



The Academy at
St James
Aspire, Achieve, Believe

 THE CHURCH
OF ENGLAND
Diocese of Leeds

bdat
Bradford Diocesan
Academies Trust



**Teaching Assistant - Level depending on
experience**

Application Pack

November 2020

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Dear Applicant,

Thank you for your interest in the post of Teaching Assistant at Academy St James. I would like to take this opportunity to tell you a little about our school. Academy St James is a small primary school for pupils aged 2 to 11 years. We are part of the Bradford Diocese Academies Trust (BDAT) and serve the community of Allerton in West Yorkshire.

The school became an Academy in January 2017. We place high priority on the importance of community and this year we have achieved some great results (our best in 3 years), showing we have high standards for teaching and learning and we are working hard to ensure that Academy St James becomes the local school of choice.

Our children enjoy coming to school and are keen to learn. Our staff are passionately committed to ensuring that our pupils achieve and they have high expectations for the children and for themselves. Many of our pupils are vulnerable in terms of their socio economic background and it is vital that their primary school experience is of a high quality and has a positive impact on their future life chances.

The role of Teaching Assistant is key to the success of the individual pupils and their class. The ability to form good working relationships is key to the role of Teaching Assistant. We also have a strong commitment to supporting the community and have a wide range of events throughout the year.

I would strongly recommend that you come to visit us in order to gain insight into the deeply rewarding career that working with our pupils and staff has to offer.

Kind regards,

Chris Tolson

Head teacher



An exciting opportunity is available at Academy St James for the right person

Teaching Assistant for Early Year

27.5 hrs per week TTO Fixed term contract, Spring term in the first instance

Required 1st January 2021

Salary will depend on Experience, ranging from SCP 5 to 11 £11,927 - £14,159 (ACTUAL SALARY CORRECT NOV 2020)

Academy St James is a small primary academy situated on the outskirts of Bradford. We are proud that visitors comment on what a welcoming school we are and how well-mannered and enthusiastic our pupils are.

We are looking for a person who:

Someone who wants to make a difference and ensure positive outcomes for children
 Someone who has excellent literacy and numeracy skills
 Can use their initiative and have high expectations
 Has good interpersonal skills
 Is enthusiastic and keen to join a hard working team
 Is willing and able to work within the whole of the primary age range
 Is willing to work over the official lunch period to ensure supervision and safety of children

We can offer:

- The opportunity to be part of BDAT and work with schools and colleagues across the trust for career progression
- Career development opportunities for the successful candidate to shape the role according to interests and skills
- children who are keen to fulfil their potential
- a positive and friendly working environment
- a commitment to professional development

Visits to the school are warmly welcomed by prior arrangement. Please contact our office on 01274 777095 to arrange a mutual appointment. Applications can be made on our application form via e – mail to admin@academystjames.com or through schools website.

Academy St James is committed to safeguarding and promoting the welfare of our pupils and expect all staff and volunteers to share this commitment. All staff are subject to an enhanced DBS check.

Application Closing Date: 12:00 Friday 27th November 2020
 Shortlisting: 27th November 2020
 Interviews: Week commencing Monday 30th November 2020



Bradford Diocesan
Academies Trust



Working with BDAT



Bradford Diocesan Academies Trust recognises that if our schools are to succeed, our teachers and school staff are our most valuable asset. We work hard to be the education employer of choice in Bradford. We do this by:

- Recruiting the highest calibre of teachers who share our aspiration and ambitions for our students to succeed;
- Developing our teams by talent spotting and rewarding our next generation of leaders
- Making sure BDAT is a good place to work so that we retain and grow the expertise of our people.

Our Employee Pledge

We will offer you:

- Work in a values driven, student centred organisation where every child is supported to reach their academic potential and accomplish their individual goals.
www.bdat-academies.org/about-us/bdat-mission-statement/
- The prospect of working for an increasingly successful and growing Trust which is committed to providing high quality education for all of its students.
- A separate career development discussion with a senior leader resulting in a bespoke career development plan in addition to Performance Management.
- Ongoing assistance in developing your 'craft' of teaching.
- Assistance with career progression both within and outside the Trust.
- A competitive employees' benefit scheme.
www.bdat-academies.org/aboutus/employee-benefit-scheme/

We will provide you opportunity to:

- Have a week's placement in one of the BDAT schools within the first two years.
- Work with like-minded subject colleagues from the other trust schools.
- Shadow colleagues both within the school and across BDAT.
- Support the development of teachers new to the profession or to their role.
- Gain the experiences required to meet external leadership qualifications such as Specialist Leadership in Education.

