



Teaching Assistant

Application Pack

Phoenix Academy,
Walsall, West Midlands

Contents

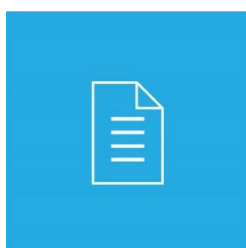
Phoenix Academy,
Walsall, West Midlands



01

About Academy
Transformation Trust

Page 3



02

Phoenix Academy
Information

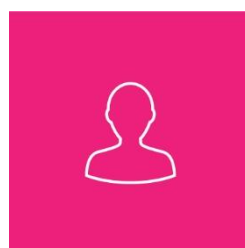
Page 4



03

Job Description

Page 5 - 6



04

Person
Specification

Page 7 - 8



05

How to apply

Page 9

Improving Education **Together.**



01. About Academy Transformation Trust

We're on a mission

Our mission is to provide the very best education for all pupils and the highest level of support for our staff to ensure every pupil leaves our academies with everything they need to reach their full potential.

Ambition

We are determined to improve education nationwide by encouraging collaboration and giving academies everything they need to realise their full potential.

These are the things we hold dear

Transparency

As a charity founded on strong ethical practices, Academy Transformation Trust takes pride in being open, honest and crystal clear in everything we do.

Innovation

We are constantly striving to do all we can to make education the best it possibly can be. We are brave in our actions and do everything we can to have a positive impact on whole child development.

Collaboration

We believe the future of education relies upon effective collaboration between academies, and better collaboration between academies and their local communities.

We believe every child matters and deserves a first class education.

Our team knows first-hand how to make education better for schools, pupils and their teachers.

For us, the future of UK education relies upon schools working closely together to share best practices, giving every child the best chance in life. We set up ATT to make this vision a reality.

As a not for profit trust, we work with our growing family of primary and secondary academies, and further education providers in the Midlands,

02. Phoenix Academy Information

Phoenix Academy supports primary age pupils who have a range of social, emotional and behavioural difficulties. We have a clear ethos which promotes the Every Child Matters agenda and strong sense of Community.

We want our children to develop an enquiring mind, become independent, life-long learners and achieve individual goals to reach their unique potential. We believe it's important that they are self-motivated and able to listen to the views of others.

At Phoenix Academy, we help children be respectful, well-mannered and tolerant citizens of the local and wider community.

Pupils at Phoenix Academy are encouraged to have tolerance of difference - either religious or other - through a broad and balanced curriculum and through assemblies. They are taught to have respect for the law and British institutions and about personal and social responsibility and freedom within the rule of Law.

Phoenix Academy aims to prepare its pupils to become tolerant and law abiding citizens with respect for themselves, others and the British community as a whole.

As an academy, we want to ensure that the new curriculum is exciting, enjoyable and challenging. Therefore, we have introduced a Thematic Curriculum with a new topic being introduced each half term. Using a thematic approach will support this vision while still being skill based and knowledge supported.





03. Job Description

Teaching Assistant – Primary Academy

The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document. It may be modified by the Principal, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

Key Responsibilities:

- > Ensure that you comply at all times with academy policies, procedures and standards including; health and safety, hygiene, inclusion, and confidentiality
- > Actively promote and support the safeguarding of children and young people in the workplace, ensuring that all staff and volunteers observe relevant policies to keep children safe from harm
- > Liaise with the wider team and SLT members to ensure that particular needs of children are met
- > Contribute to the planning of safe, and creative and appropriate opportunities according to children's needs and interests to fully meet their requirements
- > Develop and maintain good relationships and communication with parents/carers to support meeting the needs of each child
- > Actively participate in staff training and development opportunities
- > Work creatively with children with relevant frameworks, in order to provide an enabling learning environment for all children including SEN pupils
- > Ensure all children have equal access to opportunities for learning and development including SEN pupils
- > Liaise with other members of academy staff to share information leading to better outcomes for pupils
- > Liaise with advisory and support staff to support particular children
- > Provide objective and accurate feedback and reports as required on child achievement and progress
- > Promote positive values, attitudes and good behaviour by dealing promptly with conflict and incidents in line with established policies including encouraging children to take responsibility for their own behaviour
- > Maintain good order and discipline among the pupils, including SEN pupils, safeguarding their health and safety and encouraging them to take responsibility for their own behaviour
- > Provide support and assistance inside and outside the classroom, which may include working outside
- > Act in accordance with current legislation, policy and procedures, including both ATT and local policies

