

Candidate Information

Teaching Assistants, SEND Support FTCs
St James C of E Academy
Scale F10 £11,986.93



About St James

Here at St James', we believe that everyone is loved, this will allow all to flourish and unlock their potential whilst promoting joy in lifelong learning. We will use our faith, God's words and the light he gives to support this.



'The inclusive and distinctive Christian vision in which everyone is loved, is the hallmark of this academy. The vision ensures that everyone's potential is unlocked, enabling all to flourish. Everyone at St James' gains the joy of lifelong learning. The vision and associated values are the driving force for the strategic direction senior leaders endorse. The linchpin of this aspiration for all, is the headteacher, who embodies the vision.' (SIAMS, November 2021)

'Leaders and staff are ambitious for all pupils, including pupils with special educational needs and/or disabilities (SEND).' (OFSTED, March 2022)

'Staff are ambitious for pupils with SEND and make sure that they can access the whole curriculum. They do this by making suitable adaptations to how the curriculum is delivered and by providing effective support.' (OFSTED, March 2022)

About the role

We are seeking to recruit two experienced, highly-skilled practitioners to support the development of pupils with additional needs. Previous experience in supporting pupils with SEND and/or those in EYFS would be advantageous but not essential.

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;
- Build a strong and sustainable infrastructure;
- Become an employer of choice;
- Deliver whole child, family, and community support

About the Role

We are seeking to recruit two experienced, highly-skilled practitioners to support the development of pupils with additional needs. Previous experience in supporting pupils with SEND and/or those in EYFS would be advantageous but not essential. These are Fixed Term Posts whilst the child remains a pupil at St James CofE Academy.

In return we can offer:

- Brilliant students who are proud to be part of St James C of E Academy
- Fantastic and supportive staff, community and governors
- Excellent professional development opportunities
- Employee assistance platform and other benefits
- Close working links and opportunities with other primary schools across the Trust and the Bedworth Consortia of schools

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 School Office at school.office@stjames.covmat.org to make arrangements or call 024 76 313227 to make an appointment to visit.

The post is 25 hrs per week, paid over 39 weeks per year for which a salary of £11,986.93 based on a FTE of £20,444 per annum.

Please note the closing date for applications is Friday 7th October 2022. Completed applications and supporting documents should be sent via email alex.saika@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 Wednesday 19th October 2022.

Teaching Assistant, SEND Support

Job Description

Working under the overall supervision of the SENCO, 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.

Responsibility for people:

The post has considerable impact on the well-being of individuals or groups through contributing to the assessment of pupil need and progress, the development and implementation of plans and providing appropriate care/support to pupils with complex learning and/or health care needs.

Responsibility for staff:

The post has limited direct responsibility for supervising other staff though may be expected to demonstrate tasks or advise/guide new employees, work experience or trainees.

Responsibility for physical resources:

The post has some responsibility for physical resources, through the preparation and care of teaching materials/resources and secure and accurate record keeping.

Accountability

Work under the overall supervision of the SENCO.

Be expected to exercise initiative and independent action. A TA may provide specialist support in one or more specialist areas (e.g. SEN, literacy, numeracy, early years, EAL etc.)

Principal Contacts

Main contacts are with pupils, SENCO, teaching staff, specialist teachers, other professional staff (Educational Psychologists, therapists, advisory teachers), parents/carers.

CURRICULUM SUPPORT

- Support pupils' learning as directed, in context of fostering independence and self-esteem e.g. Modelling use of language appropriate to the learning, facilitating discussions and interactions, encouraging pupils to reflect on their work.
- Contribute to curriculum planning and evaluation and assist in implementation e.g. be involved in planning, delivery and evaluating a "block" of lessons
- Use pupils' individual targets, including those detailed in EHCPs, to plan, deliver, amend/adapt curriculum delivery accordingly, including applying the advice of multi-agency professionals
- Assist in the introduction to the lesson and interact with the teacher and pupils as required.

PUPIL SUPPORT

- Provide pupils with level and type of support specified by the teacher. Could include promoting increased attention and focusing on learning, helping with physical difficulties whilst encouraging independence e.g. with personal cleanliness, putting on shoes etc.
- Support individual or groups of pupils during independent/group work (e.g. explaining learning tasks, reinforcing key objectives, concepts or vocabulary; using practical apparatus; supporting less able pupils, extending/challenging the more able; assisting in keeping pupils focused on learning, interested, motivated and engaged).
- Support pupils in accessing the curriculum through interaction using appropriate language (including other forms of communication e.g. Makaton) and, with younger pupils, extend play-based learning in both the indoor and outdoor classroom.
- Assist pupils in the development of communication skills and role play activity eg, use of communication modes
- Assist in the personal, social and emotional development of pupils and in the development of self-esteem.
- Encourage and reinforce positive interactions between pupils working within any behaviour targets set.
- Identify and report uncharacteristic behaviour patterns in pupils and report these to the teacher.
- Be authorised to use physical intervention strategies following training e.g. TEAM TEACH.
- Assist with the supervision of pupils, including accompanying small groups of pupils on short trips off the school premises, under the supervision of the responsible teacher, in accordance with an appropriate risk assessment and LEA guidance.
- Provide for physical care of pupils, including manual handling; interactive communication; physiotherapy; supervision
- Assist and support pupils with personal care – e.g. changing, toileting, showering, washing, dressing, undressing, care of clothes, personal hygiene
- Assist with the supervision of pupils e.g. as they arrive/leave the class and at break time and when required at lunch time.
- Assist pupils with feeding and medication administration where appropriate

