

Teaching Assistant

The Milton Keynes Academy
June 2023



**THE MILTON
KEYNES
ACADEMY**
*Creative
Education
Trust*

Dear Colleague



Thank you for your interest in the role of Teaching Assistant at The Milton Keynes Academy.

The Milton Keynes Academy is a larger than average secondary school for students aged 11-18. We are based in central Milton Keynes, an area that continues to grow and thrive at a rapid rate. The Milton Keynes Academy joined Creative Education Trust in September 2018. Our network consists of eleven secondary and six primary academies. We also benefit from the support of a central team.

Our mission is to ensure that our students achieve the very highest standard they can irrespective of their starting points. We are ambitious on behalf of our students; we strive to ensure that everyone's potential is maximised. This can be summed up by our vision statement *Opportunities for Everyone*. The golden thread that runs through everything that we do at the academy is our desire and commitment to our students and the local community.

In January 2023, Ofsted recognised our potential to continue our journey towards a 'good' school, this is what makes it an exciting place to work. The report noted many strengths including our determination to improve the life chances of the young people in our school, especially the disadvantaged pupils. However, we are not complacent and therefore work robustly with our stakeholders to further enhance our offer.

As well as providing a broad and balanced curriculum, we are committed to imbuing our students with cultural capital so that they can flourish in the wider world. We enjoy some of the best business links in the country and use these well-established partnerships to help us to develop the employability of our students. Working closely with companies such as Deloitte, Metro Bank, John Lewis and Niftylift and organisations such as the NHS, the University of Buckingham and MK College allows our students to develop the confidence and knowledge to seize opportunities. Being part of the CET family of schools, gives our students the gateway to take part in cross-Trust competitions from annual sports tournaments to Shakespeare festivals, from choirs to public speaking.

Schools within the Creative Education Trust pursue a rigorous and continuous programme of educational improvement. You can watch a short video on what it means to be part of Creative Education Trust, illustrating our 'Knowledge Connected' approach to learning on our YouTube channel: www.youtube.com/user/creedacad.

We are looking for a committed, dynamic individual who believes in our mission and seeks to further enhance the provision of our young people. In turn, you will become part of a diverse staff team and will enjoy opportunities to support your development.

Our HR Team would be delighted to discuss this role with you and are available on careers@miltonkeynesacademy.org.uk or 01908 341700. You can also find out more at www.miltonkeynesacademy.org.uk

I look forward to receiving your application.

Yours sincerely,

Gordon Farquhar
Principal

You can find out more at:

www.creativeeducationtrust.org.uk

“We are looking for a committed, dynamic individual who believes in our mission”

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 to work in England's post-industrial cities and coastal towns: areas of economic disadvantage and with a history of academic underachievement. We transform these schools by integrating a knowledge-rich curriculum with skills and creativity.

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 staff and expert advisers use imaginative methods for linking knowledge across subject boundaries, fostering personal development and resilience and developing practical skills that prepare students for their transition to adult life and employment.



Our Mission

To give every child in our schools the best possible start in life through excellent education and wide-ranging co-curricular opportunities

Our Vision

To send out into the world educated, creative, confident and responsible young people, who can succeed in their ambitions and make their communities better places

Our Values

Ambition

We are ambitious in everything because only the best will do

Excellence

We do not stop at 'good enough'

Creativity

We connect our knowledge in innovative ways

Resilience

When the going gets hard, we up our game and reach our goal

Inclusion

Every child and every colleague matters – we will work for and with them all

Respect

We value the ideas of others and make sure all voices are heard

You can find out more at:

www.creativeeducationtrust.org.uk

ABOUT THE MILTON KEYNES ACADEMY



We are a mixed secondary school, catering for children between the ages of 11 and 18 years and our statement building is light and airy with grand open spaces and ample light from the exterior with imposing views over the city of Milton Keynes. The specialist areas are exemplary, well maintained and conducive to a wide range of teaching styles and methods.

Being part of the Creative Education Trust has enabled the school to rigorously pursue rapid improvement for the children we teach.

The school boasts many facilities and we strive to provide an inclusive and expansive education for all of the children in our care.

Our on-site facilities include:

The Main Hall

This is spacious with accommodation for up to 300 people, with projection and sound services and a remote control panel. A demountable wall allows the adjoining dance studio to become a professionally lit stage area for performances and presentations

The full sized internal sports hall

This provides state of the art facilities for a full range of internal team sports and also for the fitness training and gymnastics. It is used by the academy during the day and by the wider community during the evenings and weekends

Pitches and astro-turf

Our grass pitches and courts provide for all external team sports and we have excellent athletics areas matched to a broad and balanced sports curriculum. The enclosed five-a-side pitches and basketball courts are popular during games lessons and during the break and lunch social times

Gym

The gym features a wide range of modern sporting equipment, including state of the art exercise bikes and weights for use during and outside school hours, ensuring all Academy students and staff can enjoy an array of sporting facilities

The Hub

A large multi-purpose business engagement centre



Knowledge Connected

Curricular innovation through our 'Knowledge Connected' programmes promotes creative, integrated and pro-active thinking so that our students are equipped for the challenges of the 21st century



