

Abbeyfield School

Ambitious to Achieve

Teaching Assistant

Our Values

Respect

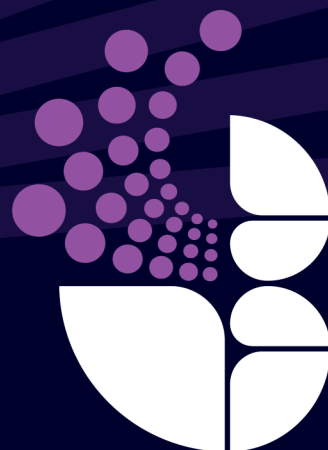
Resilience

Honesty

Responsibility

Creativity

Independence



**ABBNEYFIELD
SCHOOL**
*Creative
Education
Trust*



Dear Colleague

Thank you for your interest in this post.

I joined Abbeyfield School as Principal in September 2018 and feel very privileged to be part of a community of committed staff and rewarding young people. Through teamwork and a shared desire to support and challenge every student in order for them to achieve their personal best we are building on the 2016 Ofsted 'good' judgement and the very pleasing recent outcomes. We have high expectations and aspirations of ourselves and of our students. Our Quality First Teaching Charter ensures a focus on high quality teaching and learning. Alongside academic

achievement we place a very high value on students' social and personal development, equipping them with the life and employability skills needed for successful adulthood.

This is an exciting opportunity to work with the SEN Team to make a significant difference to the next stage of our journey. In July 2019 we were delighted to be awarded 'Secondary School of the Year' in the Northamptonshire Education Awards.

All teachers have their own classrooms with interactive whiteboards and are always discussing ways to improve the provision and delivery learning at Abbeyfield. The facilities for Performing Arts set us aside from other school. There is a real commitment to professional development within the school and the Trust making this is an ideal post for a colleague with future career aspirations.

We, like all schools in the Trust pursue a rigorous and continuous programme of educational improvement, alongside an aim to provide pupils with a rich programme of co-curricular activities. Abbeyfield offers a varied diet of curriculum and enrichment opportunities and students benefit from Trust organised events such as the key concept launch days, debate and essay writing competitions and our annual days of Shakespeare performance as well as subject organised events such as the Maths Challenge Days. We are often the host school for these events to allow students to work in a professional theatre space. We are always keen to expand further on the opportunities we provide for our students to develop their creativity, resilience and independence.

High expectations for behaviour for learning is supported by a fantastic team of Year Heads and a behaviour team of 7 non-teaching staff. There is a strong emphasis on restorative justice and praise alongside a rigorous sanction ladder.

I am passionate about students and staff having the opportunity to influence the future of the school. 'Ambitious to Achieve' was proposed by a Year 12 student and our new school values are the outcome of a students and staff vote.

We believe Abbeyfield is a very special place to work and we are excited about the future. If you are passionate about what we are trying to achieve then I look forward to receiving your application.

Kind Regards,
Siona Robson, Principal

You can find out more at:
www.creativeeducationtrust.org.uk

ABOUT CREATIVE EDUCATION TRUST

Creative Education Trust inspires and enables young people to build successful lives on foundations of learning, resilience and employability. We believe that a rewarding educational experience and the highest possible qualifications are the best way to ensure social mobility for young people.

Creative Education Trust is a growing multi-academy trust educating over 13,000 children in England. It was established in 2010 and has successfully transformed schools in England's post-industrial cities and coastal towns: areas of economic disadvantage and with a history of academic underachievement.

Creative Education Trust defines creativity as the ability to find connections between the things we know and turn these connections into new ideas and action. The academic arts and the sciences, practical subjects and life skills all need this creativity, and creativity is valued highly by employers. Our unique Knowledge Connected approach teaches pupils to analyse and understand their curriculum of study through the application of six key concepts.

You can watch a short video on what it means to be part of Creative Education Trust, illustrating our 'Knowledge Connected' approach to learning.

www.youtube.com/user/creedacad.

Our aims for our students are to:

- ★ Raise their attainment in exams and tests through outstanding teaching
- ★ Make them intellectually curious with a sense of confidence
- ★ Increase their participation in HE, FE and apprenticeships
- ★ Ensure they have employable skills and attitudes
- ★ Create rounded individuals through a wide choice of co-curricular activities



You can find out more at:

www.creativeeducationtrust.org.uk



We are achieving our aims through:

- ★ Educational rigour
- ★ Organisational effectiveness
- ★ Financial efficiency
- ★ Partnership & recognition of local identity
- ★ Respect for autonomous leadership
- ★ Quality not quantity
- ★ Promoting practical creativity

ABOUT ABBNEYFIELD SCHOOL



We are a popular mixed secondary school, catering for children between the ages of 11 and 18 years located in Northampton.

Since September 2012 we have been part of the Creative Education Trust. This has enabled the school to rigorously pursue rapid improvement for the children we teach.

The school boasts outstanding facilities in a modern well-kept stimulating environment.

Our facilities include:

- Sports fields, netball courts, basketball courts, a gym and full size sports hall
- Use of Goals, a purpose built 5-a-side football venue
- Fitness Suite with sound system
- Dance studios with sound system and mirrored walls
- Super Learning Centre providing the opportunity for collaborative teaching and learning
- Science Lecture Theatre for demonstrations or large group activities
- Professional 280 seat Theatre complete with tiered seating
- Interactive whiteboards across the school
- Modern, glass fronted , open-plan learning resource centre
- Excellent value accommodation available for staff with a number of ensuite rooms (first 2 months rent free)



Northamptonshire School of the Year.

