

Abbey Grange C of E Academy

# Recruitment Application Pack

Teaching Assistant- Level 2

Ref: SEP20239372



A member of





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# Welcome

Dear Colleague,

Thank you for your interest in this vacancy at Abbey Grange Church of England Academy.

We hope you will find all the information you need to inspire you to join our team. This pack contains information about the role, from which we hope you will gain an understanding of our ethos and approach and the high aspirations we have for ourselves and our pupils.

## To work in partnership to Educate, Nurture & Empower

Our vision is that each of our academies, supported by Abbey MAT, will provide an environment which is welcoming, caring, calm, disciplined and purposeful and will stretch our young people academically, support them pastorally and help them develop socially and spiritually.

We are confident that genuine collaboration fundamentally drives the way in which we make a difference to the lives of all our learners. Through school to school collaboration we can live out our vision and ensure that our students can live 'life in all its fullness' (John 10:10).

We are committed to raising the skills base across our communities by ensuring a focus on quality, encouraging innovation and strengthening the ethos of the academies which will retain their own independent culture and ethos whilst operating within a strategic partnership to improve quality, share best practice and operate effectively and efficiently.

If you are seeking a truly distinctive role within a unique environment, please come and visit us and see what Abbey MAT has to offer.

We look forward to meeting you and reading your application.



**Helen Patten & Catherine Garrett**  
Co-Chief Executive Officers

# Welcome

Abbey Grange Church of England Academy is a thriving, highly successful and over-subscribed 11-18 secondary school which became an academy in 2011, and a founder member of the Abbey Multi Academy Trust in 2014. Abbey Grange wholeheartedly follows the Church of England's vision for education to 'live life in all its fullness' (John 10:10).

Our academy serves communities right across the city of Leeds, with students coming from over 70 different primary schools, and over 70 different home languages spoken. Families choose us for our unique ethos of inclusivity and our celebration of diversity. Our staff work together to challenge students academically, support them pastorally and help them develop socially and spiritually. Our safe, caring, Christian environment underpins absolutely everything we do ensuring we all continually strive for excellence and work to prepare students, not only for success whilst at school but sustain them in life after school. Our students flourish in an environment which is welcoming, caring, calm, disciplined, inspiring and powerful.

Our goal is to become an outstanding Academy that delivers on our mission - In Partnership to 'Educate, Nurture and Empower', and we are well on our way to achieving this. Ofsted graded us a 'good' school in March 2021, and we celebrated our GCSE results in 2022 with 68% of our students achieving 5-9 in English and Maths, and an above average Progress 8 score of +0.59. We have an incredibly popular Sixth Form with over 400 students studying a wide range of A Levels and BTECs. The destinations data for Sixth Form students reflects the high aspirations we have for our students and the aspirations of our families and students themselves.

We seek to attract positive, ambitious, and hard-working staff who have high expectations for student progress, attainment, behaviour, and character. By following Jesus' call to life in all its fullness, we recruit positive, enthusiastic, passionate caring staff who bring to life the lessons they teach.

Ofsted tells us that our students "enjoy school" and crucially that they "want to come to school". This is reflected in our fantastic rates of attendance. Students can focus on work without disruption due to our high expectations for behaviour and benefit from the calm, positive learning atmosphere in classrooms. Our staff encourage students to learn to be intolerant of intolerance and to behave in an exemplary way inside and outside the academy.

Our staff are exceptional at nurturing our students, preparing them for life and being there to help them pick themselves up when they fall, empowering them to reach for the stars by gaining outstanding qualifications, and aspiring them to be the best version of themselves that they can be.

I look forward to receiving your application.

**Simon Prinsep**  
**Principal**  
**Abbey Grange Church of England Academy**

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*Abbey Grange has given me  
the tools to dream big  
and believe that I can  
achieve anything in life.*

*Student*



<b>Position:</b>	<b>Teaching Assistant- Level 2</b>
<b>Nature of contract:</b>	<b>Permanent</b>
<b>FTE salary:</b>	<b>B3 Point 7-11, £22,369 - £24,054</b>
<b>Actual salary:</b>	<b>£16,487- £17,728</b>
<b>Working hours:</b>	<b>32.5 per week, Term Time Only</b>

We wish to appoint an enthusiastic Teaching Assistant, Level 2, to join our team of Teaching Assistants to work under the guidance of teaching / senior staff and within an agreed programme of supervision, to implement agreed work programs with individuals or groups, inside and outside of the classroom.

This is a genuinely exciting time to join our Academy. If you are looking to join an Academy with happy positive and polite students and staff, then we want to hear from you.

We are looking for talented individuals who can:

- Use their experience of working in an educational establishment to provide comprehensive support for the Class Teacher and facilitate access to learning for all pupils.
- Communicate compassionately and effectively to promote nurturing relationships with children, colleagues, and carers/agencies, at an appropriate level.
- Work with integrity, enthusiasm, and creativity to support the learning of our pupils and inspire in conjunction with our Academy mission and values.

