



**Candidate Pack**

# **Marion Centre Teaching Assistant**

**Fixed Term to 31<sup>st</sup> August 2017 in first instance**  
**Grade 4: £17,169 - £19,939 FTE & SEN Allowance**

**January 2017**



## About the school

The Bishop of Llandaff is an 11-18 Church in Wales High School with over 1300 students on roll including 280 in the sixth form. The school is located in picturesque Llandaff and provides a faith-based education to families across the city of Cardiff, as well as neighbouring areas, including The Vale of Glamorgan, Bridgend and Pontypridd.

Built in the 1960s, the school site reflects its age. However, while we recognise there are some areas of the site which require modernisation, the members of our community which make up the school, we feel, make it a great place to learn and achieve. We believe this is far more important than having 'shiny new buildings'. Furthermore, we have invested heavily in technology and made

best use of the site's restrictions. The school is heavily over-subscribed in all year groups and the excellent relationships between students and staff help to create a positive and productive working environment for all.

We believe in the power and value of a faith education to change lives and impact positively on the world in which we live. Everything we do is based on our mission to "serve and love" each student. We are an inclusive school and appoint members of staff who, whatever their own beliefs and backgrounds, will actively support our ethos and "put the children first" so that all who work and learn at The Bishop of Llandaff achieve their full potential.



## **Mission and Core Purpose**

**Our mission is to be a Christian school which welcomes students of all faiths and those with no faith background. We fully celebrate all forms of diversity as we firmly believe this enriches our school and strengthens the bonds between us. We believe that each member of our community is on a path of self-discovery, growing to know themselves "as they are fully known" in the image and likeness of God. We provide a forgiving and loving environment for all our students, where everyone is respected and treated equally.**

**Our core purpose is to enable all of our students to know themselves and to do good in our world by living out our gospel values of love, acceptance, responsibility and forgiveness. This environment encourages each student to reach their full potential and nurture God-given talents.**



## Welcome

Thank you for your interest in The Marion Centre teaching assistant post currently being advertised at our school. I thought it might be useful if I gave you a personal perspective of the school to help you to decide whether or not The Bishop of Llandaff is a place where you may be happy, thrive and make a valuable contribution to the students in our community.

We have one clear aim... to make The Bishop of Llandaff the best school in Wales! There is a strong tradition of academic achievement at the school. However, we are definitely not complacent and we want to be even better.

Having joined the school in September 2014, I genuinely believe the school has infinite potential. In a short space of time, a great deal has been achieved and, collectively, there is a commitment to improve further. In 2016, the school achieved record-breaking examination results at both GCSE and A Level. 99% of our Year 11 students gained 5 or more A\*-C grades at GCSE, with 89% including English and mathematics; 35% of students achieved at least 5 or more A\*-A; and nearly 40% of all grades were at A\*-A. At A level, students enjoyed similar success with 100% of students achieving the level 3 threshold and 86% gaining A\*-C and 64% of all grades at A\*-B.

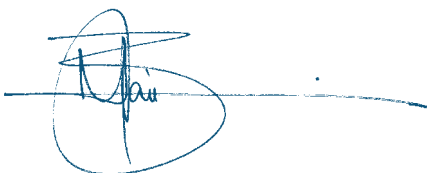
The students, as you will see for yourself should you visit us, are happy, hard-working and very positive about the school. They genuinely are an asset to our community and are incredibly friendly. They want to receive a high quality education and to become successful learners. In addition, we have a talented and committed team of staff who are both enthusiastic and passionate about providing the students in our care with an exceptional education. We have fantastic parents and governors who are unstinting in their support in helping us ensure each student receives the very best start in life.

The school is a designated hub school within the regional consortia focusing on developing leadership across schools, as well as curriculum leadership of English. This fully reflects the strong reputation of the school, in terms of its provision, outcomes and quality of staff. I believe this post represents an exciting opportunity for someone to join a forward thinking group of staff and help support the school to go from strength to strength.

We are only looking for the finest staff to work with our students. This is what they deserve and, ultimately, it is my role to ensure we find, recruit and develop our staff fully. We do not accept poor performance in any area of our work and we do not aspire for anything short of "excellence". As a consequence of the great relationships between staff and students, incidents of poor behaviour are rare; as a community, we laugh a lot and we really enjoy coming to work/school.