'It goes to a school that is at the start of a new era, one who has just set out a new vision and values which were voted on by the students.' 'The tour from students was honest and their passion and belief in what you are trying to achieve was undoubtedly sincere' (Judges comments).

To see full details of the school performance data please visit:

<https://www.compare-school-performance.service.gov.uk/school/138858/abbneyfield-school>

SUPPORT FOR OUR STAFF

We are committed to providing our staff with the highest quality support and challenge to ensure that we excel and give our students the opportunities and provision they deserve. Senior leaders are encouraged where possible to sit on the academy council of another CET school which is a very valuable experience.

Each of the Creative Education Trust's schools benefits from a comprehensive programme of support and challenge, including working with former HMIs.

Creative Education Trust places a strong emphasis on CPD for teachers and for senior and middle leaders. They run a regular programme of training events to improve teaching performance and also provide focused management development and one-to-one coaching opportunities. There is an active cross-trust group on the Teaching Leaders programme and use Future Leaders and Teach First extensively.

The school is supported by an experienced Head Office team, who are available to advise on financial planning, audit, HR, legal and property matters either directly or by referral to our professional advisors.

There are also a number of cross-group, phase leader and year-specific forums to facilitate collaboration across the schools.



You can find out more at:
www.creativeeducationtrust.org.uk

Teaching Assistant JOB DESCRIPTION

LOCATION

Abbeyfield School, Northampton

SALARY

NJC Grade D Point 3 – 4 (£18,562 – 18,933) per annum, pro rata
Part time, Permanent
Term time only plus training days (39 weeks per year)
30 hours per week

THE ROLE

To support those students who have special needs both within the classroom and through small group and individual withdrawal to follow specific learning programmes.

REPORTING LINES

The post will report to the SENCO.

TEACHING AND LEARNING

- To provide educational support for students with Statements of Special Educational Needs.
 - To provide educational support for students who do not have a Statement but are placed on the Special Needs Register or Intervention Register and follow an Individual Education Programme.
 - To keep working records for each student you support. Track progress and monitor impact.
 - To be the keyworker for named Statemented students and link person for home/school liaison.
 - To be involved in the programme planning and subsequent review meetings for all students you support or are likely to support.
 - To assist in the completion of Termly IEP Reviews for students on the SEN register.
 - To assist in the preparation of reports and completion of reviews.
 - Assist in providing access arrangements in formal exams for students on the SEN Register.
 - Liaise with the SENCO, Assistant SENCO and Teaching Staff as Required.
 - Assist in the differentiating of in-class material as appropriate.
 - Attend regular meetings.
 - Undertake any relevant training and courses.
 - Undertake a minimum of 2 break time supervision duties per week.
 - To undertake any other duties as reasonably requested.
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STUDENT WELFARE

- Support a high-quality pastoral structure so that all students fulfil their potential.
 - To be aware of and comply with policies and procedures relating to child protection, equal opportunities, health, safety, security, confidentiality and data protection, reporting any concerns to the appropriate person in order to maintain a safe and secure learning environment for pupils.
 - Maintain an environment which feels safe and enables students to report any concerns or complaints.
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SCHOOL ETHOS AND COMMUNITY

- Proactively promote the school values and mission statement fostering an atmosphere of respect, recognition, celebration and mutual support in the school.
 - Support the personal development of all students and contribute to maintaining a caring climate in which self-confidence, self-respect and social responsibility are encouraged.
 - Contribute to the wider life of the school
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This job description reflects the major tasks to be carried out by the post holder and identifies the level of responsibility at which they will be required to work. In the interests of effective working, the major tasks will be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> Appropriate levels of English and Maths attainment 	<ul style="list-style-type: none"> Further relevant qualifications e.g. NVQ, TA Status or equivalent qualification in childcare.
EXPERIENCE	<ul style="list-style-type: none"> Experience of working with children 	<ul style="list-style-type: none"> Experience of working with children in an educational environment to support learning and development Experience of delivering literacy and numeracy programmes to small groups or individuals.
KNOWLEDGE AND UNDERSTANDING	<ul style="list-style-type: none"> Good interpersonal skills and the ability to communicate clearly Ability to manage difficult or emotive situations To be able to work confidently and sensitively with pupils across the secondary age range Ability to relate well to children and adults and establish good working relationships Excellent interpersonal skills Ability to utilise strategies to support pupils in achieving learning goals Ability to undertake pupil record keeping as requested, record achievements and progress and provide appropriate feedback for the teacher. 	<ul style="list-style-type: none"> Awareness of procedures relating to child protection, health, safety and security, confidentiality and GDPR.
SKILLS AND PERSONAL ATTRIBUTES	<ul style="list-style-type: none"> Demonstrate caring, patience, energy, motivation, commitment and empathy Organised, efficient, calm and enthusiastic. Motivate, inspire and have high expectations of students. Creative approach to problem solving. Work calmly under pressure. Committed to personal and professional development. A commitment to safeguarding and promoting the welfare of children and young people A commitment to the Academy Trust's vision, values, aims and objectives. 	
EQUAL OPPORTUNITIES	<ul style="list-style-type: none"> A demonstrable commitment to supporting and promoting safeguarding, student welfare, equality and diversity 	
SAFEGUARDING	<ul style="list-style-type: none"> A commitment to follow all requirements, training and adhere to all policies ensuring and promoting the safeguarding and welfare of student's 	
OTHER REQUIREMENTS	<ul style="list-style-type: none"> High expectations for every pupil and a proven track record of making a difference to the learning and experiences of pupils inside and/or outside the classroom. 	

Creative Education Trust is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake relevant safeguarding checks in line with Government safer recruitment guidelines.

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