

**Application Pack**

**LEVEL 3 LEARNING ASSISTANT**

**BRAMBLES PRIMARY ACADEMY**

**Tees Valley Education Trust**

**Job Ref: BPA315**



|  |
| --- |
| WELCOME LETTER FROM THE TRUST |
| Dear Applicant  Thank you for expressing an interest in applying for a position working with Tees Valley Education Trust.  The Trust currently comprises of five Academies - Brambles Primary Academy, Discovery Special  Academy, Dormanstown Primary Academy, Pennyman Primary Academy and Wilton Primary Academy.  Tees Valley academies believe in excellence as a birth-right. All children, regardless of circumstance,  have an entitlement to a world class education. The Academy Head Teachers operate in an atmosphere  of trust, honesty, integrity and an unwavering commitment to excellence for children. They firmly  believe there should be “no excuses or barriers!” in education.  All of the academies are located in areas of significant deprivation and its leaders are passionate about  the difference education can make to children’s lives.  Therefore, if you are successful, you will be joining a brilliant team. All of our staff, regardless of their  role, work together to ensure that our children are provided with the best education possible.  As a Trust, we are committed to giving our leaders and teachers time to fulfil their professional duties  and responsibilities. We also offer you the opportunity to work in a vibrant, supportive and friendly  atmosphere where you will be enabled to develop both personally and professionally.  Enclosed with this recruitment pack you will find the advert, job description and person specification for  the post along with an application form, safeguarding information and guidance on how to apply. If you  wish to apply, then please make sure that you complete the application form fully. Please do not attach  a curriculum vitae: we will only consider information completed as part of the application form.  Yours faithfully  Katrina Morley  **Chief Executive Officer** |

|  |
| --- |
| ADVERTISEMENT |

**Level 3 Learning Assistant**

**Status:** Permanent

**Required:** As soon as possible

**Salary:** NJC POINT 6-7 (FTE £23,893 - £24,294), pro-rata (£20,644 -£20,990)

**Hours:** 37 hours, term time only (TTO) plus 5 PD Days

**Reporting to:** Headteacher

**Academy:** Brambles Primary Academy, Kedward Avenue, Middlesbrough, TS3 9DB

### About the Trust

The Trust was established in 2015 and provides education and enrichment activities to more than 1100 children across five Academies, located in Middlesbrough and Redcar and Cleveland local authority areas. Academies within the Trust are:

* Brambles Primary Academy (2 to 11 years),
* Discovery Special Academy (2 to 16 years),
* Dormanstown Primary Academy (3 to 11 years),
* Pennyman Primary Academy (2 to 11 years), and
* Wilton Primary Academy (3 to 11 years).

Tees Valley Education wish to appoint an enthusiastic, experienced and committed learning assistant with additional responsibilities of working with children to support elements of learning. This position would be to work with children across the primary age range.

**About the role we are looking to appoint:**

We are looking to appoint a dedicated learning assistant, who is proactive, enthusiastic, energetic and reliable. As a Level 3 learning assistant, you will work alongside the class teacher, helping pupils to get the most out of their learning and supporting individuals or groups of pupils. You may also be required to work 1:1 with pupils.

We are looking for someone who enjoys working with children, can remain calm and positive, and has strong communication and interpersonal skills. We are looking for someone who can be a role model to our children and support them in being successful learners. The right candidate will combine excellence for supporting our learners and will be able to engender to all stakeholders the academy core values of kindness, resilience, respect and teamwork.

### What the Trust will provide the successful candidate with:

* A workplace where all staff are valued and treated with respect as outlined within the Trust’s Diamond Standards
* A passionate, enthusiastic and supportive Leadership Team
* A listening and learning organisation where all staff are encouraged to be curious and share ideas for the Trust/academies/team to improve
* Hard working, committed and dedicated staff who strive to gain the best outcomes for all children across the Trust’s academies
* Dedicated approach to children’s learning to encourage them all to be the best they can be
* Career enhancement opportunities within areas of interest as well as supporting ongoing professional development and training specific to job role
* Dedicated line manager to discuss work streams and capacity
* Free access to the Trust’s Wellbeing offer, which includes counselling, access to GP, Mindfulness and so much more.
* Free parking
* Enrolment into the local government pension scheme
* All support contracts are employed on National Joint Council (NJC) for local government services (also known as Green book)
* Benefits of the Trust’s Staff Charter which can be found at [TVED Staff Charter](https://www.teesvalleyeducation.co.uk/wp-content/uploads/2022/01/STAFF-CHARTER_FINALISED.pdf).