If you are excited by the prospect of playing a significant role in helping us achieve our ambitions; have a core belief that all students, no matter what their background or ability, can achieve; and have a passion for and clear understanding of providing an outstanding education, then, we would love to hear from you! In return, we will guarantee you the very best level of support, focusing on providing you with the right environment to be the "best you can possibly be".

Feel free to make an appointment with my PA, Joanne Hudson to come and see us in action. We are open to visitors every day!



Marc Belli  
Headteacher





## About The Marion Centre

The Marion Centre is a designed Specialist Resource Base for students who are diagnosed with Autism Spectrum Condition (ASC). It was established at The Bishop of Llandaff in 2009. The centre accommodates up to 48 students aged 11-19. Students come with a range of abilities and specific needs. Students are taught vertically, based on ability rather than age group to support delivery of learning.

Students who are able to follow a traditional curriculum in specific subject areas are integrated with the rest of the students in the school. However, most students are taught exclusively by our dedicated team of staff within The Marion Centre.

The Marion Centre team consists of  
Ian Davies - Assistant Head/Head of Centre  
Geraint Thompson - Assistant Head of Centre  
Agnieszka Szymczak - Teaching Assistant  
Danielle Lee - Teacher  
Delphine Vielle - Teaching Assistant  
Elizabeth Rowe - Teacher

Inga Bevan - Teaching Assistant  
Jill Osborne - Teaching Assistant  
Jocelyn Rogers - Teaching Assistant  
Judith Owens - Teaching Assistant  
Kirstie Evans - Teacher  
Lauren Trickett - Teaching Assistant  
Lisa Price - Teaching Assistant  
Louise Edwards - Teacher  
Louise Goman - Teacher  
Lucy Hennessy - Teaching Assistant  
Lucy Vaatstra - Teaching Assistant  
Luke Barker - Teaching Assistant  
Neil Simons - Teacher  
Nicola Ballard - HLTA  
Rebecca Williams - HLTA  
Ross Oliver - Teaching Assistant  
Sara Geary - Teaching Assistant  
Sophie Bakewell - Teaching Assistant  
Sophie Hutchings - Teaching Assistant  
Vivien Klentzeris - Teaching Assistant  
Vacancy - Teaching Assistant.



