



# APPLICATION PACK

- ACADEMY:** Manor Drive Secondary Academy
- ROLE:** Higher Level Teaching Assistant
- START DATE:** September 2024
- SALARY:** Grade 7 Point 12  
Actual Salary: £22,296
- HOURS:** Monday to Thursday 8.15 am to 4.00 pm  
Friday 8.15 am to 2.15 pm  
Term time plus 5 days
- CLOSING DATE:** Monday 24 June 2024



**11-16 Non-selective, all  
ability Secondary School**

**Academy Roll:  
270 (Year 7 & Year 8)  
growing to 720 by 2028**

**Headteacher:  
Mrs J Sludds**





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## FOUR Cs ACADEMY TRUST

Dear Applicant,

We are delighted that you are considering applying for a role at Manor Drive Secondary Academy, part of the Four Cs Academy Trust. Our vision is to ensure that every student succeeds; build on what learners already know; make learning vivid and real; make learning an enjoyable experience; and enrich the learning experience that we offer.

The Four Cs MAT, became a legal entity in March 2017, and provides a framework for strong primary / secondary links, allowing skilled leaders and practitioners from all institutions to come together to enable students to flourish and achieve.

In September 2022 the Trust opened two new schools: Manor Drive Primary Academy and Manor Drive Secondary Academy.

The Trustees and Governors of the institutions are fully committed to celebrating the success of every child and providing excellence in the classroom. If you are interested in working for a forward-thinking Trust with a wealth of opportunities to work across sites and Key Stages, look no further. Successful new recruits can look forward to extensive support and professional development which can be translated into excellent outcomes for the young people which we serve.

For more information, please visit [www.fourcsmat.org.uk](http://www.fourcsmat.org.uk)





## MESSAGE FROM THE CHAIR OF GOVERNORS

Thank you very much for your interest in the post at Manor Drive Secondary Academy. This post is an exciting opportunity to work in a wonderful secondary school.

We want all our students to become independent and confident young people, who are sensitive to others, interested in the world around them and prepared for the challenges ahead.

The Governors have an important role in supporting the Headteacher in the delivery of a great education, framed by our core values: Knowledge, Strength, Respect and Ambition.

We are looking for colleagues who can lead by example, holding and articulating the Academy's vision and values and focusing on providing an excellent education for our students.

Thank you again for your interest in Manor Drive Secondary Academy and Four Cs MAT and I hope that the information contained within this pack provides information to help you to decide if you have the right qualities, skills and experience to apply for this exciting position.

Yours sincerely



Jonathan Theobalds  
CHAIR OF GOVERNORS





## MESSAGE FROM THE HEADTEACHER

Thank you for your interest in the role at Manor Drive Secondary Academy.

Manor Drive is a very supportive school. Our students are very well mannered, respectful of each other and proud of their school. They are a pleasure to teach. Relationships with parents are constructive and parents are keen to support the school and the children's learning. The staff are highly skilled, with a wealth of experience and expertise. We are all determined to ensure that students make exceptional progress in all facets of their life. We are looking to appoint dynamic, enthusiastic and inspirational colleagues to join our growing team.

I hope that having browsed our website and reviewed the information provided you will be interested in applying for this post. If you have any questions or wish to arrange a visit to the school, please contact Penny Noble on [pnable@manordrivesecondary.org.uk](mailto:pnable@manordrivesecondary.org.uk)

This is an incredibly exciting time to join Manor Drive Secondary Academy to play a vital role of ensuring that we provide outstanding opportunities to the students in our school.

Yours sincerely




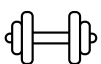
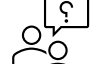
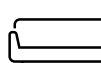
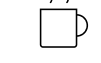
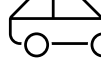

Jo Sludds  
HEADTEACHER





## STAFF WELLBEING + BENEFITS

Manor Drive Secondary Academy is committed to attracting, developing and retaining top talent to achieve high performance. Vital to pursuing this aim is the recognition of employees for exceptional performance, behaviour and achievements. Our offer encourages such recognition of individuals and teams through a range of formal and informal methods. We are committed to encouraging positive work environments that promote the physical and mental wellbeing of our staff. The capability, capacity and comfort of our colleagues is a priority for us.