**Safeguarding requirements for the role:**

Tees Valley Education Multi Academy Trust is committed to safeguarding and promoting the welfare of children. All appointments will be subject to a satisfactory enhanced DBS check.

This post is exempt from the Rehabilitation of Offenders Act 1974 and, therefore, all convictions, cautions and bind-overs, including those regarded as “spent” must be declared. The Trust’s Recruitment of Ex-Offender policy can be requested or visit the Trust’s website.

Applications are invited from prospective candidates who demonstrate that they are able to meet the essential criteria set out in the person specification and who have the vision, values and tenacity to join an outstanding team and help continue the journey towards excellence.

|  |
| --- |
| **JOB DESCRIPTION** |
| To work with teachers to support teaching and learning, providing specialist support to the teacher in an aspect of the curriculum, age range or additional needs. This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting the teacher in the whole planning and assessment cycle and the management/preparation of resources. Staff may also supervise whole classes occasionally (e.g. short-term absence of teacher) or for regular short periods with teacher’s planning provided. |
| **MAIN DUTIES AND RESPONSIBILITIES** |
| * Use skills/training/experience to support all pupils * Promote the inclusion and acceptance of all pupils * Work with classes, small groups and individuals in order to support them accessing learning across the curriculum as directed by the class teacher * Encourage pupils to interact with others and engage in activities led by the teacher * Support pupils in their own personal development to be successful through promoting excellent attitudes towards learning and behaviour * Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities * Establish constructive relationships with pupils and interact with them according to individual needs * Supervise pupils who may be working outside normal timetables or who need 1:1 support outside the classroom * Provide feedback to pupils in relation to progress and achievement under the guidance of the teacher * Supervise pupils and ensure they are happy and safe at playtimes and lunchtimes |
| **SUPPORT FOR THE TEACHER** |
| * Work with the teacher to establish an appropriate learning environment * Work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate * Monitor and evaluate pupils’ responses to learning activities through observation and planned recording   of achievement against pre-determined learning objectives   * Provide objective and accurate feedback and reports as required, to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence * Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested * Undertake feedback/marking of pupils’ work, recording achievement/progress * Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour * Liaise sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings with parents with, or as directed * Provide general resource support and ensure the learning environment is in good order e.g. photocopying, preparation of classroom resources, displays and good classroom organization |
| **SUPPORT FOR THE CURRICULUM** |
| * Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs * Implement agreed learning strategies/curriculum activities and make effective use of opportunities to support the development of relevant knowledge and skills * Help pupils to access learning activities through targeted support * Determine the need for, prepare and maintain general and specialist equipment and resources |
| **SUPPORT FOR THE ACADEMY** |
| * 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 * Understand and fully implement the academy’s Positive Behaviour Management Strategies * 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 academy * Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils * Attend and participate in regular meetings * Participate in training and other learning activities as required * Supervise whole classes occasionally with teacher’s planning provided * Undertake delivery of extended schools provision e.g before/after school and holiday clubs/activities |
| **SAFEGUARDING** |
| * All staff must adhere to the Trust’s safeguarding training (appropriate for job role) including policies, procedures, latest Keeping Children Safe in Education guidance and Working Together to Safeguard Children DfE 2018. |
| The job holder may be required to undertake additional duties as could be reasonably required in exceptional or emergency situations.  The job holder may be required to work flexibly between the hours of 8am and 6pm.  The job holder may be required to work across the academy group.  The job holder may be required to undertake additional training e.g. first aid, Positive Handling. |

|  |  |  |
| --- | --- | --- |
| Signed (Employee) |  | |
| Date: |  | |
| Signed (on behalf of employer): | | Name and Role: |
| Date: |  | |

|  |  |
| --- | --- |
| **PERSON SPECIFICATION** | |
| **QUALIFICATIONS** | **E/D** |
| GCSE grade C or above in English and Mathematics (equivalent qualifications considered) | E |
| NVQ level 3, or equivalent in a relevant area | E |
| **EXPERIENCE** |  |
| Experience of working with pupils in a relevant classroom environment | E |
| Experience of supporting the delivery of learning tasks to groups of pupils | E |
| Experience of supporting pupils with academic and pastoral development | E |
| **KNOWLEDGE, ABILITIES AND SKILLS** |  |
| Ability to relate well to children | E |
| Working knowledge of implementing the national curriculum and other relevant learning programmes/strategies | E |
| Good understanding of child development and learning processes | E |
| Ability to support the provision of a stimulating, organised and educationally rich learning environment | E |
| Ability to supervise and assist groups and individuals to support their learning | E |
| Full working knowledge of relevant polices/codes of practice/legislation | E |
| Have a working knowledge of how technology can be used to support learning | E |
| Ability to work as part of a team, following instructions and on own initiative, leading when required | E |
| Good communication skills, including the use of standard English | E |
| Ability to use time effectively to enable work to be prioritised and for deadlines to be met | E |
| Ability to relate well to parents/carers | E |
| Knowledge of the concept of confidentiality | E |
| Commitment to safeguarding and protecting the welfare of children and young people | E |
| Ability to assess pupils’ development | D |
| Be able to plan/deliver structured learning and after school activities successfully for individuals and groups of children | D |
| Experience of delivering interventions and being able to provide feedback on progress | D |
| First Aid certificate | D |