In return we expect you:

To Model:

- The values of BDAT and your school at all times.
- Professional behaviours at all times.

To Be:

- A consistently good teacher on a day to day basis.
- Committed to ongoing professional development.
- A team player and to adopt a 'can do' attitude.

To:

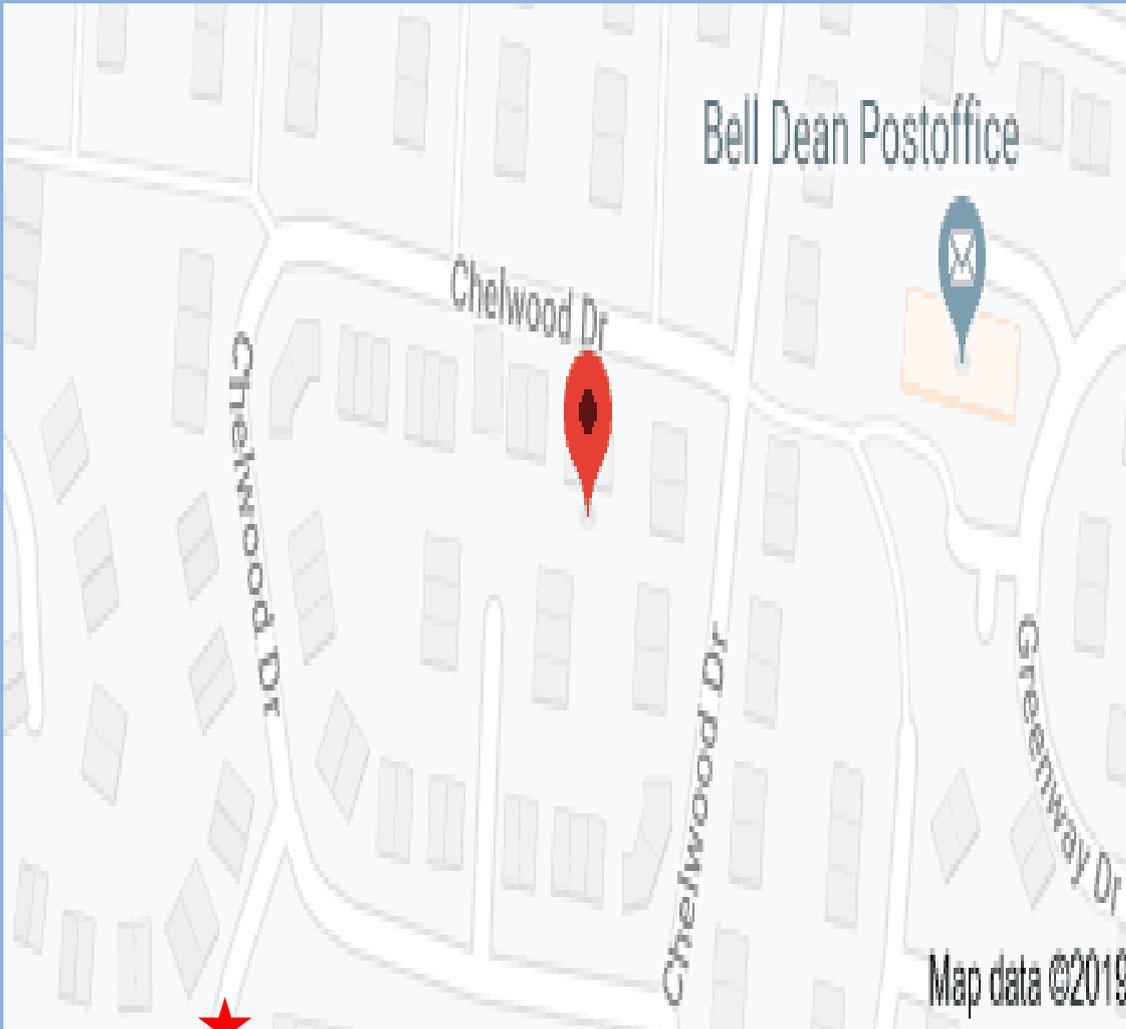
- Place safeguarding of students at the heart of your work.
- Engage in constructive professional dialogue, giving and listening to feedback.
- Contribute to the development of students and staff.
- Meet Teachers' Standards and Trust Leadership Standards as appropriate to career stage expectation.