	<p>All teaching staff, and some support staff (depending on role) are provided with a touch screen laptop with inking device.</p>
	<p>Staff gym with new facilities is available to all staff.</p>
	<p>Employee Assistance Programme is available to all staff which offers free legal, money advice and personal support and guidance.</p>
	<p>Staff wellbeing quiet room for use by all staff if required. We recognise that you may need time to reflect or 'take a moment' sometimes.</p>
	<p>Multiple staff rooms around the building.</p>
	<p>Free car parking on site.</p>
	<p>Seasonal and ad-hoc staff incentives such as Christmas Staff advent calendar, staff breakfasts, coffee mornings and other staff organised events.</p>



## HIGHER LEVEL TEACHING ASSISTANT

Manor Drive Secondary Academy is a brand new, oversubscribed school in the north of Peterborough, Cambridgeshire. The school is very much the centre of the local community and is situated amongst a thriving new housing estate. We welcomed the first cohort of 120 Year 7 students in September 2022. Manor Drive is an ideal place to enhance your career, in a small team with high expectations. Whilst being an innovative and dynamic Academy, we have traditional values and high standards both for our students and staff. Staff are extremely supportive with ambitions of exceptional outcomes for all.

We wish to appoint a HLTA to work under the direction of the Assistant SEN Lead to enable access to learning for all pupils.

We are looking for a proactive, creative and forward thinking individual to raise attainment and achievement for students. In addition, you will adapt and deliver learning activities to individual students or small groups. Part of this role will be to provide personal care for physically disabled students.

Consistent and effective communication are required together with the ability to use own initiative.

### WHAT WE CAN OFFER YOU:

- The rare and exciting opportunity to work in a new, growing school and be part of something from early in the school journey
- Excellent professional development, guidance and support.
- Strong focus on student and staff wellbeing
- Free staff parking
- Use of staff room space
- Staff gym
- Staff touch screen laptop.

Full details and how to apply can be found on the school website [www.manordrivesecondary.org.uk](http://www.manordrivesecondary.org.uk) We welcome questions from prospective applicants, please contact, Penny Noble by email: [pnoble@manordrivesecondary.org.uk](mailto:pnoble@manordrivesecondary.org.uk) We reserve the right to close the job advert early should we receive a high number of applications.

**Closing date for applications is noon on Monday 24 June 2024**

Manor Drive Secondary Academy is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment. All appointments involve regulated activity and are subject to an enhanced DBS disclosure, Barred Check List and two successful references. Online searches are carried out on all shortlisted candidates.



## PERSON SPECIFICATION

You should be able to demonstrate that you meet the following criteria:

E = Essential, D = Desirable

Measured by: A= Application Form, R = Reference, I = Interview

### QUALIFICATIONS AND TRAINING

E	4 GCSEs at Grade 4 or above (or equivalent) including Maths and English	A
D	Training/qualification in Special Educational Needs	A

### EXPERIENCE

E	Experience with working with children or young adults with learning difficulties	A/I/R
E	Ability to teach individuals or small groups	I/R
E	Ability to react to situations appropriately and follow procedures	I/R
E	Interest in developing positive relationships	A/I/R
E	Interest and knowledge of difficulties faced by individuals and strategies to support these	A/I/R
E	Interest in developing and broadening children's educational experience	A/I
D	Ability to organise and manage learning environments and relevant resources	A/I
D	Experience in Literacy / Numeracy instruction of small groups	A/I

### KNOWLEDGE

E	Understanding of the workings of a school and SEND department	A/I
E	Knowledge of SEN including specific difficulties	A/I
E	Knowledge of safeguarding procedures	I/R
D	Experience of working with students with a wide range of difficulties	A/I
D	Experience of Exam Specials Arrangements.	A/I/R

### SKILLS

E	Ability to relate to children, young adults and adults	A/I
E	Good communication skills in English, including competence in literacy, numeracy and ICT	A/I
E	Ability to plan and deliver learning activities	A/I
E	Ability to meet the need of any student	A/I
E	Ability to be involved in all training required to meet the needs of the students	A/I
E	Interest in student welfare and a respect for the difference in people	A/I
E	Tact and diplomacy	A/I
E	Good time management and organisational skills	A/I
E	Ability to meet parents / professionals	A/I
D	Ability to assess the needs of a student and feedback on their progress	A/I
D	Ability to lead meetings	A/I

### DISPOSITION

E	Enthusiasm, warmth and patience	A/I/R
E	Flexible team player with a sense of humour	A/I/R
E	Enjoys a challenge	A/I/R
E	Ability to remain calm under pressure	A/I/R
E	Anti discriminatory and aware of prejudice	A/I/R
D	Commitment to training	I
D	Willing to evaluate practice	I



## JOB DESCRIPTION

JOB TITLE:	HIGHER LEVEL TEACHING ASSISTANT
RESPONSIBLE TO:	ASSISTANT SEN LEAD
BUDGET	NONE

**OVERALL RESPONSIBILITY:**

Working under the direction of the Assistant SEN Lead to enable access to learning for all students, and to assist teachers in the management of students and the classroom.

