

Teaching Assistants

Recruitment Pack



Nurturing inclusive learning communities

CEO WELCOME

Dear Applicant,

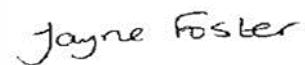
Thank you for your interest in these vital new Teaching Assistant posts at Ethos Academy Trust. We hope that the information contained within this pack provides sufficient information and helps you to decide if you have the right qualities, skills and experience to apply for these positions.

The overarching aim of Ethos Academy Trust is to create academies that provide environments that are welcoming, caring, calm, safe and purposeful and that, within a nurturing ethos, stretch our learners academically, support them pastorally and develop them socially and emotionally.

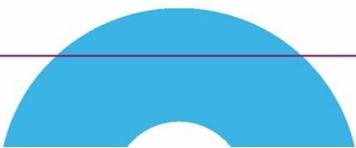
We seek to explore and celebrate the qualities that make our pupils unique. We believe passionately that education, at every stage of the pupil journey, is about the development and nurture of the whole child. We aspire for all our pupils to become confident, happy and caring individuals who achieve personal success and develop a love of learning and of life.

We already have four academies within the Trust and we are delighted to be opening the brand new Elements Academy in Rotherham in September 2022.

Thank you for your interest in Ethos Academy Trust.



Jayne Foster
CEO, Ethos Academy Trust



EXECUTIVE HEAD / HEAD TEACHER WELCOME

Dear Applicant

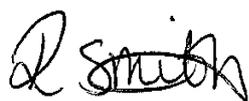
Elements Academy is a new special school opening in September 2022 in Rotherham, South Yorkshire. It will offer 135 places for Key Stage 2 – 4 pupils (aged 7-16) who have an Education, Health and Care Plan (EHCP) where Social, Emotional and Mental Health (SEMH) is identified as the primary need.

Ethos Academy Trust has a long-standing reputation for achieving outstanding outcomes with vulnerable pupils. Our nurture-based philosophy underpins our practice. At Elements Academy, we will provide a caring, stimulating, safe and welcoming environment where learning is enjoyable, and teaching is personalised to the needs and interests of individuals. Pupils will be supported to fulfil their academic potential whilst developing the long-term confidence and skills required to succeed in post-16 education, employment or training.

Our outstanding staff teams are skilled at working with young people with needs across the SEMH range. In partnership with parents, carers and other professionals, we will take a holistic approach to ensuring a young person's needs are identified and met throughout their journey at Elements Academy, preparing them for the next stage of their lives.

At Elements Academy, you will find strong, hardworking and dedicated members of staff. We believe in investing in our staff team and all staff have the opportunity to access high quality internal and external professional development. Working within Ethos Academy Trust is extremely rewarding; making a difference to vulnerable children and young people, knowing that the work you do has a genuine, long-term impact on a young person's education and life chances.

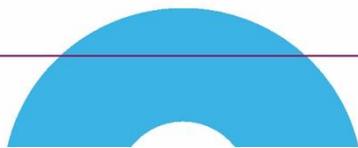
We are seeking to appoint Teaching Assistants to join our new team. The successful applicants must be dedicated to supporting our young people to reach their full potential. We would like to thank you for your interest in Elements Academy and we look forward to receiving your application.



Rebecca Smith
Executive Head Teacher



Vicky Woodrow
Head Teacher



TRUST MISSION

Our vision at Ethos Academy Trust is to create **nurturing inclusive learning communities**.

To enable us to achieve this, our mission is that Ethos Academy Trust will draw upon the expertise of our specialist staff and wider partners to provide timely, personalised support, intervention and provision in order to maximise the life chances of all children and young people, informed by a thorough understanding of their strengths and needs.



Leading

with integrity

- Championing honesty and transparency
- Building trusting relationships



Encouraging

freedom and responsibility

- Working collaboratively
- Investing in effective partnerships



Thinking

innovatively

- Finding creative solutions
- Meeting individual needs



Improving

continuously

- Raising standards
- Developing strong and effective leaders



Celebrating

achievement

- Improving academic progress
- Enriching personal development

ETHOS
ACADEMY TRUST

Nurturing inclusive learning communities



WHY WORK FOR THE TRUST?

Ethos Academy Trust is currently based in West and South Yorkshire with all of our Academies in close proximity to one another and in easy reach of main motorways and the cities and towns of Leeds, Wakefield, Sheffield, Rotherham, Huddersfield and Bradford. The proximity of our Academies is such that it lends itself to close and collaborative working.