What our Trust can offer:

- Friendly, welcoming academies with a strong Christian ethos
- Enthusiastic, well-motivated colleagues
- A 24/7, confidential Employee Assistance Programme providing support and counselling for home-life and work-related issues, financial and legal support, specialist information and support for managers
- Free onsite parking
- Membership of a pension scheme

Abbey Multi Academy Trust is a Trust consisting of eight academies (three secondary, five primary) in the Anglican Diocese of Leeds and in the geographical areas of Leeds and Calderdale. All academies share in the Trust's mission to work:

*In Partnership to Educate, Nurture and Empower*

For more information about us or our academies visit [www.abbeymat.co.uk](http://www.abbeymat.co.uk).

Find out about more about Abbey Grange Academy by visiting [www.abbeygrangeacademy.co.uk](http://www.abbeygrangeacademy.co.uk). The academy Safeguarding and Child Protection Policy is available [here](#).

Visits to our school to meet the team and experience our wonderful atmosphere, are warmly welcomed, and encouraged and can be arranged by contacting Katie Paxton, [kpaxton@abbeygrangeacademy](mailto:kpaxton@abbeygrangeacademy). If you have questions about the recruitment process, please email [recruitment@abbeytrust.org](mailto:recruitment@abbeytrust.org).

*Abbey MAT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be subject to an Enhanced Disclosure and Barring Service check.*

*We promote diversity and want a workforce which reflects our communities.*



## How to apply

Please apply via the advert on the Trust vacancies page. All applications are submitted electronically. CVs are not accepted.

Closing date: **Friday 29th September 2023 at 9am**

You are advised to submit your application at the earliest opportunity. Applications can only be submitted up until the closing date. The Trust reserves the right to close vacancies early if sufficient suitable applications have been received.

We will contact shortlisted candidates soon after the closing date with details of the interview and selection process.

Please note, where a role involves engaging in regulated activity relevant to children, it is an offence to apply for the role if you are barred from engaging in regulated activity relating to children.

In order to access our application form, you will be asked to first confirm that you have a right to work in the United Kingdom.

If you are shortlisted, you will be asked to complete a self-declaration of your criminal record or information that would make you unsuitable to work with children. Any relevant information declared will be discussed and considered at interview before the DBS certificate is received.

Shortlisted candidates will also be the subject of online checks in accordance with Keeping Children Safe in Education.

All offers of employment will be conditional on a series of pre-employment checks in accordance with Keeping Children Safe in Education Guidance. Please ensure you can support the checks with correct documentation and evidence, prior to submitting your application.

You are advised to read the [Recruitment Guidance for Applicants](#) in full, prior to completing your application. This contains full details of the recruitment process as well as the pre-employment checks that will be undertaken.

<b>Job title:</b>	Teaching Assistant- Level 2
<b>Salary scale:</b>	B3 Point 7-11 £22,369- £24,054
<b>Working hours:</b>	32.5 hours per week, Term Time Only
<b>Reporting to:</b>	SENCo

### **Overall purpose of the post:**

To provide learning, care and support to enable all students to access the curriculum and associated activities, working in partnership with staff and other professionals to educate, nurture and empower students to achieve academically, socially and spiritually.

### **Key responsibilities:**

- To work under the instruction and guidance of teaching and senior staff to carry out learning, care and support programmes to enable access to learning for students.
- To assist the teacher in the management of students and the classroom.
- To undertake work in the classroom or outside the main teaching area on a 1-1 or small group basis.
- To contribute to the overall ethos, work and aims of the Academy.

### **Key Tasks:**

#### Teaching & Learning

- To assist with the planning of learning activities.
- To communicate with appropriate teaching staff to ensure good preparation of all lessons.
- To prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist students in their use to ensure they are well prepared for all lessons.
- To create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans.
- To use strategies, in liaison with the subject teacher, to support students to achieve learning goals.
- To assist with the display of students' work in the classroom and Academy as appropriate.
- To administer routine tests, invigilate exams and undertake routine marking of students' work.
- To undertake structured and agreed learning activities and teaching programmes, adjusting activities according to student responses.
- To support the use of ICT in learning activities and develop students' competence and independence in its use.

- To undertake programmes linked to local and national learning strategies – literacy, numeracy, KS3/4 Post 16 achievement and progress and feeding back to the teacher.

### Achievement/Progress

- To set challenging and demanding expectations and promote self-esteem and independence.
- To provide feedback to students in relation to progress and achievement under the guidance of the subject teacher.
- To monitor students' responses to learning activities and accurately record achievement and progress as directed.
- To provide detailed and regular feedback to subject teachers on students' achievements, progress, difficulties etc.

### Nurture

- To supervise and provide particular support for students, including those with special needs, ensuring their safety and access to learning activities.
- To be aware of and comply with, policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To assist with the development and implementation of Education, Health and Care Plans, Individual Behaviour Plans and Pupil Passports.

### Empower

#### Staff

- To appreciate and support the role of other professionals involved in the teaching and learning, care and support of students.
- To provide an excellent role model for students conveying high professional standards of behaviour, punctuality, attendance and appearance.