Support the Assistant SEN Lead in all admin matters.

Liaison with staff, parents and external bodies.

Support professionals in sharing student progress.

**DUTIES:**

**Supporting the Student**

1. Under the guidance of the Class Teacher undertake work/care/support programmes to enable access to learning for students.
2. Take responsibility for adapting and delivering learning activities with individuals or small groups who would benefit from a different learning approach as agreed.
3. Encourage and promote the inclusion and acceptance of all students.
4. Monitor student progression.
5. Support with all key transitions.
6. Support Exams Special Arrangements.
7. Aid the learning of students by:

Clarifying and explaining instructions;

Ensuring that the child is able to use the equipment and materials provided;

Motivating and encouraging the child as required;

Supporting students in respect of local and national learning strategies;

Developing appropriate resources to support the student/students;

Helping students to concentrate and to finish the work set;

Liaising with the Class Teacher about Individual Education Plans (IEPs).

8. Provide feedback to students in relation to progress and achievement under guidance of the Teacher.

9. Being involved in providing personal care (to include toileting and feeding if necessary) for physically disabled students.

10. Being involved in the day-to-day management of our SEN students and responding to their needs.

11. Becoming familiar and being involved in training of assistive technology.

12. Being willing to be involved in training that will focus on various SEN needs, to endeavour to meet need.

**Supporting the Teacher**

1. Organise the learning environment and develop classroom resources as required.
2. Monitor and track progress to assist in developing IEP's for children with additional needs.
3. Provide detailed and regular feedback to teachers on student achievement, progress, problems, etc  
Contribute to the management of student behaviour, including anticipating and taking action to prevent potential problems arising.
4. Undertake support activities for the teacher as required.
5. To attend required meetings.

**Supporting the Curriculum**

1. Undertake programmes linked to national learning strategies
2. Support the use of ICT in learning activities and develop students' competence and independence in its use.
3. Provided targeted support to enhance learning and improve attainment.



## JOB DESCRIPTION

JOB TITLE:	HIGHER LEVEL TEACHING ASSISTANT
RESPONSIBLE TO:	ASSISTANT SEN LEAD
BUDGET	NONE
<p><b>OVERALL RESPONSIBILITY:</b>                  Working under the direction of the Assistant SEN Lead to enable access to learning for all students, and to assist teachers in the management of students and the classroom.                  Support the Assistant SEN Lead in all admin matters.                  Liaison with staff, parents and external bodies.                  Support professionals in sharing student progress.</p>	
<p><b><u>Supporting the Academy</u></b></p> <ol style="list-style-type: none"> <li>1. Be aware of, and comply with, policies and procedures, eg child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.</li> <li>2. Develop and maintain effective relationships with other staff, parents and carers.</li> <li>3. Attend relevant meetings as required.</li> </ol> <p>Any other tasks, duties or services that may be reasonably requested.</p> <p>This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the Academies in relation to the post holder's professional responsibilities and duties.</p> <p>Elements of this Job Description and changes to it may be negotiated at the request of either the Headteacher or the incumbent of the post.</p>	



## THE SELECTION PROCESS

Applicants are required to submit a letter of application and complete a 'Support' Application Form.

When completing your application please note the following important points:

- Letters of application should be no more than 1 side of A4.
- Letters should address the criteria identified in the person specification.
- The application form must be completed clearly and in full, handwritten or typed is acceptable.
- We are unable to process any applications stating "see CV".
- The declaration on the application form must be signed.
- Informal enquiries should be directed to Penny Noble, PA to the Headteacher, via email [pnoble@manordrivesecondary.org.uk](mailto:pnoble@manordrivesecondary.org.uk)
- Completed applications must be emailed to [pnoble@manordrivesecondary.org.uk](mailto:pnoble@manordrivesecondary.org.uk)
- Originals must also be posted to the following address. Mrs J Sludds - Headteacher, Manor Drive Secondary Academy, Porter Avenue, Peterborough, PE4 7EP
- **Closing Date for Applications: Noon on Monday 24 June 2024.**
- Please note that due to the high cost of postage we are unable to reply to all applicants.

Manor Drive Secondary Academy is committed to safeguarding and protecting the welfare of children and young people and expect all staff and volunteers to share this commitment.