**Moor End Academy**

***Applicants Pack***



**Teaching Assistant (SEND)**

**Grade 6 (Starting from December 2017 or sooner)**

26 hours, 25minutes per week

Term Time only

Monday to Friday 8.45am -3.30pm (with breaks)

Salary – £10,917 per annum

Moor End Academy

Dryclough Road

Crosland Moor

Huddersfield

HD4 5JA

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Email: [office@edu.moorend.org](mailto:office@edu.moorend.org)

Principal: Miss Kim Walton

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***‘A word from the Principal’***

Dear Applicant,

Firstly, thank you for showing an interest in applying for a post at Moor End Academy. We hope after reading through the applicants pack that you will decide to apply.

Moor End is an Academy converter and converted to an Academy as an 'outstanding school' in August 2011. Before this the academy was a technology college for over ten years, and this grounding in technology still forms a strong part of curriculum and student experience.

Our school improvement journey is always determining new destinations and looking for new horizons. Our students are amazing: they have a thirst for learning; have fantastic relationships with staff; and therefore attendance at school is high. We resource our subjects well, both with teachers and associate staff and the learning environment is a key element in student achievement.

We celebrated our 40th anniversary in 2012 and ‘Moor Enders’ from far and wide made contact and wanted to let us know how the school and staff had influenced their lives. We really are making a difference.

I am sure you will read our Ofsted report, but for me the paragraph that sums us up is;

*'Moor End Academy is outstanding. The very strong promotion of students’ spiritual,*

*moral, cultural and social development, ensures that they thrive in the supportive*

*and highly cohesive learning community. High aspirations, outstanding*

*teaching and the rich curriculum results in outstanding*

*achievement for all.'*

As a staff, we are highly committed to staff improvement and development. If you choose to apply, you will receive excellent induction to our systems, structures and expectations.

Please enjoy reading further and we look forward to welcoming you to Moor End.

Yours sincerely

Miss Kim Walton

**Principal**

***South Pennine Academies***

Moor End is a converter Academy that opened on 17th August 2011. We converted as an outstanding school. Prior to this we were a community school. Moor End is also recognised as a Teaching School and a National Support school. Our CEO, Jane Acklam is a National Leader of Education. Under these designations we play a leading role in the training and professional development of teachers and contribute towards the raising of standards across the school system through school to school support.

The Academy draws the majority of its admissions from the local area. We are held in high regard locally and regionally. The Academy’s mission is for all young people at Moor End to overcome their individual barriers to learning whilst enjoying and achieving highly. Attendance at the Academy is above the national average and attitudes to learning are very positive.   
  
We are an 11-16 mixed comprehensive Academy with over 900 students on roll. Our current capacity is 1000. In 2015, Woodside Pre School opened in the grounds of Moor End Academy. Woodside Pre School serves 2 – 4 year olds and has a 36 place setting. In January 2016, it was rated as ‘Good’ by Ofsted, with the inspection report stating ‘Children of all abilities make good progress from their different starting points. They are eager to take part and are well prepared for the next steps in their learning.’

Campus development at our Dryclough site continues to undergo exciting changes, with Beaumont Primary Academy opening its doors for the first time in September 2016. This primary provision can accommodate up to 90 places this year. For more information please see www.beaumontprimary.org.uk

We serve a highly deprived area of Huddersfield. Over 70% of our students come from ethnic minority backgrounds and we usually have around 10% of our cohort who are either new arrivals to the country, asylum seekers/refugees or other foreign nationals. 49.4% of our students have a language that is not English. 38% of our students start education at Moor End Academy as lower attaining students, yet over two thirds make better than national average progress by the time they leave. Eleven years in formal education should not be wasted. The majority of our learners stay in education post 16 at the sixth form and further education colleges within Huddersfield.

Moor End is an award winning Academy and has continued to be recognised by Ofsted as ‘outstanding’. We have good and often invaluable support from parents. The Academy is an accredited ‘Thinking School’, the first to be awarded this status in the UK. We have worked closely with the Edward de Bono Foundation UK and Manchester Metropolitan University to become ‘An Edward de Bono Foundation UK Centre of Serious Creativity and Constructive Thinking’. Our vision is to become a world class centre of excellence for teaching and learning. Ofsted say ‘The teaching of thinking skills have a distinctive contribution to the quality of learning’

At Moor End we have the secondary resourced provision for students with visual impairment, with a capacity for 12 students. We have Educational Teaching Assistants in all faculties who support teaching and learning in its widest sense and clerical support in all faculty areas too.

