

# BLUECOAT PRIMARY ACADEMY

CLOSING DATE: 10/07/2025  
JOB DETAILS: PERMANENT, FULL TIME,  
TERM TIME ONLY  
SALARY: GRADE 7 - FROM £27,711 - £31,067  
FTE  
ACTUAL SALARY: £23,835 - £26,721 PER  
ANNUM



# COVER SUPERVISOR





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**BUILDING A COMMUNITY WHERE EVERY CHILD BELONGS**

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# WELCOME TO BLUECOAT PRIMARY ACADEMY



Bluecoat Primary is an infectious inclusive, diverse and special place to be. We love the fact that our school community is made up of families from different social, cultural and religious backgrounds: at Bluecoat we value everyone, whoever you are and wherever you come from. A challenging but extremely rewarding environment, we want to create the most aspirational landscape for our children.

## WHAT MAKES US UNIQUE?

We **strive** for life in all its fullness, through believing in ourselves, in others and God. What makes us incredible is being a Church of England School but also a School of Sanctuary. We have a mixture of faiths and ethnicities, making everyone feel welcome, celebrating different prayer gestures and delivering our faith in five.

Our **Community Hub** provides amazing Early Help and Support for parents, with a vision to build on our **Together Project**, providing items to those who require them.

We ensure every single year group gets half a term of **outdoor education** through our dedicated programme.

We deliver **Bluecoat Life** every Tuesday highlighting career opportunities.

**Challenge Group** looks at how we invest in going to local areas through enrichment activity

Our incredible relationship with Woven Church has enabled us to run a **Discipleship programme** for any child who wants to go above and beyond in their Christian faith.



Our new **Engage Hub** launched in January 2025, aiming to offer a safe, calm, and nurturing environment where children can develop emotional, social, and cognitive skills. Our **Nurture Group** supports children who face emotional or behavioural challenges, helping them build self-esteem, resilience, and the ability to manage their emotions.

Our **character curriculum** ensures whilst we focus on academics, by the end of year six, we will have invested in the Children's Faith, Health, Self-Awareness, Creativity, Adventurousness and Relationships.

# WELCOME TO ARCHWAY PRIMARY



At Archway Learning Trust we are driven by a desire to meet the needs and fulfil the aspirations of all children, no matter what their challenges or starting points. We are clear that with staff and schools working together, regardless of their stage in the improvement journey, we are transforming lives.

The primary phase of the Trust has expanded through deliberate and strategic investment and has created primary specific staffing capacity to support schools in making sustained improvements. We currently have 2 Academies under our primary offer, which will grow to 3 in September 2025 – and have 3 more who will join in 2026!

Archway Learning Trust is at an exciting period of growth within the primary phase and this role will be key in the continual development of delivering exemplary education to the children and communities we serve.



EDUCATIONAL  
EXCELLENCE



COURAGEOUSLY  
INCLUSIVE



INVEST IN  
OUR PEOPLE



STRONG GOVERNANCE  
& SERVICES

# CASE STUDY

Here we meet with 2 of our staff members who have had exceptional journeys with Archway Learning Trust



## GEORGIA MURPHY

Georgia started as a Level 1 class-based TA, progressing to a Behaviour & Support Learning Mentor.

"Bluecoat Primary is a truly special place because of the incredible bonds and friendships among staff, and the strong community aspect involving parents and children.

The Nurture Group provides pastoral care, supporting children's social and mental health, and fostering resilience. We really hope to expand this initiative to benefit more children in other year groups.

I feel blessed and grateful that we create a safe space for children, allowing them to be themselves and positively impacting their lives."



## ALICIA WHITE

Alicia started as a Level 1 class-based TA progressing to a Level 2 reading intervention TA.

"We all share the goal of helping every child thrive." Alicia attributes her progression to hard work, good time management, and meeting targets in her previous role.

"Being involved in special initiatives such as 'Relax and Read' has helped engage with parents, fostering strong relationships and supporting children's reading development. Magic Breakfast ensures children have a nutritious start to their day.

