



A joint Catholic & Church of England Academy

RECRUITMENT PACK

Job Title: Teaching Assistant

Salary Range: NJC Grade 2, SCP 3-5



PROUD TO BE PART OF
ALL SAINTS
Multi Academy Trust



Governors and leaders have steered Hope Academy's re-invigoration of its definition and living of Catholic and Anglican Christian life according to the school's owned and shared mission and values.

Section 48 Inspection 2018



Staff have high expectations of pupils. They ensure that the school's ethos of 'respect, courage and ambition' is the day-to-day experience for pupils at Hope Academy. Pupils from all backgrounds are welcome and treated equally and fairly.

Ofsted September 2021

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Letter from our CEO

Thank you for your interest in a position within the All Saints Multi Academy Trust.

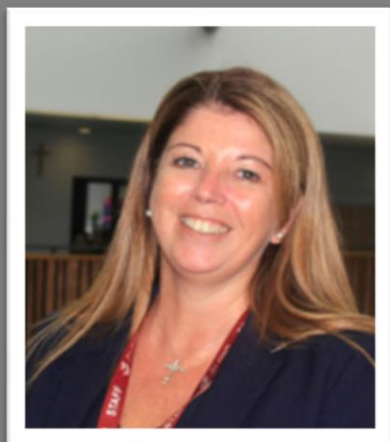
All Saints Multi Academy Trust is at an exciting time in its development and is committed to its mission of ensuring that all young people achieve and are successful.

All Saints Multi Academy Trust is a joint Catholic and Church of England trust with our Christian values driving all decision making, always in the best interests of our children and young people.

You will be joining a values driven, inspirational and ambitious organisation, so we are looking for an Outstanding candidate who can provide the highest quality of service to Hope Academy and the Trust.

You will be committed to supporting our Christian and educational vision, providing strong leadership and supporting colleagues in ways which bring out their potential. Ultimately you will ensure that the best possible outcomes for our people are achieved.

Yours faithfully



Heather Duggan
CEO

Letter from our Principal

I am delighted that you are considering an application for a post at Hope Academy. The continuing development of our Academy has been reflected in its popularity within the borough as a choice for young people's education.

As a Christian academy, it is important not only to educate our students, but also to help them to develop into responsible and caring adults who will be guided by sound moral values. We have a clear shared vision of what we want to achieve at Hope Academy, and we are an open and caring community supported by a network of strong relationships, which are at the heart of everything we do here.

A rounded education relies on experiences as well as a knowledge-rich curriculum, and Hope Academy students have plenty of opportunities to go on educational visits, thoroughly enriching their academic years. Our team makes every effort to liaise closely with the world of business and commerce, so that young people can make informed choices about their futures. One of our initiatives is Hope Opportunity Trust, a link with some of England's top public schools which has resulted in a number of students gaining all expenses paid scholarships to study their A levels at schools which are renowned throughout the world.

All of us at Hope Academy are determined to drive the academy forward and strive to be the best versions of ourselves. We will continue to 'Serve one another through Love' and welcome applications from talented practitioners who wish to join us in our pursuit to excellence.

Yours faithfully



Marie Adams
Principal

Academy Information

Hope Academy is an 11-16 Christian Academy which stands at the centre of our local community. Serving the Archdiocese and Diocese of Liverpool, we are inspired by Jesus' example of servant leadership. Therefore, at Hope Academy we follow in the footsteps of Christ in everything that we do. Our mission is to deliver high quality education by working together to inspire excellence guided by Christian values. As a Christian Academy, we consider the spiritual and social development of our young people to be as important as their academic success. Jesus asked us to love one another as he loved us, so we ensure that we celebrate and develop the uniqueness of every individual. Guided by the Holy Spirit, we live by our core values of

Respect - Courage - Ambition - Hope

These values ensure that - as a community - we care for ourselves and one another.

Our team of teachers and support staff are dedicated to making a difference to the lives of our students by 'serving one another through love' and we do this by offering a wide, varied and challenging curriculum throughout all key stages. Our students engage with a range of extra-curricular activities in order to develop their wider passions and enhance their Academy life. We believe that all our students have something wonderful to offer and we work passionately to nurture these talents, making sure that all members of our Hope Community have the opportunity to live our vision of serving others through love.

Hope Academy enjoys a magnificent building surrounded by spacious grounds. There is every opportunity for students to succeed, as we have outstanding facilities which include advanced science laboratories, a recording studio and photography studio, a fully equipped technology suite and a state-of-the-art gym. Students benefit from spacious and stylish surroundings and can enjoy social interaction in both indoor and outdoor situations.



