



**Candidate Information**  
Teaching Assistant  
Burton Green C of E Academy

# About the Multi Academy Trust



## 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 committed to supporting the Multi Academy Trust to educational excellence and further developing the distinctive Christian character of educational provision and the school community.

In return we can offer:

- A support network of professional colleagues
- A strong culture of professional development
- The opportunity to be part of an aspirational organization and contribute to its development and growth plans
- We are offering a salary of £22,369 per annum FTE Actual £17,049.74
- Eligibility to join the Pension Scheme

## Applications

Thank you for your interest in this post. Interested candidates are welcome to speak to us for more information about this fantastic opportunity. Please contact Nik or Lisa at [bgp.office@greenleek.covmat.org](mailto:bgp.office@greenleek.covmat.org) to make arrangements.

Please note the closing date for applications is Sunday 17<sup>th</sup> September 2023. Completed applications and supporting documents should be sent via email to [clusterhr@covmat.org](mailto:clusterhr@covmat.org)

We welcome all applications regardless of age, disability, gender, marriage and civil partnership, pregnancy and maternity, race religion and belief, sex and sexual orientation.

Interviews will take place on TBC.

# 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 nineteen 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**

## Coventry Diocese

The Diocesan Board of Education seeks to serve and equip the church school family in a variety of ways. The Diocesan Director of Education, Mrs April Gold, is supported by a team of highly qualified, experienced and well-regarded professionals who aim to:



- 'be there' for our church school family and act as a central reference point supporting pastorally and professionally;
- facilitate creative and flexible networking between schools;
- promote excellence and distinctiveness within the family of church schools/academies and beyond;
- share best practice collectively;
- provide professional development: for staff at all stages of their careers and for governors;
- facilitate collaborative school improvement partnerships through the growth of our six CofE majority MATs;
- support the process of academy conversion;
- promote the establishment of new church schools;
- represent church schools to the wider church, to diocesan groups, in the press, and in public and community debate;
- champion inclusion and equality including advising on admissions policies and managing appeals;
- protect the status of church schools
- and promote the importance and the continuance of the voluntary sector.



*'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 18,300 children and young people. The headteachers, staff and governors strive to promote the highest quality in everything they do, living and working with 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 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**  
Old Church Road  
Coventry  
CV6 7ED



**St Oswald's CofE Academy**  
Addison Road  
Rugby  
CV22 7DJ



**St Bartholomew's CofE Academy**  
Bredon Avenue, Coventry  
CV3 2LP



**St Michael's CofE Academy**  
Hazel Grove  
Bedworth  
CV12 9DA



**Queens CofE Academy**  
Bentley Road  
Nuneaton  
CV11 5LR



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



**Stretton CofE Academy**  
Stretton Avenue  
Coventry  
CV3 3AE



**Leigh CofE Academy**  
Plants Hill Crescent  
Tile Hill, Coventry  
CV4 9RQ



**St James CofE Academy**  
Barbridge Road  
Bulkington, Bedworth  
CV12 9PF



**Salford Priors CofE Academy**  
School Road  
Salford Priors, Evesham  
WR11 8XD



**Harris CofE Academy**  
Harris Drive  
Overslade Lane, Rugby  
CV22 6EA



**All Saints CofE Academy LW**  
Warwick Road  
Leek Wootton, Warwick  
CV35 7QR



**St Nicolas CofE Academy**  
Windemere Avenue  
Nuneaton  
CV11 6HJ



**Burton Green CofE Academy**  
Hob Lane  
Burton Green, Coventry  
CV8 1QB



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



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



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



**Southam St James CofE Academy**  
Tollgate Road  
Southam  
CV47 1EE



**Central MAT Office**  
The Diocese of Coventry Multi Academy Trust  
The Benn Education Centre  
Craven Road  
CV21 3JZ



**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 responsible 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).

### 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 with the development and implementation of SEND/behaviour plans.
- Contribute to curriculum planning and evaluation and assist in implementation.
- Assist in the delivery of lessons/sessions and interact with the teacher and pupils as required.
- Undertake agreed learning activities/teaching programmes, adjusting according to pupil responses.
- Support and use ICT in learning activities and develop pupils' competence and independence in its use.
- Support individuals or groups during independent work/group work.
- Occasional support to whole class for short periods.
- Help 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.
- Using specialist skills / knowledge/training, provide support in specialist area.
- Encourage and reinforce positive interactions between 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.
- Monitor individual/group achievements of key objectives and feedback to the teacher.
- Contribute to pupil assessment through observation and reporting.
- Record information relevant to assessment and review of pupil's progress.

- Attend review meetings where relevant for individual pupils including those connected to Education and Health plans.
- 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 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
<b>Qualifications and Experience</b>						
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		
<b>Professional Experience and Knowledge</b>						
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		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	
<b>Skills and Abilities</b>						
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		
<b>Personal Qualities</b>						
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 .....