Moor End Academy was designated as a National Teaching School in April 2013. It works with over 60 Secondary, Primary and Special schools. The teaching school offers training, support and a range of opportunities for staff throughout their career, from initial training through to leadership roles. The alliance has over 40 SLE’s – Specialist Leaders of Education and is the lead school for newly qualified teacher induction of which over 50 are registered with us for 2016/17. See [www.penninealliance.org](http://www.penninealliance.org) for more information.

***Moor End Academy***

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**Becoming a Special Educational Needs (SEND) ETA at Moor End Academy**

Moor End Academy’s Educational Teaching Assistants are a crucial part of our team providing in class, small group and one to one support across our faculties and age groups.

The role involves supervising and assisting small groups of students in activities, developing student’s social skills, implementing behaviour management policies and ultimately supporting the inclusion of all children. An outstanding teaching assistant will be able to assist the classroom teacher with the implementation of lesson plans and make it possible for more ambitious learning activities to be used in the classroom.

We are seeking to appoint an Educational Teaching Assistant who is passionate about education and understands the importance of students receiving excellent teaching and support to achieve their potential.

The successful candidate will join a team of staff working at this Outstanding Academy and will be part of our Special Educational Needs team supporting students with a range of special educational needs.

Our current Special Educational Needs team is both skilled and willing to develop professionally in order to meet the demands of our cohort. As a member of this team there will be a range of professional development opportunities available to develop you through both internal and external training.

Please ensure that you outline your suitability, SEN expertise and/or areas of interest within special educational needs within your supporting statement.



The ETAs within our Special Educational Needs team will work closely with the Special Educational Needs Co-ordinator (SENCo), Senior SEN ETA and SEN Teachers to ensure they are informed of the learning needs of the students they are working with and how these students can be supported effectively. Our SEN ETA may assist students within lessons across the curriculum or may work with individuals and small groups in interventions outside of the classroom. As well as academic skills ETA may be asked to work with students with Social, Emotional and Mental Health (SEMH) needs.

***Local Information***

**Huddersfield** is a large market town in the Metropolitan Borough of Kirklees, in West Yorkshire, England, halfway between Leeds and Manchester. It lies 190 miles north (310 km) of London, and 10.3 miles (16.6 km) south of Bradford, the nearest city.

Moor End Academy is easily reached from Barnsley (18 miles), Penistone (13 miles), Holmfirth (6 miles), Wakefield (15 Miles), Bradford (15 miles), Oldham (17 Miles), Rochdale (22 miles), Hebden Bridge (16 miles), Halifax (10 miles), and Leeds (20 miles). Moor End is just a few miles south of the town centre.

Huddersfield is near the confluence of the River Colne and the River Holme. Located within the historic county boundaries of the West Riding of Yorkshire, according to the 2001 Census it was the 10th largest town in the UK with a total resident population of 146,234. The town is known for its role in the Industrial Revolution, for being the birthplace of rugby league and birthplace of the British Prime Minister, Harold Wilson.

Within our own catchment is the breath taking Beaumont Park that was bequeathed to the town in the 1880s, by the Henry Ralph Beaumont ('Beaumont's of Whitley' estate) and was opened on 13 October 1883, by Prince Leopold, fourth son of Queen Victoria, and his wife Princess Helena of Waldeck and Pyrmont (The Duke and Duchess of Albany). It is a fine example of a Victorian era public park with water cascades, bandstand and woodland. The Academy has a working relationship with the Friends of Beaumont Park.

Huddersfield is a town known for sport, home to the rugby league team, Huddersfield Giants, founded in 1895, who play in the European Super League and Football League Championship football team Huddersfield Town F.C., founded in 1908. Many of the staff are keen supporters. The town is also well known for excellent cycling facilities around the local area and many cycle lanes. Tour de France 2014 came to Huddersfield during the second stage, which was 125 miles long, including perhaps the most famous climb in British cycling - up Holme Moss, near Huddersfield. It also passed through Holmfirth, famous as the location of the long-running BBC comedy Last of the Summer Wine. The town is home to the University of Huddersfield and the sixth form colleges Greenhead College, Kirklees College and Huddersfield New College Huddersfield is a town of Victorian architecture and beauty. Huddersfield railway station is a Grade I listed building described by John Betjeman as 'the most splendid station facade in England' second only to St Pancras, London. The station is less than two miles from the academy.

