



Candidate Information

Teaching Assistant

Grade F, Point 7 -10

FTE salary £24,294 - £25,979

About the Multi Academy Trust



The Diocese of Coventry Multi Academy Trust

Together, pursuing life in all its fullness

The Trust

The Diocese of Coventry Multi Academy Trust Academies are:

- Transformational
- Aspirational
- Sustainable
- Motivational
- Purposeful

They are recognised for their distinctive and inclusive Christian ethos and for the impact this has on raising educational standards. An effective Church Academy will demonstrate its Christian distinctiveness by providing an aspirational and holistic education which enables all children and staff to develop and achieve to their full potential.

Our Vision

Our vision, based on John 10:10, is for every adult, every child and every academy in our trust to come together in order that we may pursue life in all its fullness. We have a vision of building a better future for all within our academies, who in turn will positively impact their communities.

Our Strategic Goals

To achieve our object, mission and vision, we will focus on the following five high-level goals:

- Deliver excellent education;
- Ensure strong and effective governance at all levels;
- Build a strong and sustainable infrastructure;
- Become an employer of choice;
- Drive sustainable growth



About the Role

The Trust is looking to appoint an inspirational and highly effective Teaching Assistant who is passionate about supporting children with SEND, social, emotional, mental health and behavioural difficulties. The successful candidate will be solution focused and have a determination to plan and prevent. They will be committed to supporting the Multi Academy Trust to educational excellence and further developing the distinctive Christian character of educational provision and the school community. There are three vacancies.

About the Academy

At St Bartholomew's Church of England Academy, we recognise the uniqueness of every member of the St Barts family and the value of each person's contribution to our school and to our local and wider communities. Our approach to learning is founded on the principles of empathy and challenge: we seek to provide a positive, respectful and inspiring environment in which children are encouraged to be open, honest and kind. We aim to provide a curriculum which respects and validates children's diverse experiences and broadens their horizons. We support each other to work hard and embrace new opportunities and challenges with confidence so that we can all achieve our best.

We want our children to be well-informed, reflective, and critical thinkers with the self-confidence to form and pursue their own valuable goals in life. They will be equipped to be ambitious, compassionate members of society who have the courage to challenge injustice and become responsible and empathetic leaders in their chosen fields. Our aim is for all our children to believe that there are no limits to what they can achieve and to equip them with the skills, personal qualities and understanding to nurture their own spiritual growth and to make their dreams a reality.

Applications

Thank you for your interest in this post. Candidates are welcome to visit the Trust. Please contact Teresa Shannon at teresa.shannon@stbarts.covmat.org to make arrangements.

Please note the closing date for applications is Sunday 14th April 2024 midnight

Completed applications and supporting documents should be sent by email to julie.chohan@covmat.org

Interviews will take place 19th April 2024

Our Trust

Thank you for your interest in joining The Diocese of Coventry Multi Academy Trust, we are delighted to provide you with an application pack. It is hoped that the information provided will be of interest and will help you to begin your journey with us.

The Diocese of Coventry Multi Academy Trust was incorporated in 2013 and is one of over 2,700 Multi Academy Trusts in England. Highlighted as a leading diocesan Trust and a model of good practice by the Department for Education in 2016, the trust is now home to eighteen academies spread across the Diocese of Coventry. This scale makes us one of the top 150 largest Multi Academy Trusts in the country.

Our vision, “together, pursuing life in all its fullness”, is based on John 10:10 and reflects the Church of England’s vision for education. You will see this come to life in all of our academies every day. We offer a vision of human flourishing for all, one that embraces excellence and academic rigour, but sets them in a wider framework. We offer opportunities for children to realise their God given potential and flourish.



Our strategy focuses on five core aims. Among these are the desire to offer an **excellent education** and to be an **employer of choice**. To work with us, you must aspire to be an outstanding colleague, be prepared to go the extra mile and be comfortable with high levels of accountability for the progress of over 4,000 children. You must be willing to share and learn. Above all else, you must like young people and aspire to make them outstanding citizens.

In return, we offer excellent working conditions, first class professional development for ambitious people, genuine career development and opportunities for growth. All of our teachers are offered membership of the Teachers Pensions Scheme and all support staff are offered membership of the Local Government Pension Scheme. In addition, there is a superb package of employment benefits, including access to the Cycle to Work Scheme, membership offers and retail discounts.