Our Mission, Vision & Values

At the core of our Academy's actions is our central mission: 'Working together to inspire excellence, guided by Christian Values'. It is through this mission that the community live our Core Values of Respect, Courage and Ambition. By serving each other through love we show *respect* to our neighbour, *courage* to be the best version of ourselves, *ambition* to help all those who come into our lives and *hope* to make the world a better place through our actions.

The personal and character development of our students is central to how we nurture and support our community. We are very proud of the Hope Inspire Programme which is delivered daily during form time and is underpinned by our core values. During this 5-year learning programme, students regularly engage in critical discussions and activities which explore our Christian Ethos, as well as addressing statutory requirements linked to Personal Health and Social Education (PHSE); Spiritual, Moral, Social and Cultural (SMSC); and Careers Education, Information, Advice and Guidance (CEIAG). The Inspire Programme is designed to prepare students to graduate from Hope Academy as young independent learners who are secure in their place in the world, who know themselves and their ambitions for the future and how to achieve them.

Our Vision:

Hope Academy is a family, guided by Christian love, in which we serve our whole community with empathy and compassion, helping every member to flourish so all can pursue a rich and full life.

'Serve one another through love' (Galatians 5:13)

Our Mission:

Working together to inspire excellence guided by Christian values.

'Do to others as you would have them do to you.' (Luke 6:31)

Our Values:

RESPECT: 'Love your neighbour as yourself' (Matthew 22:39)

COURAGE: 'Be strong and courageous. Do not be frightened, and do not be dismayed, for the Lord your God is with you wherever you go.' (Joshua 1:9)

AMBITION: [Jesus said] "I am among you as the one who serves" (Luke 22:27)

HOPE: 'I will put my hope in God' (Psalm 42:5)





Students respond with pride in their school, because it gives them security, happiness and an overall spirit of belonging. They understand school to be a place where they can do hard-work and be well supported and encouraged, They readily identify with the school's core values of "Respect, Courage and Ambition.

Section 48 Inspection 2018



Application and Interview Process

After the closing date, shortlisting will be conducted by a panel. Please read the job description and person specification carefully before writing your application. All candidates invited to interview must bring the following documents:

- Documentary evidence of right to work in the UK.
- Documentary evidence of identity that will satisfy DBS requirements such as current driving licence including a photograph and/or passport and/or full birth certificate.
- Documentary proof of current name and address (i.e utility bill, dated within the last three months).
- Where appropriate any documentation evidencing changes of name.
- Documents confirming any educational or professional qualifications that are necessary or relevant for the post.

Please note that originals of the above are necessary. Photocopies of certified copies are not sufficient.

References and Pre-Employment Checks

We will seek references for candidates who have been successful at shortlisting and have been invited for interview. We will seek references prior to attending for the interview. We may approach previous employers for information to verify experience or qualifications before interview. In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours
- Attitudes to use of authority and maintaining discipline