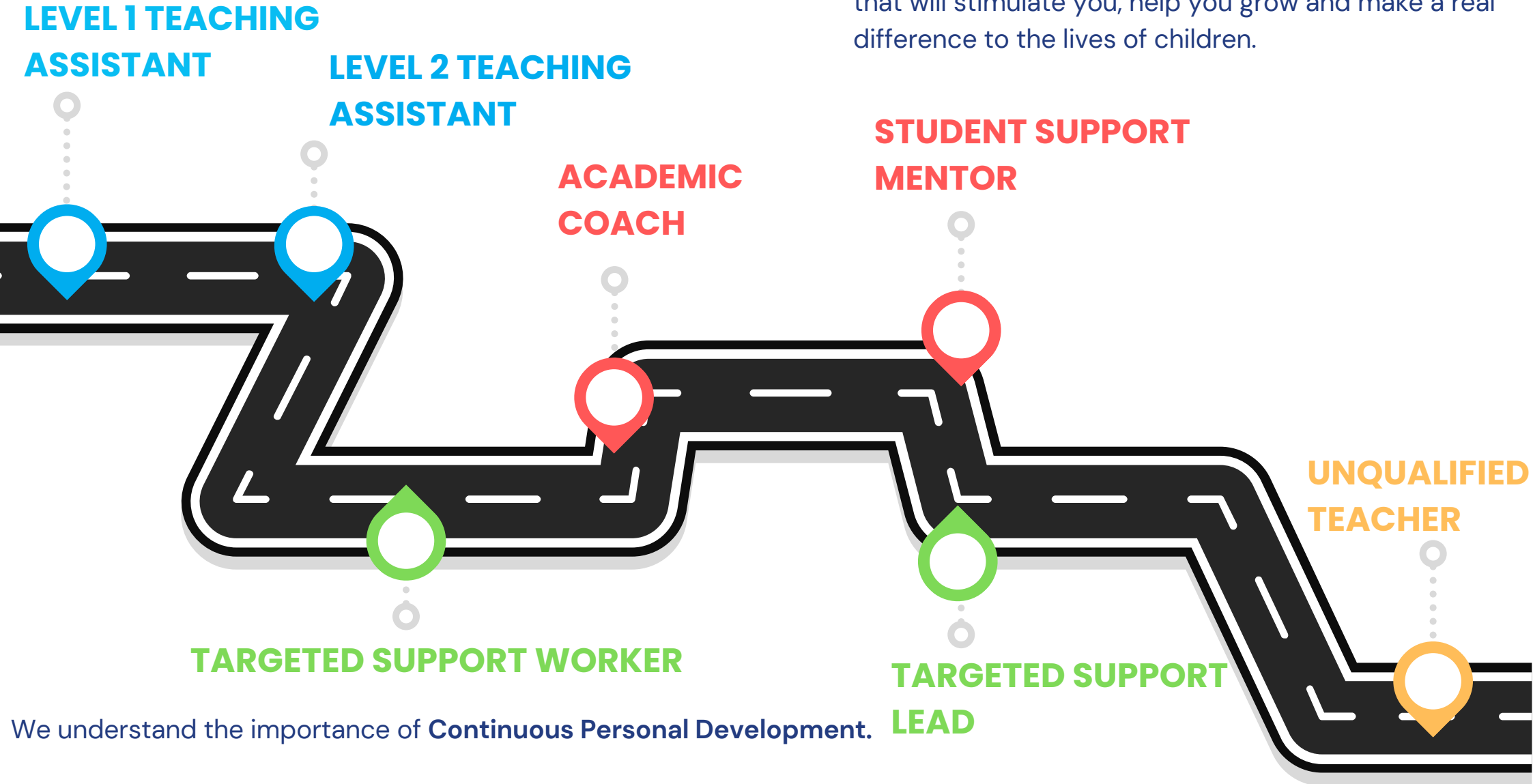
I walk out everyday feeling great knowing that I have helped children improve their reading skills and no matter how small they think it is, it is massive for me."



# CAREER PATHWAYS

Personal development is a cornerstone of our ethos.

Archway offer rich, vibrant and interesting careers, that will stimulate you, help you grow and make a real difference to the lives of children.



We understand the importance of **Continuous Personal Development**.

We offer clear and structured **career pathways** to our teams, whether you are an aspiring leader or looking to deepen your expertise in a particular area, we support your ambitions with tailored professional development programs, apprenticeships, leadership training, and opportunities to take on new challenges and responsibilities.