Science labs

The science laboratories in the main academy building are equipped for a full range of science teaching in Physics, Chemistry and Biology, with excellent support from a team of professional science technicians. The recently constructed extension has provided further specialist science facilities to allow of the growth of the subject

Restaurant

Our newly built restaurant with panoramic views over the play areas and sports fields provides a light and airy environment for all students to enjoy the healthy and nutritious meals and snacks prepared on site by our team of catering professionals

Music, Drama and Dance

This area is very well resourced with a range of spaces including Black box drama studios – a fully equipped film and sound recording studio, practice rooms, specialist music technology spaces, and a theatre lighting bar training area

Art and Technology

The creative arts and technology faculty has studios for all aspects of art, fashion, textiles, food and workshop activities. There is a laser cutter and a fully equipped facility for ceramics and print making. The materials preparation area allows students to design and make in a wide range of materials and media. There is also an integral exhibition area

Modern and open-plan Library

A quiet area for independent work and reading for pleasure. It is well resourced with a wide range of materials to meet the curriculum needs and leisure interests of the whole school community (including a collection of staff CPD resources)

We aim to engender a passion for wider reading and enquiry, which will broaden our young people's knowledge and develop a love of reading. We welcome readers beginning English, through to those aspiring to University or going into employment.

The Library is open throughout the school day. A Study Club runs after school for learners to obtain support with their work.

Additionally we have:

- Interactive whiteboards in every classroom
- Extensive ICT systems



The school prides itself on celebrating diversity and inclusivity.

Ofsted, January 2023

SUPPORT FOR OUR STAFF

Every member of staff benefits from:

- High professional Development
- Regular training to develop your skills and knowledge
- A tailored induction programme to meet your needs

On site

- Restaurant
- Tea/Coffee
- Gym
- Parking

Employee Benefits

- Perk Box platform that brings employee benefits, discounts, and wellbeing and staff recognition
- Employee Assistance Scheme provided by Health Assured - unlimited access to advice, information and face to face counselling support on a range of issues including emotional, personal, legal and financial or relationship issues for yourself and those living within your household
- Bike2Work Scheme- where you can save up to 42% on the cost of bicycles and/or equipment
- Home Use Programme- you to get a licensed copy of Microsoft Office 360 to install and use on your home computer and up to six devices for free

Our Principals and Headteachers have a good deal of autonomy as school leaders within a framework developed collaboratively with our Director of Education and our Director of Standards and Primary Education.

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. We run a regular programme of training events to improve teaching performance and also provide focused management development and one-to-one coaching opportunities. We have an active cross-trust group on the Teaching Leaders programme and use Future Leaders and Teach First extensively.

We believe it is very important that each of our academies plans in such a way that financial and human resources are deployed to support their educational strategies fully. This is supported by our 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.

Each of our Headteacher is a member of the Headteachers' Forum that meets regularly to help Creative Education Trust develop its ethos and strategy, and to share their professional expertise. As the network of Creative Education Trust schools grows, this forum has increasing value as a means of professional development and problem solving.

There are also a number of cross-group, phase leader and year-specific forums.

You can find out more at:

www.creativeeducationtrust.org.uk



Teaching Assistant

JOB DESCRIPTION AND PERSON SPECIFICATION

LOCATION

Milton Keynes Academy

CONTRACT TYPE

Full-time, permanent

SALARY

£20,441 - £23,194 per annum (dependent upon experience)

£17,740 – £20,129 per annum (actual, pro-rata)

HOURS AND WEEKS

37.5 Hours per week (Monday 8.00am - 4.00pm, Tuesday, Wednesday, Thursday 8.00am - 4.15pm and Friday 8.00am - 3.15pm)

39 weeks per year (Term-time + 1 week)

THE ROLE

To provide holistic support for pupils with identified SEND needs from home to classroom, working within the SEND Code of Practice to promote full inclusion within our school.

REPORTING LINES

Accountable to the Director of SEND

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

- Recognise, praise and celebrate the commitment and achievements of colleagues, pupils and other stakeholders
- Be a positive role model of the values and behaviours that underpin the school vision
- The Academy aims to maintain harmonious relations between all site users; you must ensure that care is taken when dealing with children and involvement with others is professional
- Be part of the team and willingly assist staff with simple tasks as requested

LEARNING & TEACHING

- Provide educational support for pupils needs to include: Cognition and Learning, Communication and Interaction, social emotional and mental health and physical and sensory
- Provide educational support for students with an Education Health Care Plan (EHCP)
- Provide educational support for students who do not have a Statement but are placed on the Special Needs Register or Intervention Register and follow