Conditional offer: Pre-employment Checks

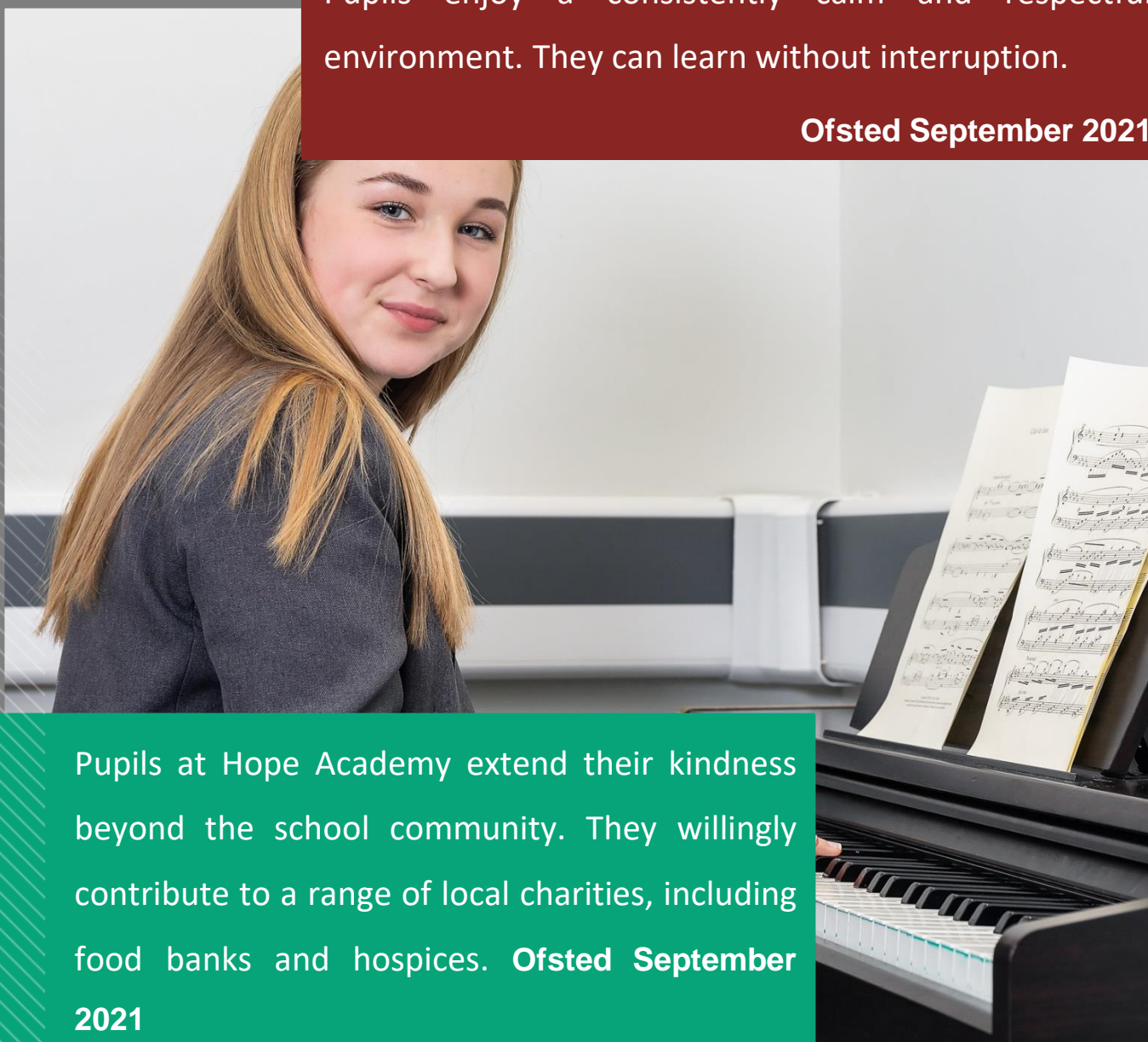
Any offer to successful candidates will be conditional upon:

- Verification of right to work in the UK
- Receipt of at least two satisfactory references (if these have not already been received)
- Verification of identity checks and qualifications
- Section 128 check
- Prohibition order
- Satisfactory DBS Disclosure and Barred List Check
- Verification of professional status such as QTS status, NPQH (where required)
- Completion of Employee Health Declaration
- Where the successful candidate has worked or been resident overseas in the previous ten years, such checks and confirmations as may be required in accordance with statutory guidance.



Staff successfully motivate pupils to behave well. Pupils enjoy a consistently calm and respectful environment. They can learn without interruption.

Ofsted September 2021



Pupils at Hope Academy extend their kindness beyond the school community. They willingly contribute to a range of local charities, including food banks and hospices. **Ofsted September 2021**



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Vacancy Specific Information



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Leaders and governors show great care for pupils at Hope Academy. Their plans and actions are consistently centred on the best interests of pupils. They do what they can to use the views of pupils, and parents and carers to help improve the school.

Ofsted September 2021



Job Vacancy

Role: Teaching Assistant

Salary Band Grade 2, SCP 3 (Full time equivalent £22,737)

Contract: Fixed Term, 32.5 hours per week, Term Time plus one week

Applications are invited for an enthusiastic and ambitious Teaching Assistant to join our team.

We are determined that the successful candidate will have:

- A passion for working with young people.
- A passion for making a difference for young people lives.

Closing date for applications: Monday 24th June 2024 – 12 noon

Interview date: TBC

Application packs are available on the website at www.allsaintsmat.org/vacancies.

Completed application forms should be forwarded to recruitmentapplications@allsaintsmat.org

Our Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo safeguarding checks appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS). The post is exempt from the Rehabilitation of Offenders Act 1974 and the Trust is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.

The Trust is an equal opportunities employer.

Job Description

Job Title: Teaching Assistant

Grade and Salary: NJC Grade 2, SCP 3-5

Reporting to: SENCO

Contract Type: Fixed term, 32.5 hours per week, Term Time plus one week

Responsible for: No line management responsibility

Role:

To work under the instruction/guidance of teaching/senior staff to undertake work/care/support programmes to enable access to learning for students and to assist the teacher in the management of students and the classroom. Work may be carried out in the classroom or outside the main teaching area.