Want to find out more?

If you want the chance to join a Trust committed to developing the very best teachers and school staff in Bradford:

- Check out our latest vacancies on www.bdat-academies.org/vacancies
- Follow us on twitter: **#wearebdat**

How to find us



Academy St James

Chelwood Drive, Bradford, BD15 7YD

Tel: 01274 777095

<https://academystjames.com/>

Outline Job Description

POST TITLE:	TEACHING ASSISTANT TTO - 27.5 HOURS PER WEEK
POST REF:	ASJ LEVEL 2
GRADE:	Salary New Scale Point 5 to 6 £11,927 - £12,825 (ACTUAL SALARY CORRECT NOV 2020)

INTRODUCTION:

The following information is furnished to help Academy St James staff and those people considering joining the academy to understand and appreciate the work content of their post and the role they are to play in the organisation. However, the following points should be noted:

- 1 Whilst every endeavour has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings, therefore, may have been used below, in which case all the usual associated routines are naturally included in the job description.*
- 2 Employees should not refuse to undertake work, which is not specified on this form, but they should record any additional duties they are required to perform and these will be taken into account when the post is reviewed.*
- 3 Academy St James is an Equal Opportunities Employer and requires its employees to comply with all current equality policies.*
- 4 Academy St James is committed to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition*

PRIME OBJECTIVES OF THE POST:

To complement, appreciate and support the role of teachers and other professionals by undertaking work/care/support programmes which enables access to learning in the community as part of a teacher planned approach.

To support the class teacher in the management of pupils in the classroom, and other senior staff on a range of teaching and learning experiences which deliver an appropriately differentiated and suitably challenging curriculum for all pupils whilst meeting statutory requirements.

Work within school policies and procedures under the direction and guidance of senior staff and within an agreed system of supervision.

May from time to time be required to undertake other duties commensurate with the grade and level of responsibility defined in this job description.

KNOWLEDGE AND SKILLS:

(See Personnel Specification)

EFFORT DEMANDS:

- Will assist in maintaining the nurturing ethos of the school using Restorative Practice and good common sense, as well as use initiative in all matters relating to the conduct and behaviour of individual pupils, groups of pupils and whole classes, the safety, mobility (if required), hygiene and well being of the pupils; making decisions within established working practices and procedures.
- Will recognise and challenge any incidents of racism, bullying, harassment, victimisation and any form of abuse of equal opportunities, ensuring compliance with the relevant school policy and procedures.
- Will deal with any issues, immediate problems or emergencies that arise in line with school policies and procedures liaising with colleagues where necessary e.g. dealing with a sick, injured or distressed child.
- Acting as a role model, will establish productive and constructive working relationships with pupils, setting high expectations, and providing high levels of support. Motivating and interacting with pupils, being aware of their individual needs, supporting difference and ensuring all pupils have equal access to opportunities to learn and develop whilst responding appropriately.
- Will have the ability to cope with the requirements of the post, which may include working with pupils who have emotional/behavioural/physical difficulties and requiring close supervision and/or personal care.
- Will contribute to the overall ethos/work/aims of the school.
- Will appreciate and support the role of other professionals.
- Be vigilant and sensitive to any child protection/safeguarding concerns that arise, reporting any concerns to the designated officer in line with school policy and procedure.

RESPONSIBILITIES:

- Assist in the management of pupils in the learning environment.
- Work with pupils on a 1:1 and small group basis supporting their learning and access
- Assist in the planning of learning activities.
- Will administer routine tests, invigilate exams and undertake routine marking of pupils' work.
- Undertake structured and agreed learning activities/teaching programmes appropriate to the pupil's needs to ensure physical, social, emotional and intellectual development, taking into account diversity e.g. language, culture, ability, race and religion.

