



## **RECRUITMENT INFORMATION PACK**

### **Teaching Assistant**

#### **De Warenne Academy**

Gardens Lane  
Conisbrough  
Doncaster  
DN12 3JY

## RECRUITMENT INFORMATION PACK

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January 2018

Dear Applicant

**Post : Teaching Assistant**

Thank you for your expression of interest in this post. We are seeking to appoint an enthusiastic and hard-working Teaching Assistant to join our academy as soon as possible on a term time only permanent contract.

De Warenne Academy is a rapidly improving school. We have the highest ambitions for all and work closely in partnership with parents and students to ensure every child can fulfil their potential. In summer 2016, we celebrated the best results in the history of the academy, with 61% achieving GCSE passes in maths and English at grades A\*-C, alongside the highest A Level results in Doncaster. This year we focused on raising results across the entire curriculum and we saw GCSE attainment surge to meet similar standards across the vast majority of subjects. We aim to intervene quickly to support students at risk of falling behind and adapt the curriculum to help them. In Key Stage Three, we have nurture groups, ensuring that all students are taught in a supportive environment which meets their needs, enabling them to thrive and make progress.

The academy opened in 2009 and in February 2013 we moved into our new purpose-built, state-of-the-art building. We were involved in the planning from the very beginning and could not be more pleased with the result. The innovative learning zones have bespoke teaching walls and all are equipped with a full class set of wireless laptops. In addition, all teaching rooms have the most up-to-date whiteboard technology installed. The building is fully carpeted and so promotes a calm and purposeful learning environment.

De Warenne Academy is an incredibly vibrant and rewarding place to work, where staff and students know that education is hard work but also fun and enjoyable at the same time. If you take the opportunity to visit the academy you will see the safe, calm and well-organised environment along with the growing pride and rising aspirations very evident in our students.

I am extremely proud to work with such a talented team of students and staff, who work tirelessly to make De Warenne the highly successful and rapidly improving academy that it is today. Should you wish to be part of a team of staff that is hungry to move the academy to the next level then De Warenne is the academy for you. If you feel that you have the skills, qualities, experience, drive and passion to join us on our journey of continued improvement, I very much look forward to receiving your application.

Yours sincerely

**Anna Rooney**  
**Principal**

## Introduction

Delta Academies Trust is a not for profit charitable organisation that is committed to changing outcomes for children in the academies it sponsors and the wider education system. We are a teaching school, training teachers, school leaders and other professionals who work with children.

Delta Academies Trust firmly believes that an outstanding education should be the right of every child and should not be determined by a post code lottery. The Trust will strive to ensure that all pupils and students in our academies attend an outstanding school.

We are determined that local children can attend a local school and we will place those children who need extra help first in our admissions policy.

In our family of academies we currently have a range of educational provision that includes: Secondary, Primary, Infant, Junior, Alternative Provision and Pupil Referral Units.

Delta places at the heart of its school improvement a commitment to high quality professional development for all staff who join the Trust. We understand that by investing in our staff we will create an organisation with a shared vision and values that will transform education for the children and young people we serve. You can find out more details about Delta and our academies at [www.deltatrust.org.uk](http://www.deltatrust.org.uk)

## Vision

### *'Changing lives'*

#### Mission Statement

*To improve educational outcomes for communities in the North of England, creating a sustainable organisation that improves our society and the wider environment.*

#### Strategies

1. To ensure high quality sustained performance and educational outcomes for all Delta academies.
2. To operate a financially sustainable organisation, characterised by high value for money
3. To collaborate with others to establish a Northern Alliance of powerful MATs and other stake holders that will transform educational outcomes in the North of England.
4. To develop high quality education leadership to enhance the capacity to drive improvement
5. Train and develop high quality teachers and staff
6. To create a generation of young people who are socially and environmentally responsible
7. To ensure that young people are confident, employable and have the knowledge and skills to challenge received wisdom