# ABOUT THE ROLE

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## LEVEL 1 SEND Teaching Assistant

Reporting to: SENDco

Start date: 1<sup>st</sup> September 2025

Location: Bluecoat Primary Academy,  
Harvey Road, Nottingham, NG8 3BB



### Role Overview

We are looking to appoint a committed Cover Supervisor at Bluecoat Primary Academy to complement the professional work of our Teachers by taking responsibility for agreed learning activities under an agreed system of supervision.

The children we serve at Bluecoat are from very diverse backgrounds and so our approach needs to be flexible, understanding and adaptive whilst staying true to our strong Christian ethos and maintaining focus on our core values.

We offer a nurturing environment to our pupils as well as our staff. Staff wellbeing is important at our school and within our Trust. We utilise a range of strategies to ensure children and adults alike are able to thrive.



[Bluecoat Primary Academy - Our Curriculum](#)





# PERSONAL SPECIFICATION



- Awarded Higher Level Teaching Assistant status or higher.
- Specialist training or experience in a curriculum or learning area e.g. bi-lingual, sign language, ICT, Special Needs, Foreign Language, art, music, behaviour management etc.
- Knowledge of the National Curriculum and other relevant learning programmes.
- Knowledge of the range of appropriate resources available to support learning programmes and engage pupils' enthusiasm in a variety of educational and social topics.
- Interpersonal skills to build and maintain successful relationships with pupils, treat them consistently with respect and consideration, and to demonstrate an interest in their development as learners.
- To demonstrate and promote the positive value, attitudes and behaviour you expect from pupils with whom you work.
- Experience of effectively using ICT to support learning.
- Willingness to work within the Christian framework of the Academy.
- Confidence and independence to work using own initiative

*"Every day is different, and it's important to find joy in the variety and challenges."*

*- Teaching Assistant at Bluecoat Primary Academy*

# SUPPORT FOR THE STUDENTS

- Establish rapport and respectful, trusting relationships with pupils, acting as a role model and setting high expectations.
- Promote inclusion and acceptance of all pupils, and encourage pupils to interact and to work co-operatively with others and to engage in activities led by yourself and/or the teacher.
- The role may include supporting and implementing pupils' personal programme, including social, health, physical, hygiene, and welfare matters. The pupil may also need assistance to access different areas of the school.
- Make effective use of ICT in learning activities and develop pupils' competence and independence in its use.
- Promote self-esteem and independence and employ strategies to recognise and reward achievement of self-reliance.
- Provide specific feedback in discussion with pupils on their progress and achievement, in line with school policy.
- Develop and implement Individual Education Plans and Behaviour Plans.
- To assess, assist and support pupils, including those with special needs, to access a range of learning activities, through specialist skills, in-depth knowledge of the National Curriculum and theoretical knowledge of how pupils learn.





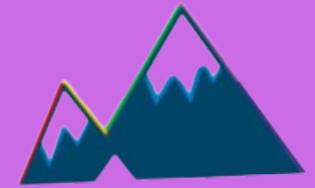
- Within an established discipline policy, to anticipate and manage behaviour constructively, promoting self-control and independence.
- Support the role of parents in pupil learning and contribute to lead meetings with parents to provide constructive feedback on pupil progress, achievement, problems etc.
- Administer and undertake routine marking of pupils' work using an explicit mark scheme that does not require interpretation. Invigilate tests / examinations as required.
- Organise and manage an appropriate learning environment and resources.
- Advise on appropriate deployment and use of specialist aid, resources and equipment.
- Select and prepare resources necessary to lead/support learning activities, taking account of pupils' interests, language and cultural backgrounds.