- Will supervise and support pupils consistently at all times including those with special needs; recognising and responding to their individual needs including personal care whilst ensuring their safety and education in the learning environment.
- Assist with the development and implementation of Individual Education Plans and Personal Care Programmes; attending to the pupils' personal needs and maintaining related personal programmes with the correct use of care materials including the safety and well being of the pupils, therapy and medical intervention needs of the pupil and first aid, paying attention to social, health, physical and welfare matters as well as high standards of cleanliness and hygiene e.g. washing, dressing, toileting, and, if applicable, mobility.
- For posts working with pupils who are physically less able, it may be necessary to be able to physically assist the pupil in line with school policies and good practice.
- Will occasionally be required to supervise the class for brief periods
- Promote and reinforce the inclusion, acceptance and integration of all pupils, including those with specific and special needs and those from different cultures and/or with a different first language as appropriate.
- Set challenging and demanding expectations whilst promoting self-esteem and encouraging pupils to act independently as appropriate as well as interact and work co-operatively with others and engage in activities led by the teacher.
- Will prepare, create and maintain a purposeful, orderly and supportive learning environment to meet the lesson plans. Take responsibility for the care, preparation, maintenance and use of relevant equipment, assisting pupils in its use and clearing/storage afterwards.
- Will be aware of pupil progress, monitor/record pupil responses against pre-determined learning objectives as well as provide accurate, constructive and detailed feedback/reports to the teacher and pupils.
- Promote positive values, attitudes and good pupil behaviour and encourage pupils to take responsibility for their own actions whilst supporting the teacher in managing this. Deal promptly with conflict and incidents (including those involving restraint) and reporting challenging behaviour where appropriate in line with established policy and restorative practices.

- Will gather/report information from/to parents/carers as directed, taking into account parental/carer concerns, dealing with them sensitively under the direction of the teacher.
- Will provide clerical/administrative support as directed by the teacher.
- In respect of local and national learning strategies, will support pupils to achieve learning goals e.g. literacy, numeracy, KS1, KS2, early years as directed by the teacher.
- Will support pupils in the use of ICT in learning activities as directed by the teacher, and develop pupils competence and independence in its use.
- Will participate in own performance development, identify and address any training needs/other learning activities.
- Will assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes, accompanying teaching staff and pupils on visits, trips and out of school activities; taking responsibility for a group under the supervision of the teacher.
- Will assist in the supervision of students on work experience, trainees and voluntary helpers.

ENVIRONMENTAL DEMANDS/WORKING CONDITIONS:

- Will have long periods of sitting or standing.
- May be required to move quickly to ensure pupil safety
- Available to work during school hours during term time and a willingness to be flexible as may be required to attend staff meetings/training sessions outside of usual hours.
- Will have contact with members of the public/other professionals e.g. teaching staff, governors, parents/carers, community groups, local education authority, external providers etc.
- The post holder may occasionally be subjected to antisocial behaviour from members of the public/parents/site users.
- This post may include a degree of manual lifting and handling. You are expected to be aware of health and safety policies and procedures and frequently assess your ability to carry out the lifting tasks required of you.
- Report all concerns to an appropriate person.

SPECIAL CONDITIONS OF SERVICE:

- No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable clients/finance (An enhanced DBS check is required).

OTHER CONSIDERATIONS

- To be aware of and comply with policies and procedures relating to child protection; being vigilant for signs that children may be being abused and to report any such suspicions to the school's nominated Designated Safeguarding Lead, a named person or the Headteacher.
- To act in accordance with the General Data Protection Regulation and maintain confidentiality at all times e.g. access to staff/student/parent and carers files.
- Accept and commit to the principles underlying the Schools Equal Rights policies and practices.
- Be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act. Must be legally entitled to work in the UK.