We are proud to tell people that an academy has never dropped an Ofsted grade under our management and our most recent SIAMS inspection resulted in an “excellent” judgement. But we are not standing still and you would be joining the trust at an important stage in our development. We are on the verge of another period of growth, we are reviewing our school improvement offer and our central support structure, and our pupil numbers continue to rise.

In short, we believe our Trust has a bright future and are looking for bright people to help us get there.

Thank you once more for your interest in The Diocese of Coventry Multi Academy Trust and in the position available. I hope that this introductory letter has given you a clear sense of our vision and I hope that this pack gives you a feel for what we need. We look forward to hearing from you and exploring your future with us through our selection process.

Michael Cowland, CEO

Our Diocese

Church schools in the Coventry Diocese, work in partnership with their local Church to worship God, make new disciples and transform communities, whilst delivering excellent education. The schools' team at the Diocesan Board of Education support and equip local partnerships between schools, governors, parishes and clergy by:

- 'Championing the role of the Church in Education;
- Protecting and developing the historic Church investment in education;
- Promoting the establishment of new Church schools;
- Enabling Flourishing for all in Church School communities;
- Facilitating creative and flexible partnerships between schools;
- Encouraging collaboration to ensure excellence and distinctiveness across the family of Church schools;
- Supporting the professional development of staff, governors, clergy and church workers;
- Support the process of Academy conversions;
- Providing pastoral support to school leaders and governors

April Gold, Diocesan Director of Education

SIAMS – 2017

Stretton Academy is an outstanding school where all individuals, making up its school family, are encouraged to 'Achieve, Believe, Succeed'. Christian and personal qualities underpin relationships and 'the work of the school forming the foundation for all we do'.

They are united in their purpose to drive the Christian distinctiveness of this church school. In their daily interactions with others, they affirm the Christian and personal qualities values which underpin the life and relationships of the school. Their loving care and commitment build a sense of family and provides nurturing care, which encourages all. Parents and pupils confirm the difference teachers make in their lives, saying, 'Our children want to make their teachers proud.'

'I believe that schools are at the heart of the Church's mission to the nation and play a very important role in the life of their own parishes and communities.'

The Diocese is proud of its Church of England Schools which educate about 17,000 children and young people. The headteachers, staff and governors strive to promote the highest quality in everything they do, living and working in the values of Jesus Christ every day. Our schools are a significant part of the Church family of the Diocese. Seeking to build communities of care and understanding, they witness to God's love for each person and reflect God's desire for the world to be a better place for us all to live in.'

Bishop Christopher



Our Academies



St Laurence's CofE Primary School



St Bartholomew's CofE Academy



Queens CofE Academy



Stretton CofE Academy



St James CofE Academy



Harris CofE Academy



St Nicolas CofE Academy



Studley St Mary's CofE Academy
New Road, Studley
B80 7ND



St John's CofE Academy
Winsford Avenue
Coventry
CV5 9HZ



Central MAT Office
The Diocese of Coventry Multi
Academy Trust
St James CofE Academy
Barbridge Road,
Bulkington, Bedworth,
CV12 9PF



St Oswald's CofE Academy



St Michael's CofE Academy



Leamington Hastings CofE Academy, Birdingbury Road
Hill,
Leamington Hastings, Rugby
CV23 8EA



Leigh CofE Academy



Salford Priors CofE Academy



All Saints CofE Academy LW



Burton Green CofE Academy
Hob Lane
Burton Green, Coventry
CV8 1QP



Long Itchington CofE Academy
Stockton Road
Long Itchington, Southam
CV47 9QP



Southam St James CofE Academy
Tollgate Road
Southam
CV47 1EE



All Saints Bedworth CofE Academy & Nursery
Off the Priors, Mitchell Road
Bedworth
CV12 9HP

Teaching Assistant

Job Description

CORE PURPOSE

Working under the overall direction of the teacher, assist and support teaching and learning, provide for general care, safety and welfare of pupils and work with individuals or groups of pupils with complex health care and/or learning needs (normally in special school settings, though could be in mainstream or with children with social, emotional, mental health and behavioural difficulties).