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# SUPPORT THE TEACHER



# OTHER RESPONSIBILITIES



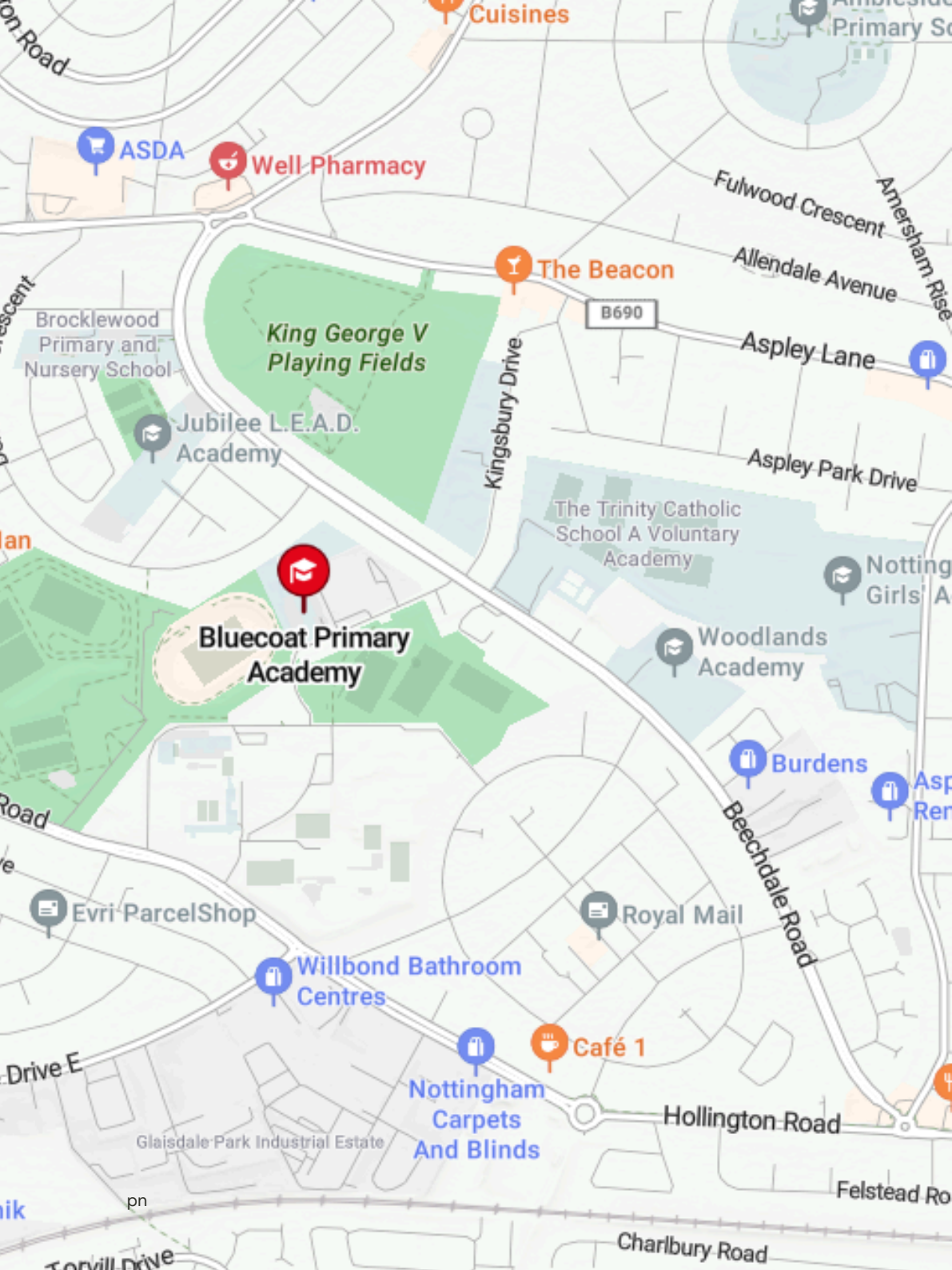
## Support for the School

- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support the achievement and progress of pupils. Take the initiative as appropriate to develop appropriate multi-agency approaches to supporting pupils.
- Provide cover for classes within the agreed system of supervision. This could be regular planned cover for the teacher, i.e. for PPA time (Planning, Preparation and Assessment) or could be for the short-term absence of teachers.

## Supervision of Staff

- Supervise or mentor other teaching assistants.
- Liaise between managers, teaching staff and teaching assistants to ensure appropriate deployment of staff.
- Support regular team meetings with staff to brief them on current activities in the school, promote new developments and to discuss and alleviate any concerns held by staff.
- Represent the needs and views of teaching assistants at management and other appropriate meetings.





## BLUECOAT PRIMARY ACADEMY

Harvey Road  
Bilborough  
Nottingham  
NG8 3BB

0115 900 7200

[Link to virtual tour](#)

# HOW TO APPLY

For an informal chat about the role or to arrange a school visit, please contact:  
hr@archwaytrust.co.uk

# 1

Please read our 'Safer recruitment' statement on the following pages below.