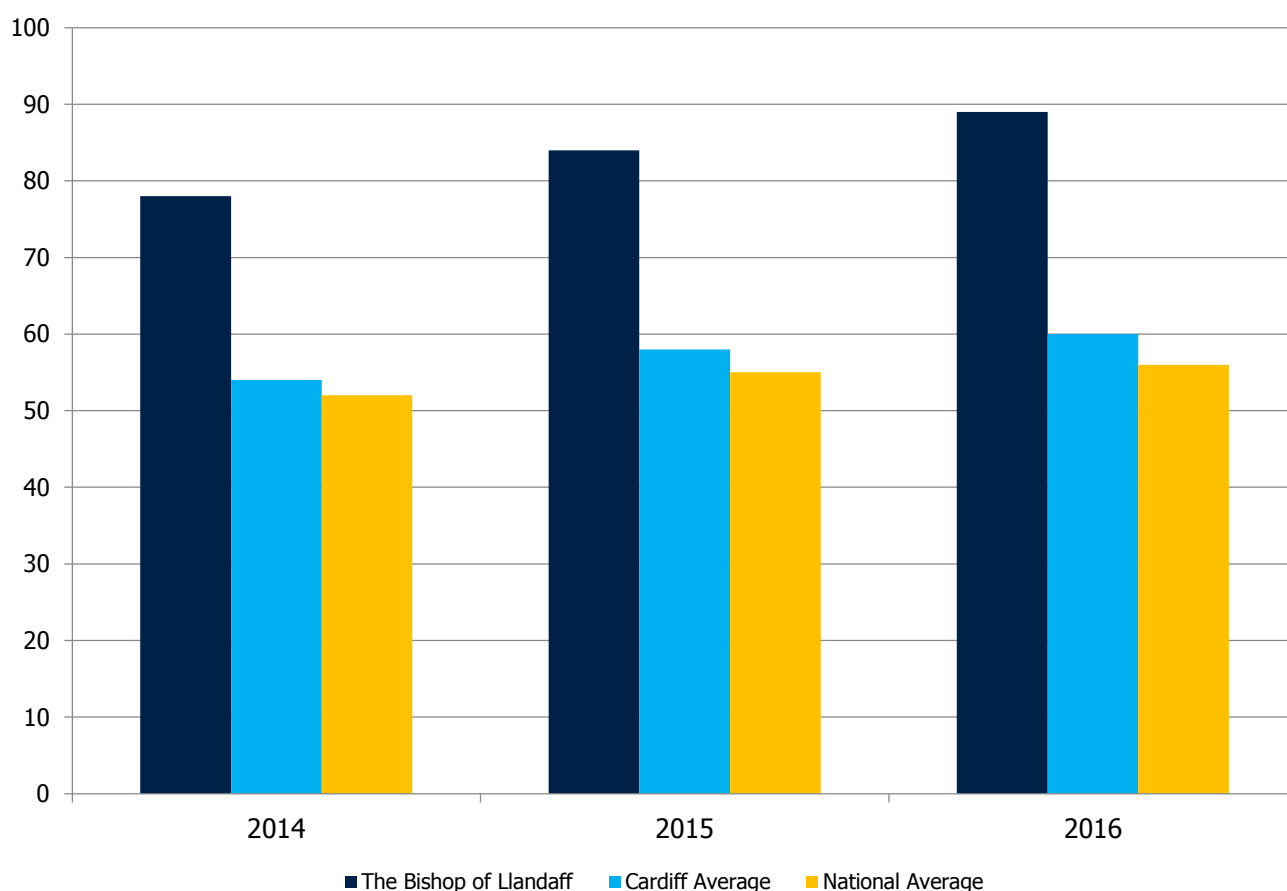
## Examination Performance

The Bishop of Llandaff consistently performs above local and national averages at all key stages. We are very proud of the efforts of our students and staff. However, we are not complacent and are constantly seeking ways to improve in the very few areas which are less effective. We work tirelessly to build on our successes and raise performance where needed to help make the school the best in Wales. Performance against most indicators places the school in the top 25% of similar schools (based on free school meals entitlement).

### GCSE Results

In 2016, 99% of students achieved 5 or more A\*-C grades at GCSE, with 89% including English and mathematics. These results, which include our autistic resource base, place the school well above the average performance within the city of Cardiff and nationally. We are very proud that our performance at GCSE places the school as the 2<sup>nd</sup> highest performing comprehensive school in Wales and the top performing faith school in Wales.

#### % 5 or more A\*-C including English and mathematics



### At AS/A Level

In the sixth form, examination results are very strong. The school consistently performs better than the national average and when compared to similar schools for the indicators against level 3 threshold and average wider points score. Each year, a high proportion of our students gain places at Russell Group universities as well as Oxbridge. We have a strong track-record of students gaining places to read medicine and veterinary science. Our high quality support helps ensure all students are prepared to progress to university or work.

## School Curriculum

Our aim is to offer a broad and balanced curriculum accessible to all students that develops the knowledge, understanding, skills and attitudes which are necessary for each student to achieve their full potential. The curriculum prepares students for further study, employment and adult life.

We take every opportunity to ensure that all students, regardless of ability, make the best progress possible and achieve the highest possible standards in subjects and qualifications. We strive to narrow the gaps in achievement and enable those not achieving age-related expectations to catch up with their peers. Our Head of Inclusion/SENCo works closely with all departments, in order to support students so that they all have access to the curriculum. The school challenges more able and talented students so they achieve their full potential and their progress is sustained and enhanced. Teaching groups vary in nature but generally there are mixed ability classes on admission in Year 7. A process of setting, determined by the mathematics department, takes place in Year 7 with further extensions to setting in Years 8 - 11.

### Curriculum Organisation

We deliver the National Curriculum to all students at 11-16 to develop a broad and balanced diet of learning. At key stage 3 (Years 7 - 9) the school curriculum consists of core subjects: English, Welsh, mathematics, science and religious education; and non-core subjects: modern foreign languages, design technology, ICT, history, geography, art, music and physical education; PSE (including sex education) & careers and the world of work. At key stage 4 (Years 10 - 11) the school curriculum consists of compulsory subjects: English language and English literature, Welsh second language, mathematics: numeracy and mathematics, science, religious education and physical education, PSE (including sex education) and careers and the world of work; and a broad range of academic and vocational courses leading to external qualifications. At key stage 5 (Sixth Form) the school curriculum consists of a broad range of courses leading to external qualifications; and all students follow the Welsh Baccalaureate Qualification (WBQ).