JOB DETAILS

The post will be included in the MAT performance review scheme and salary progression will be linked to the outcomes of the scheme. This job description is not necessarily a comprehensive definition of the post, it will be revised at least once a year, and it may be subject to modification or amendment at any time after consultation with the holder of the post.

MAIN ACTIVITIES

You will be expected to:

- Assist in the delivery of lessons/sessions and interact with the teacher and SEND pupils are required.
- Undertake agreed learning activities/teaching programmes, adjusting according to SEND pupil responses.
- Support and use ICT in learning activities and develop SEND pupils' competence and independence in its use.
- Support individuals or groups during independent work/group work.
- Sometimes support will be given to the whole class.
- Help SEND pupils develop communication skills and role play activity.
- Promote inclusion and acceptance of all pupils, encourage them to interact and work co-operatively and engage in activities.
- Promote independence and development of self-esteem.
- Assist in the personal, social, emotional development of pupils and development of self-esteem.
- Assist with the development and implementation of behaviour plans.
- Using specialist skills / knowledge/training, provide support in specialist area.
- Encourage and reinforce positive interactions between all pupils working within any targets set.
- Undertake general administrative tasks to ensure the smooth running of the school.
- Assist with pupil intervention strategies following training, e.g. team teach.
- To provide personal/hygiene support to pupils as required by personal plans.
- To undertake first aid training and provide first aid cover if required.
- Assist with lesson / activity planning, delivery and evaluation.
- Record information relevant to assessment and review of pupil's progress.
- Support implementation of strategies to manage pupil behaviour and help manage pupil behaviour.
- Undertake routine and non-routine administrative tasks.
- Liaise with parents/carers, specialist teachers and other professional staff and share and provide information.
- Understand and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person.
- Understand the school's policies relevant to any specialist subject/support provided and how they relate to local and national frameworks/policies.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- To attend staff meetings and relevant CPD.

- To keep informed of school policy and updated information.
- To participate in the MAT performance review system for your designation.

DEVELOPING SELF AND WORKING WITH OTHERS

Effective relationships and communication are important in a school role and you will be expected to manage yourself and your relationships well. Through performance management and effective continuing professional development practice you will be expected to achieve high standards. You will be committed to your own continuing professional development.

This will include:

- Valuing people and treating them fairly, equitably and with dignity and respect to create and maintain a positive school culture in accordance with the Christian beliefs underpinning the school.
- Ensuring own CPD includes developments in education.
- Develop and maintain a culture of high expectations for self.
- Regularly reviewing own practice, setting personal targets and taking responsibility for own personal development.
- Managing own workload to allow for reflection and an appropriate work/life balance.

KEY ORGANISATIONAL ACTIVITIES

The post holder will contribute to the school's objectives in service delivery by:

- Enactment of Health and Safety requirements and initiatives as directed.
- Ensuring compliance with Data Protection legislation.
- At all times operating within the school's Equal Opportunities framework.
- Commitment and contribution to improving standards for pupils as appropriate.
- Contributing to the maintenance of a caring and stimulating environment for pupils.

SUPPORTING THE WORK OF THE MULTI ACADEMY TRUST

As part of the Diocese of Coventry Multi Academy Trust the SEND Teaching Assistant will be expected to develop and maintain strong, positive relationships with colleagues in the Multi Academy Trust, within the family of Multi Academy Trust academies and the Diocesan family of schools.

STRENGTHENING THE COMMUNITY

Schools exist in a distinctive social context, which has a direct impact on what happens inside the school. School leadership should commit to engaging with the internal and external school community to secure equity and entitlement. All staff should collaborate with other schools in order to share expertise and bring positive benefits to their own and other schools. They should work collaboratively at both strategic and operational levels with parents and carers and across multiple agencies for the well-being of all children.