# 2

Follow this [link](#) to complete an online application form: The deadline for application is 10th July 2025. Applications will be reviewed once the advert has been closed.

## RECRUITMENT PROCESS



# MESSAGE FROM THE CEO



Archway Learning Trust is a vibrant learning community where students are cared for, receive a high quality education and experience every opportunity to be successful.

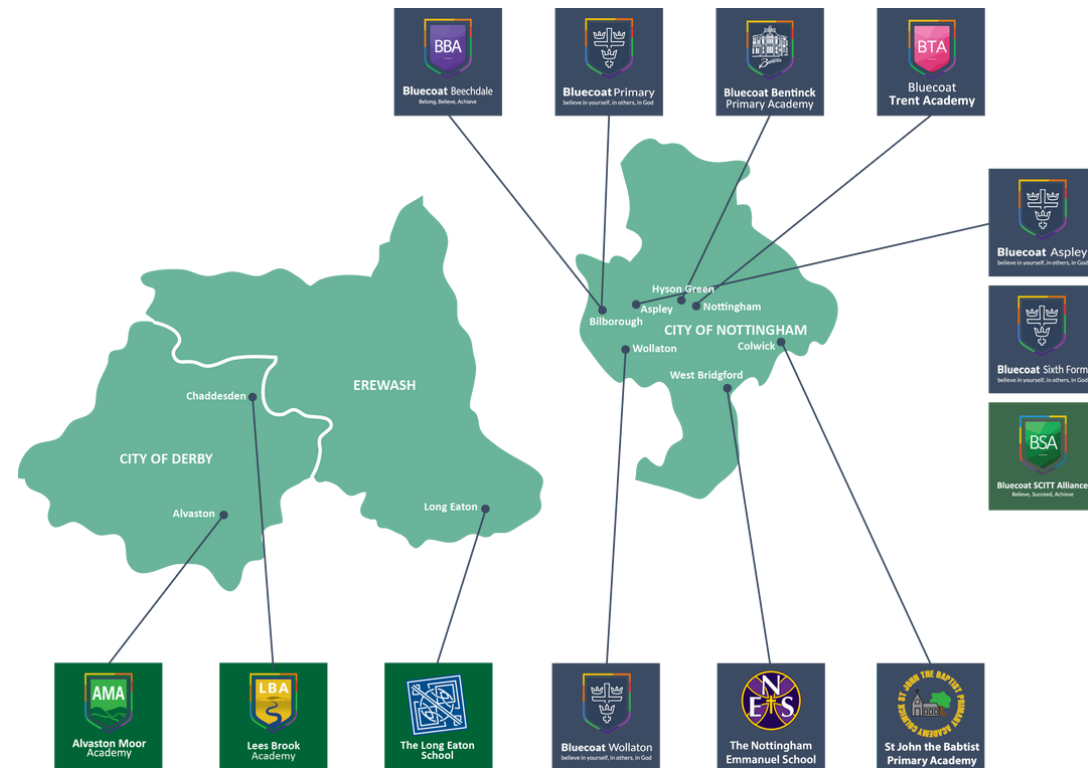
School years are amongst the most important in our lives, helping us to develop the knowledge, skills and characteristics we need to succeed. At Archway Learning Trust, we are committed to giving every child the very best start that we can. We offer outstanding teaching and learning and exceptional personal support in an inclusive, faith based environment. I became a teacher because I believe in equal opportunities for everyone.

I also believe that every child has the right to an excellent education. Learning is at the heart of any good society and the opportunity to learn from teachers who are committed, enthusiastic and innovative is a right that all children should have.

Our mission is to help children to understand and believe in themselves, respect and care for others and to develop a wide understanding of faith, the world around them and their place within it. The determination of our youngsters to succeed, and the passion of our teachers to make a difference, makes me proud to be Chief Executive Officer of this diverse and dynamic family of academies.

We serve 11 Schools plus our SCITT facility, and are always looking for opportunities to expand our portfolio in the Nottingham and Derbyshire areas.