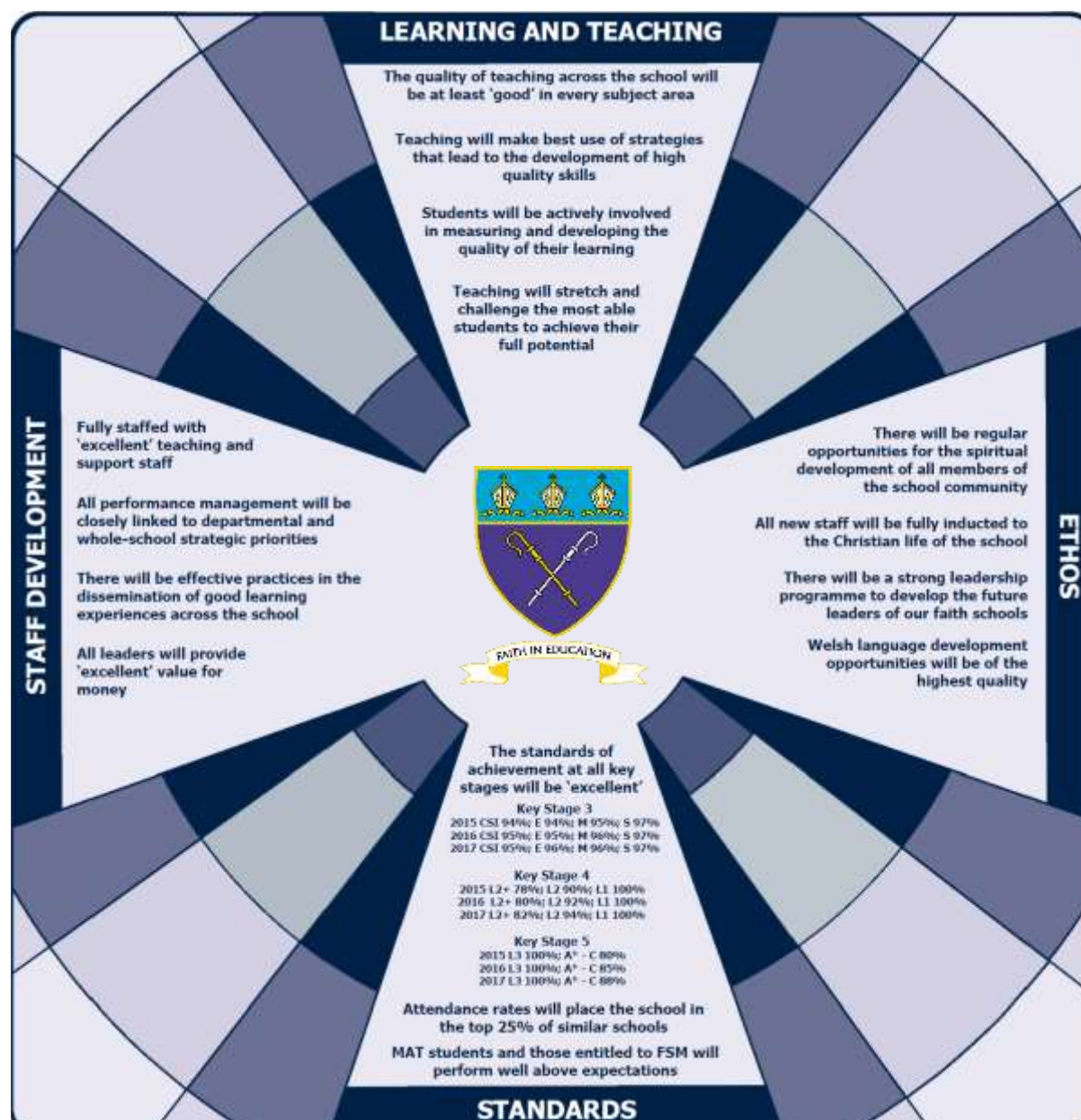


## School Improvement Priorities

The school improvement plan is our strategic approach to help to raise standards and improve quality at The Bishop of Llandaff. It is a three year plan of improvement, which will be modified periodically and reviewed to measure the impact of our actions. The main priorities and how we will measure the success of these can be summarised by the graphic. Our aim is to focus on **LESS** so that, together, we can achieve more.

1. **LEARNING AND TEACHING;**
2. **ETHOS;**
3. **STANDARDS;**
4. **STAFF DEVELOPMENT**

At the heart of school improvement is the full commitment to delivering high quality learning experiences. This, coupled with our Christian ethos, will remain a constant priority. Our focus on supporting staff development will ensure that this priority is met and that we can help make The Bishop of Llandaff the best school in Wales.