This will include:

- Building a school culture and curriculum which takes account of the Church Foundation and the richness and diversity of the school's communities.
- Creating and promoting positive strategies for challenging racial and other prejudice and dealing with racial harassment.
- Ensuring learning experiences for pupils are linked into and integrated with the wider community, the local church and diocesan communities.
- Ensuring a range of community-based learning experiences, including building links with local churches and Coventry Diocese.
- Collaborating with other agencies in providing for the academic, spiritual, moral, social, emotional and cultural well-being of pupils and their families

- Creating and maintaining an effective partnership with parents and carers, (including those who may be described as 'hard to reach', those with learning disabilities and those for whom English is an additional language), to support and improve pupils' achievement and personal development.
- Building bridges with the school's diverse communities, seeking opportunities to invite the whole range of parents and carers, community figures (including clergy and church representatives), businesses or other organisations into the school to enhance and enrich the school and its value to the wider community.
- Contributing to the development of the education system by, for example, sharing effective practice, working in partnership with other schools and promoting innovative initiatives.
- Co-operating and working with relevant agencies to protect children.

SAFEGUARDING CHILDREN AND SAFER RECRUITMENT

This school is committed to safeguarding and promoting the welfare of children and young people as required under the Education Act 2002 and expects all staff and volunteers to share this commitment. The teaching assistant plays a role in this within the school and the post is subject to enhanced DBS disclosure, prohibition and disqualification checks.

St Bartholomew's Academy will ensure that:

- The policies and procedures relating to safeguarding and safer recruitment and adopted by the governing body are full implemented and followed by all staff.
- Sufficient resources and time are allocated to enable the designated person and other staff to discharge their responsibilities in relation to safeguarding, including taking part in strategy discussions and other inter-agency meetings and contributing to the assessment of children.
- All staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, and that such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle blowing practices.

ADDITIONAL DETAILS

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Staff 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. This job description will be reviewed annually and the Headteacher reserves the right to alter the content of this job description, after consultation with the post-holder, to reflect changes to the job or services provided, without altering the general character or level of responsibility.

Person Specification

Personal Qualities, Qualifications and Experience		Measured By				
		Essential	Desirable	Application	Interview Process	References
Qualifications and Experience						
1	A good general education, including GCSE English and Maths or equivalent.	x		x		
2	Hold a recognized and relevant NVQ Level 2		x	x		
3	Evidence of continuous professional development relating to curriculum, teaching and learning.		x	x		
Professional Experience and Knowledge						
1	Have good communication and listening skills and be able to present information verbally and in writing to others	x		x	x	
2	Have attended further training on aspects of SEND, the curriculum or areas of specific special need		x	x	x	
3	Understand schools' policies and how they relate to local and national frameworks/policies, e.g. (child protection, health and safety, equal opportunities, SEN, etc.)			x		
4	Can plan own work when required	x		x	x	
5	Can transfer theory/training into practice	x		x	x	
6	Can solve problems and can exercise initiative and independent action	x		x	x	
7	Is proactive in offering ideas	x		x	x	
8	A commitment to professional development	x		x	x	
Skills and Abilities						
1	Clear evidence of working consistently to a 'good' or 'outstanding' standard	x		x	x	
2	Promote the school's aims positively, and use effective strategies to motivate and inspire the children	x		x		
3	Develop good personal relationships within a team	x		x	x	
4	Establish and develop close working relationships with parents, governors and the community		x	x		
5	Create a happy but challenging and effective learning environment	x		x	x	
6	Have effective organisational skills	x		x	x	
7	Be a confident and competent user of ICT		x	x	x	
8	Have the ability to promote excellent learning behaviours for all pupils, including those with additional need.	x		x		
9	Have the ability to communicate confidently with parents in order to develop support for children		x			

10	Understand the importance of a positive learning environment in promoting confident and independent learners	x		x		
11	Understand how to scaffold learning to support the SEND needs of pupils			x	x	
12	Support children through interventions/ classroom support to achieve their SEN targets			x	x	
Personal Qualities						
1	Have high expectations of yourself and others	x		x		
2	Be professional, approachable, enthusiastic and motivational	x		x	x	
3	Be professional, reliable and punctual	x		x	x	
4	Be able to prioritise and manage time effectively		x	x	x	
5	Understand when to seek/offer support from/to colleagues to develop practice.	x		x		
6	Be willing to contribute to the wider life of the school		x	x		

I **(name)** hereby confirm that I have received a copy of the Job Description for the post of **Teaching Assistant**.

Signed

Date