TEACHER SUPPORT

- Monitor individual or group achievement of key objectives and feedback to the SENCO.
- Be actively involved in the day-to-day management of the learning environment including responsibility for the care and preparation of teaching aids, equipment and materials as appropriate.
- Contribute to the assessment of pupils by teachers through observation and reporting.
- Record information, verbally and/or in writing, relevant to the assessment and review of pupils' progress.
- Provide feedback to the SENCO about the learning activities, responses to them and the support provided.
- Attend EHCP/ annual review meetings, if appropriate.
- Support the implementation of strategies to manage pupil behaviour and help manage pupil behaviour.
- Undertake appropriate administrative tasks e.g. filing/storing examples of pupils' work.

SCHOOL SUPPORT

- Liaise effectively with parents/carers, sharing and providing information relevant to the role.
- Attend staff meetings, where appropriate and relevant, and other activities held outside normal school hours but not beyond total working week.
- Participation in induction training for teaching assistants and staff review/performance process and make use of professional development opportunities.
- Maintain confidentiality according to organisation and legal requirements, adhere to and maintain school policies, routines and codes of conduct and support the ethos of the school.
- Be aware of and practice within equal opportunities policies and principles and health and safety regulations. Seek to prevent accidents and report these to the designated person in the school.
- Be aware of and practice according to the Safeguarding and/or Child Protection Policy.
- Undertake other duties that can reasonably be expected of and are relevant to the level and nature of the post

DATA PROTECTION

The post holder must meet the requirements of the General Data Protection Regulation Act 2018 at all times, especially concerning confidentiality, treatment of personal information and records management.

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 all Trust policies and procedures and 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		Essential	Desirable	Application	Interview Process	References
Qualifications, Knowledge and Experience						
1	Hold a recognised and relevant NVQ level 2 qualification.	√		√		
2	Minimum of GCSE/ (or equivalent) English and Maths at grades A – C.	√		√		
3	Have good communication and listening skills and be able to present information verbally and in writing to others.	√		√		
4	Have experience of supporting pupils with additional needs, including speech and language.		√	√		
5	Have good level of knowledge and understanding of SEN		√	√	√	√
6	Have good level of knowledge and understanding of EYFS		√	√	√	√
7	Experience of supporting pupils personal care needs (with training and supervision) and provide care for specified pupils, or willingness to undertake relevant training in order to do so	√		√	√	√
8	Experience of supporting pupils from a range of cultural backgrounds, including GRT		√	√	√	√
Personal Qualities						
1	Approachable, caring and empathetic	√		√	√	√
2	Works well as part of a team	√		√	√	√
3	Flexible, listens and is prepared to seek advice and support	√		√	√	√
4	Demonstrates a concern for the pastoral & spiritual welfare of all in the school	√		√	√	√
5	Committed to continuing professional development for self and others	√		√	√	√
6	Committed to active parental involvement	√		√	√	√
7	Able to deal sensitively with people and resolve conflict	√		√	√	√
8	Commitment to making learning fun	√		√	√	√
9	Supportive of our church school ethos, our vision and our values	√		√	√	√

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

Signed

Date

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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

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

'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

The distinctiveness and effectiveness as a Church of England school are good

The excellent care and nurture by all staff to enable every child to reach their potential reflects the school's core faith values.

Collective worship is central to the life of the school and because of its relevance supports both children and adults in their faith journeys.

Religious education (RE) contributes effectively to the spiritual, moral, social and cultural development of each child.

Dedicated Christian leadership by staff and governors inspires every person in school to aspire to be the best they can be.



Our Academies



St Laurence's CofE Primary School
Old Church Road
Coventry
CV6 7ED



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



Queens CofE Academy
Bentley Road
Nuneaton
CV11 5LR



Stretton CofE Academy
Stretton Avenue
Coventry
CV3 3AE



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



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



St Nicolas CofE Academy
Windemere Avenue
Nuneaton
CV11 6HJ



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



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



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



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



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



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



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



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



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



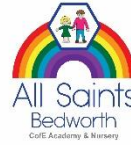
St John's CofE Academy
Winsford Avenue
Coventry
CV5 9HZ



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