PERSONNEL SPECIFICATION:

	ESSENTIAL (E)/DESIRABLE (D)
<p>EXPERIENCE:</p>	<ul style="list-style-type: none"> • Experience of working with or caring for children of relevant age e.g. voluntary organisation or parental/caring responsibilities. (E) • Experience of working in a team situation.(D)
<p>QUALIFICATIONS/ TRAINING:</p>	<ul style="list-style-type: none"> • GCSE English and Maths or equivalent e.g. Adult Literacy/Numeracy at level 1. (E) • Evidence of further training/development and/or willingness to participate in further training and development opportunities. (E) • Other relevant qualifications relating to the post e.g. Level 2 NVQ in Health/Childcare, first aid qualification.(D)
<p>KNOWLEDGE/ SKILLS:</p>	<ul style="list-style-type: none"> • Will possess knowledge procedures or practices relevant to schools (E) • Will have an outline understanding of relevant legislation. (E) • Problem solving skills. (E) • Good communication skills. (E) • Exercising advisory, guiding, negotiating and persuasive skills at a developed level. (E) • Good numeracy/literacy skills. (E) • Basic ICT skills. (E) • An understanding of the needs of a multicultural society. (E) • An understanding of the issues relating to pupils who have additional learning needs, more able and special educational needs. (E) • Knowledge of childcare. (E) • Awareness of child development. (E) • Knowledge and commitment to schools Equality policy. (E) • Ability to relate well to pupils and adults. (E)

- Ability to work constructively as part of a team. (E)
- Ability to remain calm under pressure. (E)
- Demonstrate a commitment to working with children of the relevant age. (E)
- Demonstrate good co-operative, interpersonal and effective listening skills. (E)
- Maintain confidentiality in matters relating to the school, its pupils, parents or carers. (E)
- Ability to perform all duties and tasks with reasonable adjustments where necessary. (E)
- Ability to cope with the requirements of the post, which will include working with pupils who have emotional/ behavioural/physical difficulties. (E)
- Willingness to work in out of school provision (Jellybeans) (D)

Early Years Practitioner Job Description and Person Specification

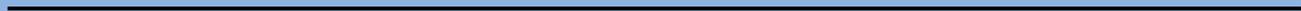
POST TITLE:	TEACHING ASSISTANT TTO - 27.5 HOURS PER WEEK
POST REF:	ASJ LEVEL 3
GRADE:	Salary New Scale Point 7 to 11 £12,409 - £14,159 (ACTUAL SALARY CORRECT NOV 2020)

- Job Description
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- Core purpose
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- To contribute to the promotion and development of an integrated education and day care service that offers high quality experiences for children aged 2 – 5 years. Academy St James provides integrated services for education and special care to children from 0 to 5. Staff to work on a rota system in order to ensure that appropriate staffing levels and expertise are maintained throughout Academy St James. Staff will be able to work with a variety of professional disciplines enthusiastically and to put the child at the centre of their work.
- Academy St James is fully committed to safeguarding children and promoting their welfare and expects all staff to share in this commitment. All posts are subject to an Enhanced DBS with Barred List check.
- This Job Description is furnished to assist staff joining Academy St James to understand and appreciate the work content of their post and the role they are to play in the organisation.
- Whilst every endeavour has been made to outline the main duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. This job description is not a definitive list of responsibilities but identifies the key components of the role. The post holder will, therefore, be required to undertake other reasonable duties commensurate with the purpose and salary level of this post.
- Employees should not refuse to undertake work, which is not specified on this form, but they should record any additional duties they are required to perform, and these will be taken into account when the post is reviewed.
- Academy St James is an Equal Opportunities Employer and requires its employees to comply with all current equality policies both in terms of equal opportunity for employment and access to the School's Services.
- Academy St James is committed, where possible, to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.
- Organisation
- To support the planning and to provide a programme of activities suitable to the age range of children within each group.
- To ensure that activities take into account the individual needs of each child by implementing a key worker system.

- To ensure that parents, carers and appropriate professionals are welcomed, involved and regularly informed of each child's activities.
- To ensure the safety and welfare of children at Academy St James. To plan and record appropriate activities for children which meet Ofsted standards.
- To support the planning and to provide a programme of activities suitable to the age range of children within each group.
- To ensure that activities take into account the individual needs of each child by implementing a key worker system.
- To ensure that parents, carers and appropriate professionals are welcomed, involved and regularly informed of each child's activities.
- To ensure the safety and welfare of children at Academy St James. Be aware of and support
- Difference and ensure that pupils have equality of access to opportunities to learn and develop.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection; and report all concerns to an appropriate person.