Job Description

Core Responsibilities

<p>Support for Students:</p>	<ul style="list-style-type: none"> • Establish good working relationships with students, acting as a role model. • Be aware of and respond appropriately to individual student needs ensuring effective interaction. • Provide specific support to students dependent upon their individual needs ensuring their safety whilst supporting access to learning activities. • Promote inclusion and acceptance of all students. • Encourage students to interact with others and engage in activities led by the teacher. • Promote self-esteem and independence. • Provide feedback to students in relation to progress and achievement under the guidance and direction of the teacher.
<p>Support for Teachers:</p>	<ul style="list-style-type: none"> • Provide clerical/administration support (e.g. photocopying, typing, filing, etc.) • Assist with the display of children's work. • Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans. • In liaison with the teacher, utilise strategies to support students in achieving learning goals. • Report student achievements, progress and issues as appropriate in agreed format. • Undertake student record keeping as needed. • Administer routine tests and invigilate exams • Promote good student behaviour, dealing promptly with conflict and incidents and encouraging students to take responsibility for their own behaviour in line with established school policy. • Establish constructive relationships with parents/carers.

Job Description

Core Responsibilities

<p>Support for the Curriculum:</p>	<ul style="list-style-type: none"> • Support the delivery of structured and agreed learning activities/learning programmes, taking into consideration student learning styles. • Support the delivery of literacy/numeracy and other programmes, recording achievements and progress and providing appropriate reports and feedback for the teacher. • Support the use of ICT in learning activities and develop students' competence and independence in its use • Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist students in their use. • Undertake one to one student reviews when required. • Participate and lead enrichment activities/clubs when required.
<p>Support for the School:</p>	<ul style="list-style-type: none"> • Be aware of and comply with school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection. Report all concerns to the appropriate person (as named in the policy concerned). • Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop. • Contribute to the school ethos, aims and development/improvement plan. • Appreciate and support the role of other professionals. • Attend relevant meetings as required. • Undertake student supervision duties at break and other times when required. • Undertake the role of form/family tutor when required. • Participate in training and other learning activities as required. • Assist with the supervision of students out of directed lesson time, including before and after school if appropriate and within working hours. • Accompany teaching staff and students on visits, trips and out of school activities as required.

Job Description

Corporate Responsibilities

The trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

- To pursue and promote the achievement and integration of diversity and equality of opportunity throughout the Academy's activities.
- To plan, monitor and review health and safety within areas of personal control.
- To participate in the Trust's Performance Management process and engage in continuous professional development and networking to ensure that professional skills and knowledge are up to date.
- To maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents, and colleagues.

Additional Information

- The job purpose and key statements remain indicative and by no means exclusive. Given the evolving needs of the Academy, flexibility among staff is very important. All staff may be required to undertake other such reasonable duties as may be required from time to time in line with the grade of their post.
- An Enhanced DBS Check will be requested on successful application to a position at the Trust.

Person Specification

Qualifications and Professional Development	Essential	Desirable
Numeracy and literacy skills to GCSE/level 2 or equivalent	✓	
Willingness to participate in relevant training and development opportunities	✓	
Willingness to undertake appointed person certificate in first aid administration		✓
Training in special educational needs strategies		✓
NVQ level 2 or 3 teaching Assistant Qualification or equivalent		✓
Knowledge and Understanding.		
Working knowledge of relevant policies/codes of practise and legislation		✓
Understanding of inclusion, especially within a school setting	✓	
Experience of resources preparation to support learning programmes		✓
Effective use of ICT to support learning;	✓	
Ability to use other basic technology;	✓	
Working knowledge of classroom practices and roles and responsibilities.		✓
Basic understanding of child development and learning processes		✓
An understanding and working knowledge of the national curriculum and other		✓
Skills and Attributes		
Ability to work effectively within a team environment, understanding classroom roles and responsibilities	✓	
Ability to build and maintain effective working relationships with all pupils and colleagues	✓	
Ability to promote a positive ethos and role model positive attributes	✓	
Ability to work with children at all levels regardless of specific individual need and identify learning styles as appropriate	✓	
Ability to adapt own approach in accordance with pupil needs	✓	
Excellent personal numeracy and literacy skills	✓	
ICT skills to be able to support learning	✓	
Ability to communicate effectively with all members of the school community	✓	
Good organisational skills	✓	
Approach to Work		
Commitment to the Academy's Christian ethos	✓	



Hope Academy

A joint Catholic & Church of England Academy

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Hope Academy is proud to be a member of the All Saints Multi Academy Trust.
All Saints Multi Academy Trust is the operating name for the The Liverpool Joint Catholic and Church of England Academies Trust (Company Number 07007398).
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