome from the CEO

Academic Year 2022 /2023

Dear Applicant,

Thank you for taking an interest in this vacancy working across the trust. I hope the materials enclosed in this pack give you a good sense of what makes the trust a special place to work and provides the information you need about the post.



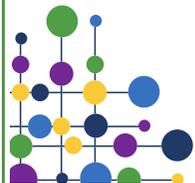
Our belief in “Valuing People, Supporting Personal Best” means we are committed to investing in our staff, to help them be happy at work, to provide the support they need to achieve the highest standards they are capable of and to offer the training or guidance they need to undertake their jobs effectively. For example, everybody is encouraged to use a personal development plan, to set their own objectives and to take responsibility for their own improvement priorities. We define effective leadership as “helping others to achieve their best” and that is what your line manager will try to do for you.

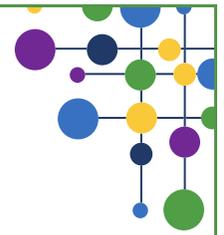
It is important to read the information provided carefully. We want you to be happy in the role you are applying for and committed to performing the job to the best of your ability.

I very much hope you are encouraged to apply for the position and look forward to meeting you soon.

Yours faithfully,

John McNally
CEO





SHARE Multi-Academy Trust is a charitable trust currently consisting of four secondary and five primary academies in West Yorkshire. Our academies are: Shelley College, Huddersfield; Royds Hall Academy, Huddersfield; Thornhill Community Academy, Dewsbury; Whitcliffe Mount School, Cleckheaton, Heaton Avenue Primary Academy, Cleckheaton; Millbridge Primary Academy, Liversedge; Woodside Green Primary Academy, Cowlersley and Luck Lane Primary Academy, Huddersfield.

We believe in helping staff and students achieve their personal best and are keen to recruit the very best talent to our Trust. Shelley College is the Teaching School Hub for Kirklees and Calderdale and as such, we can offer our teaching staff a wealth of first class, personal development opportunities as well as providing an excellent induction programme for Early Career Teachers. All staff receive full induction training and ongoing support to ensure they enjoy working for the trust.

More than seven hundred people work hard across the Trust to ensure we provide the very best education and service across all our schools, from invigilators joining us for a few hours a year, through flexible part-time work to many full-time teaching and support roles.

At SHARE MAT, we aim to:-

- Encourage all our students/pupils to go beyond what they think they can achieve, to enjoy learning, helping them to lead healthy and happy lives;
- Equip our staff to deliver their best every day, our belief is that by Valuing People, Supporting Personal Best is the key;
- Ensure our staff are happy at work, taking pride in students/pupils progress and development;
- Deliver training and guidance relevant to job role so expectations are understood and staff feel motivated;
- Offer great benefits making us the employer of choice, including outstanding CPD, supportive line management and networking opportunities across the MAT to aid personal development.

Dear Candidate,

I joined Whitcliffe Mount School as Headteacher in November 2022, and I feel very privileged to lead the school into the next stage of its journey.

A school has a very important role to play in a child's development, not only in helping them to achieve their best academically, but in supporting them to thrive as an individual socially, emotionally and morally. Respecting each other and committing to achieving our personal best so that everyone can be happy, safe and successful in our school community is at the heart of everything that we will do.

I am proud to be Headteacher at Whitcliffe Mount and to lead a school which has a strong sense of community into the next chapter of its journey. I believe wholeheartedly in creating a school that enables all students to achieve, develop and thrive so that everyone is best placed to be happy and successful in the future.

We aim to inspire and empower our students and staff through a broad, balanced and ambitious curriculum by respecting and supporting each other in all aspects of school and community life. We will focus on good behaviour, good teaching and high expectations of all so that everyone can access a good education.

Whitcliffe Mount School joined SHARE Multi Academy Trust in September 2022, a small family of schools in West Yorkshire with a focus upon "Valuing People, Supporting Personal Best". The benefit of this partnership is in working together to share expertise, ideas and best practice to make every school the best places they can be for all our students.

Yours faithfully

Rebecca Hesmondhalgh
Headteacher





Faculty Educational Teaching Assistant Role Profile

Role Title	Faculty Educational Teaching Assistant	Reporting to	Director of Performance
Section	Performance		
Contract type	Temporary until 31.08.2023	Band	E SCP 12-17

Part A – JOB DESCRIPTION

Overall purpose of role	<p>To support the curriculum provision and learning support for targeted students at risk of significant underachievement in the Performance subjects.</p> <p>To work as part of a team including teachers and other support staff to support the learning and welfare of all pupils.</p> <p>To provide practical support for learning, educational activities, developing social skills, integration and for securing pupils/students physical and emotional well-being.</p>
Safeguarding Requirements	To uphold and promote the school's child protection and safeguarding policies and procedures and ensure they are adhered to by all staff.