## Core Values

We will:

- Place children and students at the heart of everything we do
- Place collaboration before competition, working with others for the betterment of all
- Develop and support professionals in our own and other academies and schools to establish practice that improves lives
- Ensure that all children make good progress irrespective of their starting point and those young people facing disadvantage are lifted from educational poverty
- Never do anything to the detriment of learners, staff, or other stakeholders, in a neighbouring community
- Adhere to the 'Seven Principles of Public Life'
- Promote environmental awareness and protection locally, nationally and globally

## Why work for Delta Academies Trust?

- Delta Academies Trust is committed to transforming education across the North of England and as such we are recruiting a range of the very best educationalists to join us in our mission. We are looking for talented and driven professionals who share our drive, passion and enthusiasm to enhance the life chances of young people. We recognise you may not have all the skills or confidence at the start of your journey as part of our team and we are committed to ensuring you get the very best high quality leadership training, much of which is directly delivered by the CEO who has a national profile and reputation for rapid school improvement.
- You will work alongside professionals in a fast-paced and dynamic environment.
- You will develop your skills alongside like-minded colleagues.
- Delta academies work and collaborate as a family of schools. This provides colleagues a conduit to share best practice and affords our professionals the opportunity to develop their own skills, that of others and seek further promotion as they take on responsibilities across academies or at a whole Trust level.
- Career Development - Delta Academies Trust offers personal development through a range of flexible opportunities. All new staff members receive a comprehensive induction. The Trust offers a central CPD programme involving a range of training, which can include the full range of NPQs delivered in association with Ambition School Leadership. The Trust also provide a range of bespoke CPD and is committed to developing all staff.
- Pension - Every employee of Delta Academies Trust has access to a pension scheme.
- There is a range of benefits available to staff which include childcare vouchers, cycle to work scheme and a tech salary sacrifice scheme.

## **The Application Process**

Further details about the work of Delta Academies Trust including academies it currently sponsors can be found at [www.deltatrust.org.uk](http://www.deltatrust.org.uk)

Completed applications should be returned to [jobssouth@deltatrust.org.uk](mailto:jobssouth@deltatrust.org.uk) or by post to Delta Academies Trust, Recruitment Team, Education House, Spawd Bone Lane, Knottingley, WF11 0EP

All applications that have been submitted electronically will receive an email from the recruitment team confirming receipt.

A letter will be sent to shortlisted candidates with details of the interview process. If you have not heard from us within 2 weeks of the closing date please assume your application has been unsuccessful.

### **Queries**

If you have any queries on any aspect of the application process or need additional information please contact the Recruitment Team on 0345 196 0095.

We are committed to treating all applicants fairly and have a policy on the recruitment of ex-offenders which is available to applicants on our recruitment website at: <http://recruitment.deltatrust.org.uk>

## **De Warenne Academy Teaching Assistant**

**Permanent, Term Time Only, 28.75 hours per week  
Grade C pts 12 – 16 (£16,123 - £17,419 pro rata)**

**Required as soon as possible**

De Warenne Academy is seeking to appoint a highly motivated, hardworking and enthusiastic Teaching Assistant to join the academy as soon as possible.

The successful applicant will have a good standard of education, particularly in Maths and English and a passion for working with young people.

Visits to the academy are warmly welcomed, please arrange an appointment by contacting the academy on 01709 864001.

**Closing Date: Friday 9<sup>th</sup> February at 12 noon**

**An application pack can be downloaded from**

**[www.recruitment.deltatrust.org.uk](http://www.recruitment.deltatrust.org.uk)**

**or by contacting our recruitment team on**

**0345 196 0095**

**or email**

**[jobssouth@deltatrust.org.uk](mailto:jobssouth@deltatrust.org.uk)**

Delta Academies Trust is committed to safeguarding the welfare of its students and the successful applicant will be subject to an enhanced Disclosure and Barring Service Check.

