



St Edward's
Church of England
Academy

RECOGNISE • ENCOURAGE • STRIVE • PREPARE • EMPATHISE • CHRISTIAN • TEAMWORK

RECRUITMENT PACK:

Teaching Assistant
Full Time 32.5 Hours Per Week
Term Time Only



St Edward's
Church of England
Academy

The vision for education within a Church of England Academy

There are fundamental reasons, rooted in the Bible, which have motivated centuries of Christian involvement in schooling in this country and around the world. The God of all creation is concerned with everything related to education.

There is a fresh articulation of the Church of England's vision for education as we meet the challenges and take the opportunities offered by the present situation. The vision is not simply for Church schools but, recognising the Church's involvement in education over many centuries, the Church of England seeks to promote educational excellence everywhere, for everyone. In Church schools like St Edward's Church of England Academy, the deeply Christian foundation for this vision will be seen explicitly in teaching and learning both in RE and across the curriculum, and also in the authentically Christian worship and ethos. The Church's vision for education can be expressed and promoted as one of human flourishing that inspires what the school is and does.

The vision is deeply Christian with the promise by Jesus of 'life in all its fullness' at its heart. This vision embraces the spiritual, physical, intellectual, emotional, moral and social development of children and young people. We offer a vision of human flourishing for all, one that embraces excellence and academic rigour, within a wider framework. This is worked out theologically and educationally through four basic elements which permeate our vision for education:

- Wisdom
- Hope
- Community
- Dignity



St Edward's Church of England Academy

The vision, in line with the Church of England's role as the established Church, is for the common good of the whole community and its environment, whether national, regional or local. It is hospitable to diversity, respects freedom of religion and belief, and encourages others to contribute from the depths of their own traditions and understandings. It invites collaboration, alliances, negotiation of differences, and the forming of new settlements in order to serve the flourishing of a healthily plural society and democracy, together with a healthily plural educational system.



St Edward's
Church of England
Academy

The Vision for Education at our Academy

At St Edward's Church of England Academy, we are commissioned to celebrate and support the talents and potential of all in our community (Matthew 28: 18-12). In our Academy, we are all journeying together in order to learn through faith, grow through hope and achieve through love (Corinthians 13:13), allowing all to live life in all its fullness (John 10:10).

We are an avowedly inclusive community where all are welcomed, supported and celebrated for all they are and for all they do. Our Academy is a place of and a space for flourishing and fulfilment because here...

...we are 10:10 people.

The ethos and values of St Edward's Church of England Academy are based on the teachings of Jesus Christ and underpin everything that we are and everything that we do, which is encompassed in the word 'RESPECT'.

Each letter links to the Academy motto – *Learn for Life*.

'Learn for Life'

- Recognise and Encourage everyone's potential, individual skills and talents
- Strive to be the best we can be
- Prepare for the challenges of life
- Empathise – promoting the values of respect, kindness, compassion, fairness, forgiveness, love, honesty and trust
- Christian – a community where we learn from the teachings of Jesus so that we can contribute to the family of St Edward's and beyond
- Teamwork – an environment where we work together so we can all achieve our potential



St Edward's Church of England Academy

Information for Applicants

Welcome to St Edward's Church of England Academy.

We aim to recruit inspirational individuals. For this reason, we would like to clearly articulate our vision, values and expectations when collating information for applicants.

We aim to recruit staff who:

- are excited by their role and by the prospect of working with young people;
- are passionate about the processes of learning and teaching, and are eager to continually develop their own skills;
- recognise that working in a school can be a demanding job, but react positively to those demands;
- will subscribe to the ethos of the Academy and 'go the extra mile' in terms of time and commitment to achieve the very best from our young people;
- are quick to praise;
- will inspire, motivate and nurture pupils;
- gains satisfaction from seeing our children flourish;

St Edward's Church of England Academy is committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. All offers of employment are subject to an Enhanced DBS check.

Finally, I am conscious that this may be your first contact with our Academy and indeed, first impressions are incredibly important. I hope what you read here, coupled with any additional information you discover about us, inspires you to apply for this post. I highly recommend a visit prior to any application.

Tom Hutchinson
Principal



St Edward's Church of England Academy

The Post

The Trustees at St Edward's Academy are delighted to advertise an excellent opportunity to appoint a full time talented and enthusiastic Teaching Assistant to add their skills and knowledge to our established and dedicated team.

Why St Edward's?

We are currently on an exciting journey to provide outstanding learning and provision for all pupils with an emphasis on Additional Needs.

All staff at St Edward's are committed to improving the outcomes for all pupils. This commitment does not end with the pupils and high-quality training and CPD are offered to all staff.

St Edward's is a caring community where all are valued for their individuality, contributions and positive impact that they have on pupils and their learning.

Staff and pupils are placed at the very heart of the learning process with a collaborative approach using a broad and balanced curriculum.