#### Students

- To encourage students to interact with others and engage in activities led by the teacher.
- To promote good student behaviour, dealing promptly with conflict and incidents in line with established Academy policy and encourage students to take responsibility for their own behaviour.
- To be aware of and support difference and ensure all students have equal access to opportunities to learn and develop.

## Partnership

- To establish constructive relationships with students and interact with them according to individual needs.
- To promote the inclusion and acceptance of all students.
- To establish constructive relationships with parents and carers.
- To provide clerical and administrative support ie photocopying, word processing, filing, administer coursework.

## General Duties:

- To carry out supervisory duties in accordance with published schedules, including before and after school and at break/lunch time.
- To take part in appropriate meetings and events with colleagues, parents/carers, governors and external partners.
- To accompany teaching staff and students on visits, trips and out of school activities as required and take responsibility for a group under the supervision of a teacher.
- To accept personal responsibility for supporting the general ethos, atmosphere and progress of the Academy.
- To participate in training and other learning activities and performance development as required.
- To contribute to the PHSCE programme as required.

## Abbey MAT responsibilities:

- Contribute to the overall aims and values of the academy and Trust, appreciate and support the roles of other members of the wider team and attend and participate in relevant meetings as required
- Support and promote the health and wellbeing of all colleagues and children
- Comply with all academy and Trust policies and procedures including child protection, safeguarding. health, safety, welfare, security, confidentiality and data protection, reporting any concerns to the appropriate person
- To safeguard and promote the welfare of children for whom you have responsibility, or come into contact, including adhering to all specified procedures
- To promote and adhere to principles underpinning equalities in terms of employment and service delivery to ensure that colleagues are treated, and services deliver, in a fair and consistent manner.

*The role holder must demonstrate a flexible approach to the delivery of the role. Consequently, the role holder may be required to perform work not specifically identified in this role profile, but which is in line with the general scope, grade and responsibilities of the role.*

Qualifications		Essential			Desirable		
1	NVQ Level 2 Teaching Assistant Award or appropriate level of experience of operating in the classroom environment	A	R				
2	Training in relevant learning strategies eg literacy, numeracy	A	R				
3	Maths and English GCSE Grades A* - C or equivalent	A	R				
Professional knowledge, skills and experience		Essential			Desirable		
1	Understanding of relevant policies, codes of practice and awareness of relevant legislation	A	R	I			
2	Basic understanding of child development and learning	A	R	I			
3	Experience of working with or caring for young people of relevant age (11-19)	A	R	I			
4	General understanding of the national/foundation stage curriculum and other basic learning programmes/strategies	A	R	I			
5	Good numeracy and literacy skills	A	R	I			
6	Ability to use ICT effectively to support learning	A	R	I			
7	Ability to use other equipment and technology ie video, photocopier to support learning	A	R	I			
8	Ability to relate well to children and adults	A	R	I			
9	Ability to work constructively as part of a team	A	R	I			
10	Understanding regarding Attachment Disorder				A		I
11	Successful working relationships with students, staff, parents and carers	A	R	I			
Professional attributes, qualities and values		Essential			Desirable		
1	An enthusiastic and innovative teaching assistant, passionate about teaching and learning	A	R	I			
2	Ability to build appropriate and effective professional relationships with all	A	R	I			
3	Possess personal integrity, warmth, a willingness to grow and learn, and a sense of humour	A	R	I			
4	Ability to reflect critically, and respond to, performance and feedback	A	R	I			

5	Enabling the highest levels of student achievement through translating vision, ethos and values into practice	A	R	I			
6	Ability to articulate, communicate and support the Christian ethos and values of Abbey Grange Church of England Academy			I			
7	Think creatively in order to anticipate and problem solve			I			
8	Excellent interpersonal, written and oral communication skills	A		I			
9	High level of emotional intelligence and self-awareness	A		I			
10	Excellent time manager			I			
11	Inspire, challenge, motivate students and staff towards a shared vision.		R	I			
12	Foster an open, fair and equitable culture, managing conflict where necessary.		R	I			
13	A commitment to our mission and values, demonstrated by current practice	A	R	I			
14	Support for the Christian ethos of the Multi Academy Trust	A	R	I			
<b>Safeguarding and promoting the welfare of students</b>		<b>Essential</b>			<b>Desirable</b>		
1	An appropriate motivation to work with children and young people	A	R	I			
2	Ability to maintain appropriate relationships and personal boundaries with children and young people	A	R	I			
3	Emotional resilience in working with challenging behaviours and appropriate attitudes to the use of authority and maintaining discipline	A	R	I			

*The criteria will be evidenced as indicated*

*'A' refers to the candidate's application form and letter,*

*'I' to interview, and*

*'R' to reference*

*Candidates should address at least all items marked 'A'; referees are asked to comment on items marked 'R'.*

*Where many candidates meet the essential criteria, the desirable criteria will be used to shortlist for interview.*



**Abbey Grange C of E Academy**

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**Abbey Multi Academy Trust**

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