



Candidate Information

Teaching Assistant with Lunchtime Cover
Leigh C of E Academy

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



Leigh Church of England Academy

Aim ever higher

About the Role

The Trust is looking to appoint an inspirational and highly effective **Teaching Assistant, with Lunchtime responsibility**, 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.

Monday to Friday – 22.5 hours per week
Salary £10,561 actual
39 weeks per year

About the School

Leigh Church of England Academy joined the Trust in December 2017. We aim to provide education of the highest quality for all pupils, enabling them to develop to the full, all their special abilities and talents, and to value themselves and others.

The school has a real family feel, where all staff have the children at the heart of everything they do and as a result our children are happy, respectful, responsible and ready to learn.

Leigh is an open and welcoming school where we value the strong links we establish with parents, carers, the church and the wider community. This enables us to all work together to meet the needs of the children.

We have high expectations of and for our children and ourselves. Our curriculum has been developed to engage the children through developing a passion for learning, where talents are nurtured and all children experience success whilst striving to reach their full potential.

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 the school office school.office@leigh.covmat.org or telephone 02476 464475 to arrange a visit.

Completed applications and supporting documents should be sent via email to clusterhr@covmat.org

Please note the closing date for applications is on 8th July.

Interviews will take place week commencing 11th July 2022.

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

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

Senior leaders, staff and governors lead by example in expounding Christian values, ensuring pupils are loved, motivated and feel respected. Distinctive Christian values including forgiveness, peace, trust and hope are absorbed into the life of this fully inclusive school. Together with the Leigh Personal Qualities the values foster very positive relationships between all members of the school community. The daily act of worship has a place of major importance in the life of the school. Pupils enjoy it because themes are relevant and help them to make meaning. In this way it supports their spiritual development. Staff value the time to gather and reflect at the start of each school day.

SIAMS Inspection, 2016, grade: Good

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



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

Teaching Assistant with lunchtime responsibility

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:

- 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.
- Assist with the development and implementation of SEND/behaviour plans.
- 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.
- Supervise toileting and washroom activity
- Escort children to and from dining room
- Supervise collection of meals and assist with use of cutlery
- Assist pupils when returning used plates, trays, cutlery, glasses/beakers and clearing tables
- Supervise pupils eating food brought from home and ensure packed lunch equipment is cleared away
- Supervise classroom and outside activities, encouraging inclusion materials are stored correctly.
- Ensure orderly return to classroom
- Attend to minor accidents or to pupils who become ill
- Report to line manager if accident occurs or if pupil falls ill
- Monitor pupil behaviour, intervening as necessary in accordance with behaviour policy
- Report to line manager any breaches of school rules

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.

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

		Measured By				
		Essential	Desirable	Application	Interview Process	References
Personal Qualities, Qualifications and Experience						
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		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		
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