

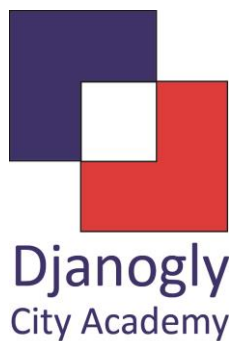
Job Application Pack

Teaching Assistant

Salary: £17,459 - £19,076 Pro Rata (£20,658 - £22,571 FTE).

Permanent Teaching Contract, Full time, Term Time Only

Closing Date: 9.00am, Monday 6 January 2020



Letter from the Principal

Dear Colleague,

Thank you for your interest in working at Djanogly City Academy.

I am immensely proud to be the Principal here and I want everyone who comes to Djanogly to be an equally proud partner in one of the most successful schools in the country. Our work is about making a real difference to children's lives so that they can in turn make a demonstrable difference to their communities, our city and our world.

We serve a diverse community in inner-city Nottingham, with high levels of disadvantage and deprivation to deal with, but it's our duty to give the young people of Nottingham City the best possible life chances and opportunities to be successful. Our students are fantastic young people and the job satisfaction that we all have from working with them and being part of our Djanogly community is enormous.

We refer to children at Djanogly as scholars and that is because at the heart of what we do, every child matters to us and we believe that every child will succeed with us and will 'graduate'. Our motto is, 'Achievement: No excuses'. Our expectations for academic standards and for behaviour are therefore unapologetically high.

Whilst our success is necessarily measured through our scholars' examination results, it is also, and very importantly to us, measured through their character development, their greater commitment and the resilience they demonstrate in all that they do. It is then our responsibility to demonstrate and model these values in all that we do in our work with them. Djanogly City Academy is on a very fast-paced journey to becoming a beacon of excellence, and as we move towards this, we must consider the work of all, staff and scholars, to be unfinished until it is the very best that we can make it.

If it helps your decision-making processes, you are most welcome to come and look round our school to get a real feel for our ethos and to meet some of our team. If after visiting us, or indeed now, you feel that our mantra resonates with you and you too want to have a big impact on the lives of our children and their families, I would very much like to hear from you. We aim to be the very best and need more excellent professionals to join us to make that a reality.

I look forward to reading your application.

With thanks and best wishes,

Andy Smith
Principal



Application Details

Thank you for your interest in the position of Teaching Assistant vacancy at Djanogly City Academy. Further details of this post, the school and the Trust are included in this pack and details of how to apply can be found below.

How to Apply

Should you wish to apply for the post, please complete and return an application form along with a covering letter addressed to Mr. Smith, which clearly demonstrates your suitability for this role. Applications can be submitted via email to DCAJobs@djanogly.notts.sch.uk with **Teaching Assistant Application** in the subject line or by post, for the attention of Mr. Smith, to the following address:

HR Department/ Recruitment
Djanogly City Academy
Gregory Boulevard
Nottingham
NG7 6ND

Application forms

These can be downloaded from the school website www.djanogly.notts.sch.uk. Wherever possible, please provide email addresses for your referees.

Closing Date

Please ensure your application arrives by 9 a.m. on the closing date of Monday 06 January 2020.

Interview:

Interviews for the role will be held after the closing date of Monday 06 January 2020.

Safeguarding

Djanogly City Academy is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment.



Job Description

Job Title: Level 2 Teaching Assistant

Faculty: Special Educational Needs/Learning Support

Job Purpose:

To support students within the Academy as part of a team under the direction of the line manager in order to

- Improve the quality of learning and engage students in the social and academic routines of the Academy
- Enable students to become more independent learners
- Help raise the standards of achievement for all students

Duties and Responsibilities:

- Support the overall ethos of the Academy
- Be aware of and comply with all Academy policies and routines including those relating to child protection, health, safety and security, confidentiality and data protection, copyright etc reporting all concerns to line manager
- Be responsible for keeping up to date with any changes to these policies and routines
- Be aware of and comply with all policies and routines
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall aims of the Academy
- Develop own professional skills

SUPPORT FOR THE STUDENT

- Support and direct activities with either individuals or groups of students to enhance their learning, academic, physical, social and emotional
- Help with care, personal hygiene and medical needs of students contributing to their health and well-being.
- Support in the transition of students between key stages
- Establish and maintain good working relationships with individual students and groups
- Encourage acceptance and inclusion of all students
- Support groups of or individual students as directed during formal public or internal Academy examinations
- Assist students on educational visits, residential trips, transition, off site placements and recreational activities as appropriate
- By following advice and guidance around individual needs, develop an understanding of the specific needs of the students within the Academy community
- Liaise effectively with teachers/parents/carers as appropriate
- Be responsible for individual students as their keyworker, monitoring and updating ISPs, liaising with staff and implementing appropriate strategies,. as appropriate
- Help with the writing and collation of ISPs/Review/Annual Review meetings



SUPPORT THE TEACHER

- Liaise with classroom teachers
- Create appropriate resources reflecting the various needs of students in lessons
- Support student/s across the class as agreed by the teacher
- Support with the collation of data for targeted students
- Implement learning programmes as directed by the class teacher – with individuals
- Monitor individual student's needs and provide regular feedback to the teacher, line manager and parents
- Support the management of student behaviour under the direction of the teacher

SUPPORT FOR THE ACADEMY

- Take responsibility for display and up keep of designated areas in the school
- Maintain effective working relationships with colleagues and parents
- Maintain and safeguard the confidential nature of student/teacher/home issues
- Contribute to the maintenance of student safety and security, including break and lunchtime duties
- Attend meetings as appropriate

Generic Requirements:

1. It is a requirement of all posts within the Academy that Health and Safety requirements are upheld in the performance of duties.
2. All employees of the Academy are required to uphold the Equality and Diversity Policy and the Academy's Code of Conduct.
3. All staff will ensure the safeguarding of young people by the implementation of Child Protection and other safeguarding policies.