We are seeking a candidate with the following qualities and skills:

- A good understanding of key areas of learning, such as phonics, literacy, numeracy and SEND
- Knowledge of how to effectively support pupils with additional needs
- Hold an NVQ2 for Teaching Assistants/equivalent or willing to undertake the qualification on appointment
- Have a flexible approach and the ability to work as part of a team
- A willingness to participate in the community, values and ethos of St Edward's
- Demonstrate excellent classroom practice with high standards of teaching and learning
- Have the ability to think on their feet and use their initiative
- Passionate, motivated and reflective about their work



St Edward's
Church of England
Academy

- Committed to professional development and the skills to engage positively with fellow colleagues, practitioners, parents/carers and families

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Visits to the Academy are welcome. If you would like an application pack or a discussion with the Assistant Principal or SENCo in confidence about the post, please call Mrs Bridget Lowe on 01538 714740 or via email on lowe.b@st-edwards.staffs.sch.uk

Recruitment Timetable

Closing date for applications (by 4:00pm) – 25th May 2022 – References will be requested at this stage

Interviews – W/C 6th June 2022



St Edward's Church of England Academy

Job No.	Post Title	Grade	JE Pts
AA6959 (formerly B505)	Teaching Assistant - General Level 2	Grade 3	325 NJC

Statement of Purpose

To work under the direct instruction of teaching staff, usually in the classroom with the teacher. Provide general support to the teacher in the care of pupils and management of the classroom. Work may be carried out in the classroom or outside the main teaching area. Assist teachers in the following:

Support to Teacher

- Provide structured support in accordance with specific work programmes designed and supervised by individual teachers.
- Support the teacher in the development and implementation of Individual Education/Behaviour Plans.
- Assist in maintaining classroom discipline through the implementation of the school's behaviour management strategies.
- Provide support to pupils to achieve learning goals, e.g. guided reading.
- Assist the teacher with the planning of learning activities.
- Assist the teacher in monitoring pupils' responses to learning activities and accurately record achievement/progress as directed.
- Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems etc.
- Undertake appropriate basic admin tasks.

Support to Pupils

- Accompany teaching staff and pupils on visits, trips and out of school activities as required.
- Encourage pupils to interact with others and engage in activities led by the teacher.
- Assist children in matters of personal needs and their general health including first aid and welfare matters.
- Arrange medical/dental visits as appropriate.



St Edward's Church of England Academy

- Provide general support to pupils ensuring their safety, by complying with good H&S practice.

Support to Curriculum

- Assist the teacher in the preparation and development of agreed curriculum activities/materials.
- To provide support in literacy/numeracy/SEN strategies
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.

Support to School (this list is not exhaustive and should reflect the ethos of the school)

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- 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.
- Ensure all pupils have equal access to opportunities to learn and develop.
- Liaise effectively with teachers/parents/guardians, welfare officers, health visitors and other professional staff as part of the routine consultative process.
- Contribute to the overall ethos/work/aims of the school.
- Attend relevant meetings as required.
- Participate in training and other learning activities and performance development as required. (See footnote 1.)
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes.

Note 1:

The content of this job description will be reviewed with the post holder on an annual basis in line with the School's performance and development review policy. Any significant change in level of accountability that could result in a change to the grade must be discussed with the post holder and the relevant trade union before submitting for re-evaluation.



**Person Specification
Teaching Assistant – General Level 2**

Essential Criteria	Measured By
<p>Experience</p> <ul style="list-style-type: none"> Supporting children’s learning in a school. 	AF/I
<p>Qualifications / Training</p> <ul style="list-style-type: none"> Good numeracy/literacy skills. Completion of DCSF Teacher Assistant Induction Programme. NVQ 2 for Teaching Assistants (or demonstrate equivalent knowledge skills and experience). First aid training as appropriate (e.g. emergency first aid course). 	T AF/I
<p>Knowledge/Skills</p> <ul style="list-style-type: none"> Understanding of relevant policies/codes of practice. Good understanding of areas of learning, e.g. literacy, numeracy, science, SEN or Early Years. Use of other equipment technology – video, photocopier. Well-developed interpersonal skills to be able to relate well to a wide range of people. Work constructively as part of a team whilst being able to demonstrate initiative. Good communication skills. Effective use of ICT to support learning. Willing to work towards NVQ Level 3 or recognised equivalent. 	AF/I /A



<p>Behavioural Attributes</p> <ul style="list-style-type: none">• Customer focused.• Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect.• Open, honest and an active listener.• Takes responsibility and accountability.• Committed to the needs of the pupils, parents and other stakeholders and challenge barriers and blocks to providing an effective service.• Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations.• Is committed to the provision and improvement of quality service provision.• Is adaptable to change/embraces and welcomes change.• Acts with pace and urgency being energetic, enthusiastic and decisive.• Communicates effectively.• Has the ability to learn from experiences and challenges.• Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills.	<p>AF/I</p>
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Note 1:

In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated these will include:

- ***Motivation to work with children and young people.***
- ***Ability to form and maintain appropriate relationships and personal boundaries with children and young people.***
- ***Emotional resilience in working with challenging behaviour and attitudes towards use of authority and maintaining discipline.***



St Edward's
Church of England
Academy

HOW TO APPLY

Please read the information in this pack. If you decide to apply please complete the attached application form giving your reasons for applying for the post, addressing information you have read in the pack and particularly the person specification, and outline any relevant experience and personal qualities you would bring to St Edward's Church of England Academy.

For an application pack please contact our HR Administrative Officer via lowe.b@st-edwards.staffs.sch.uk

Please do not send a general letter; we really are looking for someone who is prepared to respond to us as an individual school. You can be sure we will take time and care in reading your application; we appreciate how much energy goes into it.

Please ensure that you address your application to

**Bridget Lowe
St Edward's Church of England Academy
Westwood Road
Leek
Staffordshire
ST13 8DN**