At Ethos Academy Trust, we are committed to providing a top-class education and we put the needs of all of the young people within our community at the heart of what we do. Our staff are pivotal in this and also in recognising, achieving and bringing to life our vision and values.

As such, we are committed to providing our staff with high quality professional development which can be evidenced through a variety of channels. We have numerous examples of staff who have developed and progressed their careers with the Trust. We fully embrace the fact that if we invest in our staff and their futures, we will create an environment where staff are happy, inspired and ambitious, which in turn means that they are able to create positive, engaging and life changing learning experiences for young people.

Ethos Academy Trust is fully committed to supporting and enhancing the wellbeing and mental health of all stakeholders. Across the Trust there are regular opportunities for staff to come together outside of their normal working day in a social or other activity capacity.

As an employer, we are able to provide the following benefits to all members of staff:

- The Trust maintains nationally agreed terms and conditions in relation to pay and conditions for teaching and support staff, and continues to subscribe to local holiday patterns and allowances within the local authority of each academy.
- All employees have the opportunity to access a pension scheme.
- All employees have access to Healthline which includes 24/7 Employee Assistance Programme and services such as physio and counselling for employees and their dependants.
- An opportunity to collaborate with colleagues across academies and within the central Trust teams, with other academies and Multi Academy Trusts on a local or regional basis.
- Structured and informal opportunities to develop skills and opportunity to progress, share best practice (locally and nationally).
- Access to employee salary sacrifice schemes such as Cyclescheme, Techscheme and discounted gift cards.



I started working for Ethos College around eight years ago, as a grade 7 Inclusion Worker. It was an immensely enjoyable and rewarding position. I loved the fact that I could support the social and emotional development of young people and have the ability to make a huge impact on their lives. I was inspired by our talented team and decided to combine my passion for science and education to train to become a qualified teacher. Ethos College supported me all the way and when a position became available, I applied and was so proud to take up the post of science teacher. Since then I have not looked back!! I am now working in a leadership position, helping to develop our offer to young people educated around the local authority. Working at Ethos College and being a part of the transformation of the lives of our young people is an absolute privilege.

EMMA GANNON, TEACHER





I was inspired to pursue a career with children who have SEMH needs through my experience of teaching music as an unqualified Teacher. I joined the Trust eleven years ago as an Inclusion Worker and was subsequently promoted to Senior Inclusion Worker, before being supported to secure a teaching qualification and, most recently, training to become a SENDCo. I am currently the Deputy SENDCo for Reach Academy. The Trust and management team within Reach Academy not only supported my ambition to become a fully qualified Teacher, they continue to offer opportunities for my ongoing personal and professional development.

SARAH SIMMONDS, DEPUTY SENDCO - REACH ACADEMY



During my 6 years of employment within Ethos Academy Trust, I have been supported to access a number of professional development opportunities. I gained my PGCE over a 2-year period and, after securing a teaching role two years ago, I am now a middle leader within Ethos College and currently undertaking the NPQSL, in order to further enhance my leadership skills, understanding and practice

The Trust is committed to providing relevant and meaningful professional development opportunities to support the career progression of the staff team. I have always felt highly valued and supported by the Trust in everything that I do. It is an absolute privilege to work for a Trust that is so invested in supporting its staff to be the best that they can be and help to transform the lives of so many young people.

JACK GHEE, TEACHER - ETHOS COLLEGE





ADVERT FOR TEACHING ASSISTANTS/LEARNING SUPPORT MENTORS

Grade/Salary: Band C, £19,264 (per annum, pro rata) / Band F, £22,571 - £24,920 (per annum, pro rata)

Hours: Full time, 39 weeks
Part-time working will also be considered

Applicants

Do you want to make a real difference in the lives of vulnerable pupils? Do you want to work in an inclusive, nurturing school? Do you want to be part of a Trust that supports career progression? If so, this is an exciting opportunity to join Elements Academy, our brand new special school for children with social, emotional and mental health needs in Rotherham (S25) as it opens its doors in September 2022.

We are looking for Teaching Assistants (or for the more experienced candidates, Learning Support Mentors) who will provide positive and aspirational outcomes for our pupils with complex social, emotional and mental health (SEMH) needs through high quality support and engagement. Our Learning Support Mentors complement the professional work of teachers by taking responsibility for agreed learning activities.