E – Essential, D - Desirable

|  |
| --- |
| **Important:** In the first instance, applications are assessed against the criteria listed above, in addition to overall presentation, use of standard English and grammatical accuracy.  Where applications do not meet the expected standard, they will be rejected before being matched to the person specification. |

|  |
| --- |
| HOW TO APPLY AND EXPLANATORY NOTES OF THE PROCESS |

An application form is attached below. Application packs can be downloaded or printed directly from the Trust website **www.teesvalleyeducation.co.uk** or requested from the academy. Only applications via the Trust’s official application form will be accepted. Please do not submit a CV as substitute for part or full application form, the information will not be accepted or considered.

If you are submitting your completed application form by e-mail to **brambles@teesvalleyeducation.co.uk** - please be aware the academy cannot be responsible for any formatting anomalies when printing. **Please add Brambles level 3 learning assistant in the subject box**. If you are unable to submit an electronic application form, hand written or electronic printed copies should be posted or hand delivered to the following address for the attention of **Mr S Mayle.**

Brambles Primary Academy

Kedward Avenue

Middlesbrough

TS3 9DB

##### Shortlisting Process

After the closing date, short listing will be conducted by a panel, who will match your skills/experience against the criteria in the Person Specification. You will be selected for interview entirely on the contents of your application form, so please read the Job Description and Person Specification carefully before you complete your form.

**Shortlisted candidates will receive:**

* Letter confirming interview details.
* Details of original ID documentation is required to confirm candidates. Photocopies or certified copies are not accepted.
* Criminal Record Self-Declaration Form, which must be brought on the day of the interview in the sealed envelope provided.

References for successful Candidate/s

We may seek references for shortlisted candidate/s, we may also approach previous employers for information to verify particular experience or qualifications before the interview. Finally, we may also undertake a social media search in accordance with Keeping Children Safe in Education guidance. Any relevant issues arising from references will be taken up post interview.

**Interview process**

In addition to candidates’ ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

* 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 behaviours
* Attitudes to use of authority and maintaining discipline

##### Conditional Offer: Pre-Employment Checks

Any offer to a successful candidate will be conditional upon:

* Verification of right to work in the UK
* Receipt of at least two satisfactory references (if these have not already been received)
* Verification of identity checks and qualifications
* Satisfactory enhanced DBS check
* Verification of professional status such e.g. QTS Status, NPQH (where required)
* Satisfactory completion of a Health Assessment
* Satisfactory completion of the probationary period (where relevant)
* Where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as may be required in accordance with statutory guidance.

**Please contact the academy office on 01642 210704 to arrange a visit if you wish to look around.**

**Visit dates are:**

Tuesday 1st October, Friday 4th October and Wednesday 9th October at 3.30 p.m.

For your information, the recruitment timetable is detailed below:

**Closing Date:** Friday 11th October 2024 12 noon

**Shortlisting:** Friday 11th October 2024

**Interviews:** Tuesday 15th October 2024

|  |
| --- |
| EQUALITIES INFORMTION AND OBJECTIVES STATEMENT |

As an academy we ensure that our vision, values and ethos meet the expectations of the equality and diversity guidelines and legislation set out by the Equality and Human Rights Commission. This includes the following 9 protected characteristics:

1. Age
2. Disability
3. Gender Reassignment
4. Marriage and Civil Partnerships
5. Pregnancy and Maternity
6. Race
7. Religion or belief
8. Sex
9. Sexual Orientation

**Objectives Statement**

1. To support children’s sensory, academic and communication skills to enable them to develop holistically.
2. To ensure high expectations across all aspects of the academy (as outlined in objective 1) to ensure children make the best progress according to their individual starting points.
3. To continue to monitor attendance of all groups of children in the academy.
4. To review levels of parental and pupil engagement in learning and academy life, across all activities and ensure equality and fairness in access and engagement.
5. To ensure the academy environment is as accessible as possible to pupils, staff and visitors.