**Local Estate Agents**

There are many estate agents and letting agents in Huddersfield; a simple Google search will easily give you an idea of rental or property prices in the area.

**Banks**

Many of the national banks and building societies have branches not only in the town centre but also in many of the outlining village areas. And…. Finally shopping! The town hosts a range of shopping experiences from a haven for independent shopping. Byram Arcade is the town’s oldest Victorian arcade and a great place to visit. It is spread over three floors, in the heart of the town centre and home to specialist shops selling fashion, vintage, arts, crafts, and gifts, plus several cafés. The Kingsgate Centre, consist of undercover shopping with all the expected high street brands. The full range of supermarkets and a market are also available in the town.

***The Selection Process***

**How to Apply**

Thank you for taking time to read and digest our information. If you wish to apply for the post of **ETA SEN** at Moor End Academy then you should;

* Follow the link to complete the online application form.
* Complete the application form fully, ensuring all details are accurate and all declarations are signed. Please ensure you enclose two professional referees with one being your current employer (with email addresses if possible).
* **CVs ALONE WILL NOT BE CONSIDERED.**
* Ensure you fully complete the relevant skills and experience section of the form, addressing the key characteristics and experiences outlined in the person specification and the unique contribution that you could make to the future success of Moor End.
* Submit your application by **9am** **on Monday 20th November 2017.** *Late applications will not be considered.*

**Timetable for the selection process**

* Closing date for applications: **9am Monday 20th November 2017**
* Short listing: **w/c Monday 20th November 2017**
* Invitation to interview by telephone: **w/c Monday 20th November 2017**
* Confirmation by email: **w/c Monday 20th November 2017**
* References requested: **w/c Monday 20th November 2017**
* Interview Date:  **Monday 27th November 2017**

If you have not been contacted within the timescales outlined above, we regret that you will not have been offered an interview on this occasion and feedback from paper applications is not provided.

Successful applicants will be required to undertake a Criminal Record Check via the DBS. The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

***Joining Moor End Academy***

* Moor End Academy is committed to developing all staff within their roles and creating opportunities for further career progression.
* **Pension** – Every employee of Moor End Academy has access to the Teachers Pension Scheme or West Yorkshire Pension Fund.
* **SAS** - The Academy uses Schools Advisory Service as our cover insurer and included in this is a number of wellbeing benefits for all members of staff. These benefits include a stress counselling service, physiotherapy service, cancer support service and a 24 hour GP Helpline.
* **Wellbeing Benefits** including annual flu vaccinations, fresh fruit for staff, staff exercise classes and much more!
* **Child Care Vouchers** by Kiddicare – Child care vouchers work through a salary sacrifice and they are taken from your salary each month before your usual Tax and NI contributions.

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**Employee Specification**

EDUCATIONAL TEACHING ASSISTANT

**Grade 6**

**E = Essential**

**D = Desirable**

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|  | **ATTRIBUTES** |  | **RELEVANT CRITERIA** | **HOW IDENTIFIED** | **RANK** |
| 1. | **RELEVANT EXPERIENCE** | 1.1  1.2  1.3 | Experience of working with children age 11-16  Experience of working in a school setting  Experience of working with children with Special Educational Needs, complex health needs and behavioural difficulties | Application Form/ Selection Process  Application Form/ Selection Process | D  D  D |
| 2. | **EDUCATION AND TRAINING ATTAINMENTS** | 2.1  2.2  2.3  2.4 | Numeracy and Literacy skills to a level to assist student’s with their work  GCCE or equivalent at Grade C and above in Maths, English and Science  Evidence of further study at Level 3 or above or equivalent qualifications or experience which can be used to demonstrate suitability for this post  Willingness to undertake professional development training in specific areas of special educational needs in order to meet the needs of the cohort | Application Form/ Selection Process  Application Form/ Selection Process  Application Form/ Selection Process  Application Form/ Selection Process | E  E  D  E |
| 3. | **GENERAL AND SPECIAL KNOWLEDGE** | 3.2  3.3  3.4 | Understanding of Child Development and Learning  Understanding and commitment to Equal Opportunities.  Displays commitment to the protection and safeguarding of children and young people  An understanding of special educational needs and the strategies that can support effective learning and achievement | Selection Process  Selection Process  Selection Process  Application Form/ Selection Process | D  E  E  D |
| 4. | **SKILLS AND ABILITIES** | 4.1  4.2  4.4  4.5  4.6 | Effective use of ICT to support learning  Ability to assist the teacher in planning class activities.  Ability to relate to children and adults  Ability to work as a team member  Ability to work with children exhibiting behavioural difficulties | Application Form/ Selection Process | D  D  E  E  D |
|  | **ATTRIBUTES** |  | **RELEVANT CRITERIA** | **HOW IDENTIFIED** | **RANK** |
| 5. | **ANY ADDITIONAL FACTORS** | 5.1  5.2 | Understanding of relevant policies/codes of practice and awareness of relevant legislation  Willing to undertake training and development as required. | Selection Process  Selection Process | E  E |