## Living in Cardiff

Cardiff is a unique capital which offers the infrastructure expected of any modern capital whilst at the same time boasting an enviable quality of life. Cardiff's residents believe the city is one of Europe's best as a place to live and work.

Cardiff itself is a 'city of parks' with more green space per person than any other Core UK city and has been described as the 'epitome of cool' by the renowned Lonely Planet travel guide. Visitors and residents alike enjoy a varied social life including the hustle and bustle of the city centre and the relaxed contemporary dining and bars in Cardiff Bay. Cardiff offers all of the features and benefits of a capital city, at a low cost, compared not only to other capital cities, but to other Core Cities in the UK.

For a capital city, Cardiff is compact and manageable. It has excellent employment opportunities, has experienced significant growth in employment and offers a range of large national and multi-national employers, based in and around the city-region. As the capital of Wales, Cardiff benefits from large employers such as the Assembly Government, Cardiff Council and NHS Wales as well as many UK and Welsh headquarters for organisations such as the BBC and charities such as Barnardos.

### Travel

Getting around is quick and easy making the daily commute less of a chore, and you can access all the facilities expected of any modern capital without the stresses and strains of life in an over-populated concrete jungle.

The world has woken up to Cardiff as a superb convention destination. It's a young capital city that is compact, vibrant, cosmopolitan - and great value for money. Over the past decade Cardiff has been completely rejuvenated, building on its history to become the dynamic capital of Wales. Delegates are charmed by the combination of old and new that unite to create an exciting modern city. As well as this, Cardiff is the closest capital to London being just 2 hours away and is easily accessible by rail, road and air.

### Events

Cardiff is a designated Centre of Culture with world-class performance venues that attract thousands of visitors each year. The Wales Millennium Centre, St David's Hall and the New Theatre look after the big set pieces in the performing arts. Chapter Arts Centre and the Sherman Theatre offer an alternative buzz. The capital boasts international sporting, music and cultural events. With venues such as the Millennium Stadium and the Wales Millennium Centre as well as the Motorpoint Arena Cardiff and St David's Hall, Cardiff can lay claim to some of the best events the UK has to offer.

Cardiff hosts a range of international and regional events, attracting people of all ages and tastes. From world famous artists, international sporting events, to local food & drink festivals, there will always be something to keep you busy.



## Job Description

**Job Title** Teaching Assistant

### CONTRACT DETAILS

**Salary Scale** Level 2/Grade 4 (£17,169 - £19,939 FTE) & SEN Allowance £444 per annum  
39 weeks per year; 32.5 hours per week

### LINE MANAGER

Assistant Head/Head of Centre

### JOB PURPOSE

To work under the direct supervision of the Head of The Marion Centre and teaching staff; To support access to learning for students and provide general support to the teacher in the management of students and the classroom, including preparation, and routine maintenance of resources and equipment; To carry out work in the classroom or outside the main teaching area which may include the preparation and maintenance of resources and support to staff and students.

### DUTIES & RESPONSIBILITIES

#### 1. Support for students

- To attend to the students' personal needs, and implement related personal programmes, including social, health, physical, hygiene and welfare matters;
- To supervise and support students ensuring their safety and access to learning;
- To establish good relationships with students, acting as a role model and being aware of and responding appropriately to individual needs;
- To promote the inclusion and acceptance of all students;
- To encourage students to interact with others and engage in activities led by the teacher;
- To encourage students to act independently as appropriate;
- 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 teacher; and
- To deliver literacy and numeracy programmes and monitor progress.

#### 2. Support for teachers

- To be aware of student problems/progress/achievements and report to the teacher as agreed;
- To undertake student record keeping as requested;
- To support the teacher in managing student behaviour, reporting difficulties as appropriate;
- To gather/report information from/to parents/carers as directed;
- To establish constructive relationships with parents/carers; and
- To provide clerical/admin support eg. photocopying, typing, filing, etc.

#### 3. Support for the curriculum

- To support students to understand instructions;
- To support students in respect of local and national learning strategies eg. literacy, numeracy as directed by the teacher;
- To support students in using basic ICT as directed; and
- To prepare and maintain equipment/resources as directed by the teacher and assist students in their use.