Your candidate Education Programme

www.creativeeducationtrust.org.uk

- Deliver programmes of educational support and intervention to small groups or individuals
- Act as a liaison between the school and the families of pupils with SEND
- Be involved in the programme planning and subsequent review meetings for all pupils
- Assist in the preparation of reports and completion of reviews
- Assist in providing access arrangements in formal exams for pupils on the SEN Register
- Liaison with all stakeholders as required
- Assist in the differentiating of in-class teaching material as appropriate
- Develop a broad understanding of the schemes of work, and modes of assessment to support teachers in differentiating appropriately for pupils with SEN
- Assist in preparing the learning environment
- Promote positive pupil behaviour in and around the school, to ensure a constructive and safe working environment
- Support with pupils who have exam concessions
- Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities
- Be involved in the programme planning and subsequent review meetings for all students you support or are likely to support
- Assist in the preparation of reports and completion of reviews
- Assist in providing access arrangements in formal exams for students on the SEN Register

PLANNING

- Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress as appropriate to the level of the role
- Keep accurate working records for all pupils and track progress and monitor impact
- Read and understand lesson plans shared prior to lessons
- Assist in the differentiating of in-class material as appropriate

PUPIL WELFARE

- Support the pastoral structures within the school so that all pupils fulfil their potential
- Report any concerns about a pupil using procedures as set out by the school
- Communicate effectively with other staff members and pupils, and with parents and carers under the direction of the class teacher
- Communicate knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision
- With the class teacher, keep other professionals accurately informed of performance and progress or concerns you may have about the pupils you work with
- Be the keyworker for named students and link person for home/school liaison

SUPPORTING THE WORK OF CREATIVE EDUCATION TRUST

- Develop strong, positive relationships with Creative Education Trust colleagues; contribute to collaborative work across Creative Education Trust schools and support other staff in participating in trust-wide work and projects
- Participate in Creative Education Trust and sector-wide activities in order to share best practice, contribute to the development of Trust strategies and policies and promote the school and Creative Education Trust in a national context

OTHER RESPONSIBILITIES

- Attend regular meetings
- Undertake any relevant training and courses
- Participate in the schools Appraisal process
- Make a positive contribution to the wider life and ethos of the school
- Undertake daily break and/or lunchtime time supervision duties
- Act to ensure pupils' health and safety
- Work in compliance with the school policies and procedures, especially those relating to child protection and health and safety

You can find out more at:

www.creativeeducationtrust.org.uk

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

The job description will be reviewed from time to time to reflect the changes needs and circumstances of the school. Such reviews and any consequential changes will be carried out in consultation with the post holder.

The Milton Keynes Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The law requires this position to have an enhanced criminal background check. This is to protect children and vulnerable adults and to safeguard positions of trust. The position is therefore exempt from Rehabilitation of Offenders Act.

If your application is taken further you will be asked to declare details of any criminal record, even convictions that are 'spent' according to the act. If you are offered the post this information will be checked against Criminal Records Bureau files. You will be provided with full information at each stage.

Category	Essential	Desirable
Qualification and Training	<ul style="list-style-type: none"> Level 2 Certificate in Supporting Teaching and Learning in Schools Demonstrable levels of numeracy and literacy equivalent to GCSE (A*-C or 9-4) or above in English and Maths 	<ul style="list-style-type: none"> Level 3 Certificate in Supporting Teaching and Learning Level 3 Award in supporting children and young people with Autism Further relevant qualifications e.g., NVQ, TA Status or equivalent qualification in childcare First Aid training Safeguarding Training
Experience / knowledge	<ul style="list-style-type: none"> Experience of working with young people Understanding of the characteristics of working with pupils Knowledge of guidance and requirements around safeguarding children Basic understanding of how pupils learn Understanding of roles and responsibilities within the classroom and whole school context 	<ul style="list-style-type: none"> Experience of working as a Teaching Assistant or equivalent experience of working with children or young people in a school environment, preferably secondary education Experience of planning and leading teaching and learning activities (under supervision) Understanding of the characteristics of working with pupils with SEND needs Knowledge of how to help adapt and deliver support to meet individual needs
Expertise	<ul style="list-style-type: none"> Aptitude for working with young people Good literacy and numeracy skills Good organisational skills Ability to build effective working relationships with pupils and adults Proven ability of communicating accurately and effectively both orally and in writing Active listening skills Proficient use of Microsoft Office and Outlook packages Ability to give and receive effective feedback and act to improve own performance and that of others Ability to explain ideas clearly and succinctly Demonstrate caring, patience, energy, motivation, commitment and empathy Ability to respond to challenging situations with control and measured responses 	<ul style="list-style-type: none"> Ability to work with students individually, in small groups or whole classes
Personal Attributes	<ul style="list-style-type: none"> Being very well organised Hard working Solid team working skills Solution orientated and resilient The ability to remain calm in stressful situations Enjoyment of working with children Sensitivity and understanding, to help build good relationships with pupils A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school Commitment to maintaining confidentiality at all times Commitment to safeguarding pupil's wellbeing and equality A commitment to follow all requirements, training and adhere to all policies ensuring and promoting the safeguarding and welfare of pupil's A commitment to working to improve the life chances of all the young people in our School 	

Closing Date: Monday 19 June 2023

Interview Date: W/c 26 June 2023

Start Date: As soon as possible

We will review applications on receipt. Suitable candidates may be interviewed before the closing date, and we reserve the right to withdraw the position if an early appointment is made.

You can find out more at:

www.creativeeducationtrust.org.uk