**JOB DESCRIPTION**

**EDUCATIONAL TEACHING ASSISTANT**

**Grade 6**

**PURPOSE OF POST**

To work under the guidance of teaching/senior staff to implement and oversee agreed work programmes with individuals/groups, in or out of classroom. This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting the teacher in the whole planning cycle and the management/preparation of resources.

**KEY AREAS**

1. Teaching Support

2. Student Support

3. Curriculum Activities

4. General

**DUTIES AND RESPONSIBILITIES**

**1. Teaching Support**

1.1 To undertake duties in accordance with Academy practices and procedures, ensuring the post holder actively upholds and promotes the philosophies of the Academy.

1.2 To work under the guidance of the class teacher/line manager to plan and monitor students learning. Ensuring the progress is clearly recorded in the relevant systems and relates to the learning objectives/goals for students.

1.3 Under the guidance of the teacher and SENCo, supervise activities and assist with the general management and control of students in the Academy.

1.4 As appropriate to assist with the induction and mentoring of new staff within the remit of the role.

1.5 Under the guidance of the teacher provide one to one support to students or working with groups of students on pre-planned activities, to reinforce the teachers approach.

1.6 To assist where required in the planning of learning activities.

1.7 Under the guidance of the teacher ensure equipment or materials are suitable for the learning activities. Prepare materials and teaching aids where necessary.

1.8 Under the guidance of the teacher work with individuals or groups of students in accessing Academy library and in the use of ICT.

1.9 To participate in and assist in supervision of educational visits, in conjunction with the teacher/line manager.

1.10 Promote good behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour.

**2. Student Support**

2.1 Provide support and guidance on a one to one basis or to teams of students in their core skills and curriculum needs as per Academy policies/practices.

2.2 Actively encourage the inclusion of all students to participate in the life and activities of the Academy and access the national/appropriate curriculum to the best of their ability.

2.3 To provide individual assistance or assistance within small groups through implementing behaviour plans, *One Page Profiles* and teaching strategies etc, to maximise their achievements.

2.4 As required, deal with the personal care and comfort of students, ie. Toileting and intimate care issues (as per Academy guidance and direction).

2.5 Contribute to plans, reviews and evaluations for students by writing reports on student’ progress and attendance at meetings.

**3. Curriculum Activities**

3.1 To maintain stock of resources, ordering new replacements as agreed with colleagues, to support the work across the team in its delivery of service.

3.2 To contribute in the presentation of students’ work and maintenance of display areas.

3.3 To assist with the preparation and tidying of the classroom and upkeep of resources.

3.4 To attend and contribute to duty related meetings as required.

3.5 To assist in the planning and implementation of structured and agreed learning activities/teaching programmes.

**4. General**

4.1 To undertake such other duties and responsibilities of an equivalent nature, as may be determined by the post holder’s supervisor from time to time, in consultation with the post holder.

4.2 The post holder’s duties must at all times be carried out in compliance with the Academy’s Equal Opportunities Policy and other policies designed to protect employees from harassment.

a) Take reasonable care of the health and safety of self, other persons and resources whilst at work.

b) Co-operate with management of the Academy as far as is necessary to enable the responsibilities placed upon the Academy under the Health and Safety at Work Act to be performed, e.g. operate safe working practices.

c) It is the duty of the post holder not to act in a prejudicial or discriminatory manner towards employees. The post holder should also counteract such practice or behaviour by challenging or reporting it.

4.3 As appropriate to assist with the induction and mentoring of new staff within the remit of the role.

4.4 To undertake relevant training and development as required from time to time by the Principal, and be involved in ongoing development reviews of skills and competencies.

As part of your wider duties and responsibilities you are required to promote and actively support the Academy’s 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.

**RESPONSIBLE TO: Senior Educational Teaching Assistant**