### Job Description

**Post:** Teaching Assistant  
**Salary:** Grade C (pt.12-16)  
**Responsible to:** SLT Line Manager

**Purpose of the job:** To work under the direct instruction of teacher/support staff, usually in a classroom with the teacher, to support access to learning for pupils and provide general support to the teacher in the management of pupils and the classroom.

**Duties:**

**Support the pupil by:**

- Undertaking the activities with either individuals or groups of children to ensure their safety and facilitate their physical, emotional and educational development.
- Carrying out pre-determined educational activities and work programmes whilst promoting independent learning.
- Working to establish a supportive relationship with the children and parents concerned.
- Encouraging acceptance and inclusion of the child with special needs.
- Promoting and reinforcing the child's self-esteem.

**Support the Teacher by:**

- Monitoring individual children's needs and reporting these to their designated supervisor as appropriate.
- Keep such records of the children's development as are required by the Academy.
- Assisting teaching staff in the planning of work programmes for individuals and groups of children.
- Provide support to the teacher in the delivery of local and national teaching strategies.
- Supporting teaching staff in the carrying out of home visits.
- Assisting the teaching staff in the smooth transition between educational phases.

**Support the Academy by:**

- Being aware of the Academy's policies and procedures
- Being aware of confidential issues to home/pupil/teacher/school work and to keep confidence as appropriate.

**Any special conditions of service**

- There is a requirement to undergo an enhanced DBS check
- Term time working
- There may be a need occasionally to work outside of normal academy hours and/or off premises following appropriate consultation and notice.

To undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

This job description may be subject to change, following consultation between the post holder and the Academy.

**PERSON SPECIFICATION**

**Teaching Assistant**

<b>KNOWLEDGE/QUALIFICATIONS</b>	<b>Ess</b>	<b>Des</b>	<b>MOA</b>
Working with or caring for children of relevant age		*	A/I
Understanding classroom roles and responsibilities and your own position within these		*	A/I
A good standard of education particularly in Maths and English	*		A/C
To be aware of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection	*		A/I
Appropriate knowledge of first aid		*	A
Completion of DfES Teacher Assistant Induction Programme or equivalent		*	A/C
Participate in development and training opportunities	*		A/I
<b>EXPERIENCE</b>			
Previous experience of working with young people preferably in a school setting		*	A/I
<b>SKILLS</b>			
Good communication skills both oral and written	*		A/I/R
Use basic technology – computer, video, photocopier	*		A/I
Ability to build positive relationships with all stakeholders	*		A/I
Ability to work constructively as part of a team	*		A/I/R
<b>BEHAVIOUR AND OTHER RELATED CHARACTERISTICS</b>			
Commitment to self and team development	*		A/I
Work in ways that promote equality of opportunity, participation, diversity and responsibility	*		A/I
A commitment to abide by and promote the Academy's Equal Opportunities, Health and Safety and Child Protection Policies	*		A/I
A professional responsibility to promote and safeguard the welfare of children and young people	*		A/I
The post holder will require an enhanced DBS	*		C

**Key:** MOA= Method of Assessment, Ess= Essential, Des= Desirable, A= Application, I= Interview, and assessment, R = Reference, C= Certificate

## ACADEMY'S STATISTICS PAGE

Academy Facts and Statistics		
Type of School	Secondary	
Age Range	11-18	
Location	Conisbrough, Doncaster	
Denomination	Non-denominational	
Co-educational or single sex	Co-educational	
Number of students on roll	686	
No of students in 6 <sup>th</sup> Form	58	
Attendance	93.1% (2016/17)	
Date school established	September 2009	
Number of teaching staff	45	
Number of associate staff	36	
% of students on free school meals	47% Y7 – Y11	
% of students with SEND - statemented	11.3%	
% of students with EAL	1.3%	
GCSE results 5+ A* to C (and equivalent including English and Mathematics) Basics 4+	2015	40%
	2016	53%
	2017	54%