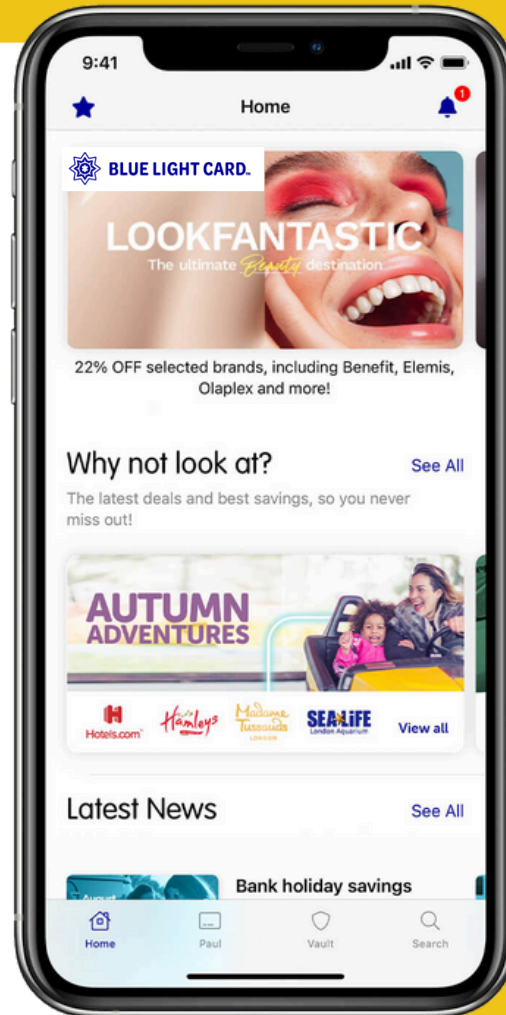
We believe in the transformational power of education for each individual and that this is enhanced through collaborative working between the academies. We have a history of making schools better, serving disadvantaged communities and believe that we have a moral imperative to deliver for every child.



# ARCHWAY BENEFITS



**BLUE LIGHT CARD.**



- From day one our employees are entitled to a range of Archway benefits to include shopping discounts and competitions:
- A free and confidential employee assistance programme offering counselling and advice
- Access to Teachers' Pensions
- Access to discounts across many retailers with the Blue Light Card
- Cycle to work scheme
- Comprehensive training and support
- Opportunities to develop new skills and progress your career
- Eye care voucher scheme
- Free flu vaccine
- Access to e-learning and development

# SAFER RECRUITMENT

Archway Learning Trust is committed to safeguarding and promoting the welfare of children and young people under the guidance of KCSIE (**Keeping Children Safe in Education**). In order to meet this responsibility all candidates will be subjected to a rigorous selection process to discourage and screen out unsuitable applicants. This process is outlined below. Please do not hesitate to contact the school if further detail is required.

## Disclosure

This post is classified as having substantial access to children, and appointment is subject to an enhanced police check of previous criminal convictions (DBS). Applicants are required, before appointment, to disclose any conviction, caution or binding over including 'spent convictions' under the **Rehabilitation of Offenders Act 1974** (Exceptions) Order 1975 (2013 and 2020). Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar individuals from employment – this will depend upon the nature of the offence(s) and when they occurred.

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.

## Interview

Candidates will be subject to an in-depth, in-person interview and assessment, along with a telephone interview in some circumstances. At each stage of the process candidates will be asked to address any discrepancies, anomalies or gaps in their application form or arising from information gained at the previous stage of the recruitment process.

## References

References from the previous and current employers will be taken up for shortlisted candidates, before interview, and where necessary employers may be contacted to gather further information or address any discrepancies, anomalies or gaps in the reference provided. Online searches Keeping Children Safe in Education (KCSIE) asks schools to carry out online searches on shortlisted candidates as part of the process of assessing suitability. Probation All new staff will be subject to a probation period (which may, in certain circumstances, be extended). The probation period is a trial period, to enable the assessment of an employee's suitability for the job for which they have been employed. It provides Archway Learning Trust with the opportunity to monitor and review the performance of new staff in relation to various areas, but also in terms of their commitment to safeguarding and relationships with pupils.

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## Equal Opportunities

Archway Learning Trust are dedicated to providing equal opportunities and will monitor the recruitment process rigorously to ensure fair access and opportunity for all. We are committed to ensuring our workforce is reflective of our diverse student population and is therefore committed to increasing representation of staff of Black, Asian and Minority Ethnic backgrounds across all roles and at all levels.

If you require assistance in reading this information or in completing the application form, please contact [hr@archwaytrust.co.uk](mailto:hr@archwaytrust.co.uk)