Person Specification:

Assessment & Selection Methodology	Essential	Desirable
General education of at least 5 GCSEs A-C or equivalent	E	
Teaching assistant qualification at level 3		D
Experience at working with young people in a previous role		D
Take responsibility for own professional development and be willing to partake in further in-service or external staff development and training.	E	
Previous knowledge of Sims		D
Experience of working within an educational setting		D
Skills, abilities and competency:		
Excellent interpersonal and communication skills	E	
Well-developed mentoring and coaching skills.		D
Ability to develop positive relationships with students	E	
Working knowledge of DfE, Local Authority and other regulatory bodies' legislation and policy relating to education		D
Understanding and awareness of Safeguarding and your duties within the role	E	
Excellent organisational and administrative skills	E	
Personal attributes and Attitude:		
Confidence and independence	E	
Ability to work unsupervised and independently understanding Academy roles and responsibilities and your own position within these	E	
Good time management skills	E	
A willingness to contribute to extra-curricular programme	E	
Sensitivity to the needs of a diverse academy population	E	
Willingness to maintain professional development	E	
Motivate colleagues in promoting your area of responsibility	E	



Overview of the Trust

The Djanogly Learning Trust is a dynamic and growing Trust based in the East Midlands. Our Trust is committed to providing high quality education to all our students, regardless of their backgrounds. Our track record demonstrates our ability to deliver our core goal: achievement for every child. Our portfolio of schools covers both secondary and primary, working in a range of contexts.

Our values are central to the positive ethos that we develop throughout our schools. This approach is focused on securing success for all our learners and providing them with the very best life opportunities.

We believe nothing is more important than making a difference to children

Overview of the School

Ethos

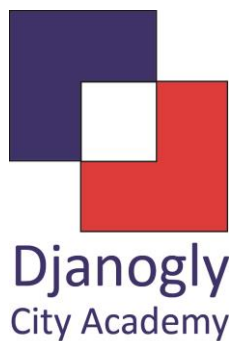
The Djanogly City Academy welcomes all young people in to a safe, caring and enriching community. Our ethos is firmly grounded in core principles of honesty, integrity, kindness and community, where every student, or 'scholar', is valued as an individual. We strive to ensure that self-confidence and ambition are nurtured through praise and celebration of achievement.

Expectations are unapologetically high. Our highly committed team of staff are resolute that all scholars will be equipped with the academic success and leadership skills to become effective and impactful global citizens, intent on bringing about change. Our core values are embedded throughout school life and we seek to develop a culture in which every member of the school community is valued, creating personal pride and respect for all.

We want every child and adult who comes to Djanogly City Academy to be a proud partner in one of the most successful schools in the country, and, most importantly, we want every child to leave with the knowledge and skills that will see them make a demonstrable difference to society, determined to make things happen for the better of our communities, our city and our world. Our mantra is, if it's not excellent and the best we can make it, then it's not finished. We expect every scholar to be the best they possibly can be without excuses.

Achievement

Achievement is at the heart of the academy's ethos and we believe that all scholars should have the opportunity to access higher education no matter what their needs or background. At Djanogly City Academy we pride ourselves on the quality of education our scholars receive. Teachers use a coherent curriculum to design well-planned and relevant lessons; ensuring scholars work in an environment focused on learning and that they develop a wide range of knowledge and skills. Lessons are challenging and engaging and the systematic use of assessment allows teachers to identify misconceptions at the earliest possible opportunity. It is our intention that the commitment



to learning we model throughout the entire academy ensures our scholars develop equally high expectations for themselves and that their attitude to education is always positive and aspirational. Should a child require additional support a range of services are available to ensure every student's success, whatever their individual educational needs.

Our track record at our academies within the Torch Academy Gateway Trust demonstrates our ability to deliver high levels of achievement in a variety of contexts.

Curriculum

Our curriculum is deliberately designed to equip scholars with the knowledge and skills to be successful in their examinations and to prepare them for future study. Lessons are designed to be fun and engaging, but with learning and achievement as the core focus.

At Key Stage 3, our three year programme sees scholars follow a curriculum centred on the key core subjects of English, mathematics, science and humanities. Within the key stage we deliver an electives programme where scholars opt into a wide range of other subjects or areas of study. Scholars are taught in ability groups to ensure that every child is educated at a level that matches their ability.

At Key Stage 4, our two year programme sees scholars study a core curriculum of English, mathematics, science, humanities and physical education. We deliver personal, social and health education as well as exploring aspects of religion and culture within our Values sessions that scholars start and end each day with. The Key Stage 4 curriculum is completed with a number of option subjects including art and design, design technology, computer science, psychology, sociology, Spanish, drama and sports studies.

About the Academy

The Nottingham City Technology College opened in 1989 and became the Djanogly City Academy in 2003. Primarily serving the residents of Hyson Green, the Academy is located on two sites. The Gregory Boulevard site is housed in a stunning, state-of-the-art building, designed by Norman Foster. The Sherwood Road site occupies a modern purpose built building with excellent facilities.

For more information about the academy visit:

www.djanogly.notts.sch.uk

Safeguarding and Child Protection

The Trust and all its schools are committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. All new staff within the Trust will be subject to an enhanced DBS check.

Each school in the Trust has a designated senior member of the leadership team who is responsible for referring and monitoring any suspected case of abuse. All members of staff will receive training in line with our child protection policy.