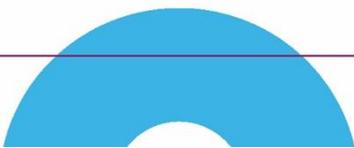
As Teaching Assistant, you will possess GCSEs (A*-C), in Maths and English (or equivalent) or alternatively, you will hold a relevant qualification at level 2 (or equivalent). It is desirable that you have experience of working with children with special needs in KS2, 3 or 4 with SEMH needs and are able to communicate information in a clear and logical manner and be proactive and positive in your approach.

To qualify for the Learning Support Mentor position, you will be qualified to NVQ Level 2 or equivalent in English and Maths (or have proven numeracy and literacy skills to level 2.) You must be able to meet the Higher Level Teaching Assistant standards, or have an equivalent qualification or experience. You will possess experience of working with children and have the ability to relate well to children and adults, coupled with training in the relevant learning strategies.

Our roles present an excellent opportunity for candidates who are potentially looking to gain experience to progress into teaching or for those who aspire to work within the area of Social and Emotional Mental Health. We are ambitious for growth and the development of our staff members and pupils and as such, there will be opportunities for progression within the Trust for successful candidates.

In return, we are able to offer a welcoming Trust with supportive management and a strong programme of staff development. You will receive exceptional support through our outstanding staff teams who are skilled at working with young people with needs across the SEMH range.

Please visit <https://www.eat.uk.com/recruitment-portal/current-opportunities/> to peruse our current opportunities and apply for the position which matches your skills and experience.



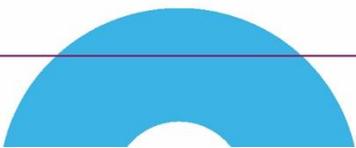


If you have any questions about the role, please contact our recruitment team at recruitment@eat.uk.com. You can also visit <https://www.eat.uk.com/about-ethos/a-day-in-the-life/> for a day in the life of working at Ethos.

Closing date: 9am on Wednesday 31st August 2022

Interview dates: 7th or 8th September 2022 (provisional)

Please note that as this is a new recruitment round, previous applicants will not be re-considered.



TEACHING ASSISTANT JOB DESCRIPTION

Job title	Teaching Assistant
Location	Elements Academy
Hours	Full-time, 39 weeks
Reports to	Primary Lead
Staff responsible for	N/A
Closing Date	9am on Wednesday 31 st August 2022
Salary/Grade	Band C, £19,264 (per annum, pro rata)
Job Purpose	To provide positive and aspirational outcomes for pupils with complex social, emotional and mental health (SEMH) needs through high quality support and engagement, supporting transition and securing pupils' physical and emotional wellbeing, whilst raising their self-esteem and encouraging independence.



KEY OBJECTIVES AND ACCOUNTABILITIES

- To support pupils across KS2-KS4.
 - To establish supportive, caring and secure relationships with pupils, acting as a role model and responding appropriately to individual needs.
 - To develop knowledge of a range of learning and SEMH needs and to plan, devise and implement appropriate programmes to support the development of children's emotional literacy skills and emotional well-being.
 - To implement and review intervention programmes/SEMH targets.
 - To create, develop and produce resources for use with intervention programmes, as appropriate, to support SEMH development.
 - To ensure that all pupil records are kept up to date on the relevant systems in accordance with the academy's procedures, and that appropriate levels of confidentiality are maintained.
 - To liaise, and maintain good working relationships with other staff, parents and external agencies, completing relevant associated paperwork.
 - To contribute to monitoring and recording pupils' SEMH progress and providing relevant feedback to stakeholders.
 - To liaise with the class teachers and SENDCO in the identification and targeting of pupils' SEND needs.
 - To liaise with teachers in the preparation of personalised plans and subsequent reviews for identified children.
 - To attend relevant in-service training as appropriate.
 - To attend to the pupil's personal needs and implement related personal programmes including educational, social, health, physical, hygiene, first aid and welfare matters.
 - Supervise and support pupils, ensuring their safety and access to learning.
 - Promote the inclusion and acceptance of all pupils.
 - Encourage pupils to interact with others and engage in activities.
 - Encourage pupils to act independently as appropriate.
 - Prepare the classroom, as directed, for the day and clear afterwards and assist with the display of pupils' work.
 - Be aware of pupils' individual needs, progress and achievements, and report to relevant staff.
 - Use effective strategies to support and promote positive pupil behaviour.
 - Provide clerical/admin support e.g. photocopying, filing.
 - Support pupils to understand instructions.
 - Provide academic support within the classroom, under the direction of the teacher.
 - Support pupils in using ICT as directed.
 - Prepare and maintain equipment/resources and assist pupils in their use.
 - Contribute to the overall ethos/aims of the academy.
 - Assist with the supervision of pupils out of lessons ie: break, lunchtime and taxi duty where required.
 - Accompany teaching staff and pupils on visits, trips and out of school activities as required.
 - Other duties and responsibilities of an equivalent nature are undertaken, as may be determined by the post holder's supervisor from time to time, in consultation with the post holder.
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General