#### 4. Support for the school

- 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 be aware of and support difference and ensure all students have equal access to opportunities to learn and develop;
- To contribute to the overall Christian ethos/work/aims of the school;
- To appreciate and support the role of other professionals;
- To attend relevant meetings as required;
- To participate in training and other learning activities and performance development as required;
- To assist with the supervision of students out of lesson times, break and lunchtimes;
- To accompany teaching staff and students on visits, trips and out of school activities as required;
- To participate actively in supporting the principles and practice of equality of opportunity as laid down in the School's policy;
- To take reasonable care for the health and safety of yourself and other persons who may be affected by your acts or omissions and to comply with all health and safety legislation as appropriate and to comply with the school Health and Safety Policy.

#### **Other**

- To undertake any other duties, commensurate with the role/grade, as reasonably requested by the Headteacher.

#### **Voluntary for Professional Development**

- To add where appropriate.

## Personal Specification

The successful candidate must

- be educated to GCSE/GNVQ or equivalent;
- have an interest in Special Educational Needs;
- have enthusiasm for helping all children achieve their full potential;
- have successful experience of working with young people as a classroom assistant;
- have good ICT skills;
- have good literacy and numeracy skills
- be professional, hard-working and reliable;
- be able to inspire and engage young people;
- be committed to promoting our Christian values;
- be a team player;
- be proactive;
- have the capacity to work hard under pressure;
- be a motivator;
- be a good communicator;
- have personal integrity and the drive to do what is best for the students;
- have high expectations of themselves and others;
- be committed to equal opportunities;
- be committed to providing students with a first-class education; and
- have a sense of humour!

Employment is subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service (DBS). The Bishop of Llandaff is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

We welcome applications from all sections of the community irrespective of race, gender, sexual orientation, disability, religion or age.



## What we offer as an employer

We want to ensure that we attract the very best candidates to work at The Bishop of Llandaff so that we support our ambitious vision for the school and, most importantly, for all of our students. However, we also do all that we can to be an exemplar employer and we are pleased to offer a number of benefits to our staff team.

In supporting staff to become “the best they themselves can possibly be”, the school actively seeks to invest in the highest quality of training for all teaching and support staff. A significant number of our teachers are involved in classroom based action research, identifying the most effective strategies to impact positively on the outcomes and provision for students. This work is shared systematically across the school.

We have an extremely supportive Governing Body that works closely with the Headteacher, leadership team and other school staff to

promote high standards of educational achievement and to drive the strategic direction of the school. We have a committed team of talented staff, and a vibrant community of aspirational and hard-working students.

We have strong relationships with the Local Authority, regional consortia and Welsh Government. The Bishop of Llandaff is a forward thinking community and constantly working with other schools to identify and implement the most effective strategies to raise standards.

Employees of The Bishop of Llandaff have access to a number of other benefits. These include dry cleaning services, MOT repair support and full access to the school's health and fitness room. We work tirelessly to be an employer that invests in staff. As a result, staff are happy, motivated and successful.

## Method of Appointment

Please apply by **completing the appropriate application form** and, in no more than two sides of A4, write a **supporting statement** which meets the personal specification and outlines

- your reasons for applying for this position and a vision of what you will bring to the role;
- your experiences to date which you feel make you a suitable candidate; and
- an indication of your strengths, both personally and professionally.

All applications should be completed electronically and sent to Joanne Hudson, PA to Headteacher at [Joanne.Hudson@cardiff.gov.uk](mailto:Joanne.Hudson@cardiff.gov.uk) FAO Marc Belli, Headteacher.

You are asked to give the names of two referees, one of which should be your current Headteacher/employer. We will contact the referees of short-listed candidates prior to interview.

<b>Closing Date</b>	2 <sup>nd</sup> February 2017 at 12.00 noon
<b>Short-listing</b>	3 <sup>rd</sup> February 2017
<b>Interview Date</b>	Week Beginning 6 <sup>th</sup> February 2017
<b>Starting Date</b>	Spring Term 2017 - TBC



**Address:** Rookwood Close, Llandaff, CF5 2NR  
**Telephone:** 029 20562485  
**Website:** [www.bishopofllandaff.org](http://www.bishopofllandaff.org)  
**Twitter:** @bishop\_llandaff

### Useful Information

Age Range 11-18  
NOR 1,275  
% eFSM 7.3%  
% SEN 6.1%  
% EAL 2.4%  
Student Teacher Ratio 16.5

### GCSE Results

5A\*-C inc. En/Ma 89%  
5A\*-C 99%  
5A\*-A 35%  
Capped Points Score 383

### A Level Results

A\*-B 64%  
A\*-C 86%  
A\*-E 99%