Key Outputs

1. Provide specific, targeted support for students in PE, Drama and Music, including intervention work, on an in-class or on a withdrawal basis.
2. Provide support with student leadership in the Performance faculty, leading the Dance Leaders programme for KS3 and other extra-curricular clubs, as required.
3. Provide administrative support to the performing arts faculty assisting with the day-to-day administration and working under the direction of the head of department including photocopying, filing word processing making telephone calls as requested.
4. Assist the Head of Faculty and other staff in the development of strategies to raise attendance levels.
5. To undertake duties in accordance with school practices and procedures, ensuring the post holder actively upholds and promotes the philosophies of the school.

6. Liaise with teaching staff to ensure work is appropriately set and delivered.
7. To contribute in the presentation of pupils' work and maintenance of display areas.
8. To assist with the preparation and tidying of the classroom and upkeep of resources.
9. To provide objective and accurate feedback to the teacher on pupil achievement, progress and other matters within the lesson (ensuring the availability of appropriate evidence when relevant).
10. Under the guidance of the Teacher ensure equipment or materials are suitable for the learning activities. Prepare materials and teaching aids where necessary.
11. Have an understanding of the importance of lesson planning, contribute to lesson planning and learning objectives to develop learning.
12. Under the guidance of the teacher, supervise activities and assist with the general management and control of pupils in school throughout the school day including lunchtime
13. Assist in training new and temporary members of the team, particularly on the behaviour management strategies or learning strategies followed by the Teacher.
14. To participate in and assist in supervision of educational visits, in conjunction with the teacher/line manager.
15. To promote good pupil behaviour, dealing promptly with conduct and incidents in line with established policy and encourage pupils to take responsibility of their own behaviour.
16. To undertake relevant training and development and be involved in ongoing development reviews of skills and competencies.
17. To attend and contribute towards the daily departmental briefing and other meetings as required.
18. To actively encourage the inclusion of all pupils to participate in the life and activities of the school and access the national curriculum to the best of their ability.
19. As part of your wider duties and responsibilities you are required to promote and actively support the schools responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn't just about the very old and the very young, it is about everyone who may be vulnerable. Please refer to our Safeguarding Policy on the school Website
20. Carry out your duties with due regard to current and future school policies, procedures and relevant legislation.

Dimensions (Financial/Statistical/Mandates/Constraints/No. of direct reports)

- Range of Teachers and Support Staff approximately 150 across the whole school.
- Range of pupils approximately 1250.

Work/Business contacts

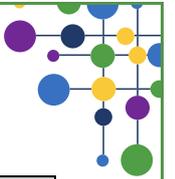
Internal: All teachers and support staff to support pupils to achieve their Personal Best at all times.

External: External staff, parents/carers and families.

Expertise in Role Required (At selection - Level 1)	Essential or Desirable
• Experience of working with young people with specific care needs	Essential
• Educated to Maths and English to Grade C Grade 4/5 GCSE or equivalent	Essential
• NVQ 3 for Teaching Assistants or equivalent qualifications or experience	Essential
• An interest/specialism in Performing Arts	Essential
• Ability to produce documents and displays using ICT or other similar resources.	Essential
• Ability to engage and influence others	Essential
• Excellent communication skills and the ability to foster good relationships with parents/carers and other outside agencies	Essential
• Excellent behaviour management skills	Essential
• Commitment to the safeguarding of young people	Essential
• Ability to monitor and evaluate impact of interventions and strategies	Essential
• Ability to deal with the personal care and comfort, and necessary treatments with pupils, i.e. toileting and intimate care issues	Essential
• Ability to assist the teacher in planning class activities	Essential
• Ability to prepare differentiated materials and teaching aids suitable for learning activities	Essential
• Ability to use ICT to support learning	Essential
Other (Physical, mobility, local conditions)	
• Is willing to work flexibly within scope of overall hours.	Essential

Expertise in Role - After initial development - Level 2

- Working knowledge/understanding of how to meet the needs of young people with personal care needs gained through relevant training.
- Working knowledge or understanding of relevant policies and codes of practice.



Structure

Director of Performing

Faculty Educational Teaching Assistant

Signatures

Approved by : CEO



Approved by : Post Holder/or Representative

December 2022

To apply, please complete an application form on the TES website, which can be found on our career site here: <https://www.tes.com/jobs/employer/-1082675>

Closing date: 12noon on 30.03.2023