- To be familiar and comply with all relevant legislation, policies and procedures including those relating to:-
Health and Safety, Management of Risk, Data Protection, Standing Orders and Financial Regulations and Child Protection.
 - To identify risks within personal objectives, using resources effectively and efficiently and safeguarding assets.
 - To ensure equality of opportunity is afforded to all persons both internal and external to the Trust, actively seeking to eliminate any direct or indirect discriminatory practices/behaviour.
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PERSON SPECIFICATION

	Key Criteria	Essential (E) / Desirable (D)
Knowledge, Education and Training	You will possess GCSEs (A*-C) in Maths and English or equivalent OR relevant qualification at level 2 (or equivalent).	E
	Awareness of policies and procedures relating to child protection, health & safety and security, confidentiality and data protection.	E
	Basic knowledge and understanding of Health and Safety issues, and ability to identify risks within personal sphere of work.	E
	Basic knowledge of First Aid.	E
Relevant Experience	Experience of working with children, especially children with special needs in KS2, 3 or 4 (with SEMH experience).	D
Aptitudes, Skills and Competencies	Basic ICT skills.	E
	Ability to make simple decisions, in line with agreed procedures/policies e.g. prioritisation of work, appropriate release of sensitive information.	E
	Ability to clearly interpret oral or written information & instructions.	E
	Ability to communicate information in a clear and logical manner.	E
	Ability to maintain filing systems (manual and computerised).	E
	Ability to use Microsoft Office and Management Information Systems.	E
	Proactive and positive approach to liaising with parents/carers and wider stakeholders, both internally and externally. Committed to safeguarding and promoting the welfare of children and young people.	E
	Plans own day, works flexibly to get the job done on time, and ensures work is carried out to quality standards.	E



	Listens to others' points of view, seeks feedback and deals with it constructively, shares knowledge and good practice, suggests doing things differently to improve.	E
	Treats all people equally, fairly and with dignity and respect.	E
	Positive approach to team working.	E
	Takes ownership of personal development. Willing to pursue development opportunities.	E
Any additional factors	Commitment to ongoing personal training and development.	E
	Willingness to work outside of normal Trust hours on occasion.	E
	Hold current driving licence and have own vehicle available for transport during the working day.	D
	Willingness to undertake an enhanced Disclosure and Barring Service check, pre-employment and annually. Please note a conviction may not exclude candidates from employment but will be considered as part of the selection process	E

Safeguarding statement

Ethos Academy Trust is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including an Enhanced DBS check (including Children's Barred List) and past employment references.

Applicants are required, before appointment to disclose any conviction, caution or binding over including 'spent convictions' under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975.

Equality and Diversity statement

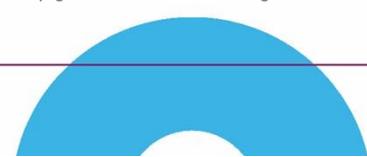
Ethos Academy Trust treats all applicants for employment in the same way regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

Disability statement

Ethos Academy Trust is committed to promoting equality of opportunity for people with disabilities. We continue to review our processes and procedures to ensure individuals with disabilities receive full and fair consideration for all types of vacancies at the recruitment stage and during their employment.

Individuals who apply to the Trust for employment will receive fair treatment and be considered solely on their ability to do the job. Where required reasonable adjustments will be applied. During employment the Trust, wherever possible, will retain the services of an employee who is or has become disabled.

GDPR A copy of our Privacy Notice is available via our website. www.eat.co.uk





Nurturing inclusive learning communities

Ethos Academy Trust
c/o Reach Academy
Field Hill Centre
Batley Field Hill
Batley
WF17 0BQ