03. Job Description

- > Contribute to the overall ethos/work/aims of the academy
- > Adhere to Teaching Assistant Standards
- > Administer/invigilate routine tests and examinations as required
- > Support individuals and groups to ensure progress, as directed by the Classroom Teacher
- > Work under the instruction of a Classroom Teacher
- > Ensure that daily behaviour reporting is completed in an accurate and timely manner
- > Liaise and feedback to parents as appropriate
- > Prepare resources, including working walls
- > Teach individuals or small groups
- > Deliver interventions, as directed and required
- > Be responsible for own CPD, and deliver of CPD to others as needed
- > Develop a specialism within the academy
- > Cover classes on a short term basis
- > Provide accurate and timely feedback to the Classroom Teacher and to pupils
- > Supervise pupils on visits
- > Support teachers with lesson planning, and evaluation as appropriate
- > Maintain up to date proficiency in the use of IT, including school specific software and more widely used products such as Microsoft Office
- > Adhoc duties as required



04. Person Specification

Teaching Assistant – Primary Academy

Key responsibilities

At the academy, we strive to achieve excellence and to be judged an outstanding academy. In order to maintain the high standards and build on success of the academy, you will need to:

- > have high expectations and aspiration so that all pupils are able to achieve their potential and the academy secures high attainment for all
- > continuously strive to improve the quality of teaching and learning so that all pupils consistently make progress which is better than pupils nationally
- > be respectful towards all pupils, with an unshakable belief in their entitlement to a high quality education, whatever their circumstances and ability
- > engage with new and emerging technologies to enrich and extend the learning experiences of all pupils
- > maintain and enhance best practice as an academy which works with and for its community

	Essential	Desirable
Professional qualifications and learning	<ul style="list-style-type: none">• level 3 teaching and learning NVQ or equivalent• 5 GCSEs (minimum C); including English and Maths	<ul style="list-style-type: none">• higher qualification in teaching and learning
Experience of	<ul style="list-style-type: none">• working with the complex needs of children including SEN pupils• recent work in a UK primary academy/school• proven ability to deal with a wide range of pupil behaviours, and of encouraging all pupils (including SEN pupils) to take responsibility for their own behaviour	<ul style="list-style-type: none">• linking with statutory agencies• supporting outstanding teaching and learning• responding to change effectively• recent work in a UK Primary EBD school/academy
Safeguarding	<ul style="list-style-type: none">• displays commitment to the protection and safeguarding of children and young people• will co-operate and work with relevant agencies to protect children	<ul style="list-style-type: none">• holds training and qualification for 'designated child protection'• has up to date knowledge and understanding of relevant legislation and guidance in relation to working with, and the protection of, children and young people

04. Person Specification

	Essential	Desirable
Developing self and working with others	<ul style="list-style-type: none"> • can contribute to a culture of high expectations for self and for others • can review own practice, set personal targets and take responsibility for personal development • can manage own workload to allow appropriate work/life balance • can maintain confidentiality 	<ul style="list-style-type: none"> • can demonstrate a proven track record of developing self within an educational context • can show resilience in the face of challenge • has excellent interpersonal skills, with the ability to listen and communicate effectively in all contexts and to command respect • can articulate and understand current educational issues
Strengthening community	<ul style="list-style-type: none"> • is able to contribute to an academy ethos which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for the outcomes • able to build trust and mutual respect between pupils, families and staff • committed to community provision 	<ul style="list-style-type: none"> • has a proven track record in building and maintaining effective relationships with all members of the academy community to enrich learning • can communicate persuasively and sensitively the ethos of the academy and our values to the local community
Personal Qualities	<ul style="list-style-type: none"> • highly approachable, very grounded and makes sensible judgements • excellent critical thinking skills; has intellectual curiosity and rigour • strong interpersonal and communication skills • demonstrate resilience in an EBD environment 	<ul style="list-style-type: none"> • can motivate and enthuse staff in the development of the key stage



05. How to apply

Phoenix Academy,
Walsall, West Midlands

Salary:

£16,199 - £19,272

Closing date:

12 December 2017 at 12:00

Interviews:

TBC

Start Date:

ASAP

Visits to the school:

For further information about the role and the academy, or if applicants wish to visit prior to completing their application, please contact the academy on 01922 712 834.

Applying

Please apply by visiting
www.academytransformationtrust.co.uk/vacancies

Forward as one. Improving Education Together.

Address:

Academy Transformation Trust
Room 501
1 Victoria Square
Birmingham
B1 1BD

Visit:

academytransformationtrust.co.uk

Call:

0121 632 2340 / 2341

Email:

office@academytransformation.co.uk



@AcademyTrust