- **Administration**

- To keep accurate records of allocated children and to implement, in conjunction with Academy St James.
- To have responsibility for the assessment and recording and monitoring of the needs of allocated children.
- To plan and record appropriate activities for children which meet Ofsted standards.
- Resources
- The jobholder is responsible for the supervision of other early years practitioners.
- Wider Responsibilities
- There is a requirement, subject to appropriate training, to lift and carry children. There is a need, from time to time, to clean / wipe bodily fluids.
- This post is classed as having a high degree of contact with children or vulnerable adults.



This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of Academy St James and may change either as your contract changes or as Academy St James is changed. Nothing will be changed without consultation. This document must not be altered once it has been signed but it will be reviewed annually as part of the performance management process or as appropriate.

- Signature of post holder Date / /

- Signature of Academy St James. Date / /

- Person Specification Early Years Practitioner

	• ESSENTIAL (E)	• DESIRABLE (D)
<ul style="list-style-type: none"> • EXPERIENCE: 	<ul style="list-style-type: none"> • Ability to work on own initiative and as part of a team. (E) • Experience of providing high quality day-care to young children (3-5 years). (E) • Understanding of the foundation stage learning goals. (E) • Ability to write reports that will be helpful and information to parents, carers and professional staff. (D) 	
<ul style="list-style-type: none"> • QUALIFICATIONS/ TRAINING: 	<ul style="list-style-type: none"> • Will possess excellent literacy and numeracy skills (GCSE (or equiv) Maths and English). (E) • Will hold a relevant qualification (NNEB, Level 3 NVQ, or education to graduate level) or training in the care and education of nursery age children with a minimum of 3 - 4 years' experience in a relevant position. (E) • Recognised child care qualification equivalent to NVQ level 3. (E) • Current first aid certificate. (D) • Food hygiene certificate. (D) 	
<ul style="list-style-type: none"> • KNOWLEDGE/SKILLS: 	<ul style="list-style-type: none"> • Will possess in-depth knowledge and understanding of all policies, procedures and regulations relevant to the role, including child protection. (E) • Will possess the ability to relate well to children and adults. (E) • Will possess the ability to develop and follow plans of work and teacher directed learning programmes. (E) • Will support children's learning using highly-developed advisory, guiding, negotiating and persuasive skills having full regard to their individual social/emotional/physical/intellectual needs. (E) • Will possess excellent oral and written communication skills, adapted to the needs of the audience. (E) • Will personally resolve problems and situations usually following existing rules and procedures with the ability to assess situation and decide on best solution. (D) 	

- **Teaching Assistant Selection Process Guidance**

- Our aim is to ensure that we recruit the right person for the job. We will ensure that the selection process is fair and without discrimination for or against any candidate based on age, ethnicity, sex, marital status, or sexual orientation. The person specification sets out the criteria used to assess candidates through the selection process.
- We are committed to safeguarding our pupils and will assess the candidate's suitability for working with children as part of the selection process. We will check the accuracy of all information and investigate any perceived anomalies. We take up references prior to interview and use these to verify the information you have given us. Firm offers of employment are never made without satisfactory references. All potential employees are subject to an enhanced disclosure form the Disclosure and Barring Service.
- Visits to the school
- Visits to the school are warmly welcomed by prior arrangement, you will not be disadvantaged if you are unable to visit. Please contact the office on 01274 777095 to arrange a mutual appointment. The visit will give you an opportunity to ask questions about the role and the school to assess if this is somewhere you would like to work.
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- Applications
- Please ensure that all parts of the application are completed. We do not accept CVs as part of the selection process. Please ensure that you demonstrate how your experience and skills make you suitable for the position. Applications can be submitted online, via email or via paper copy.
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- Shortlisting
- We assess all applications against the person specification criteria using the evidence you provide in your application. This is done by a panel of senior staff. We carefully check all applications for anomalies.
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- Candidates who best meet the person specification will be invited to an interview. We will notify you by telephone with e-mail confirmation to follow. If you have not heard from us within 3 days of the shortlisting date, you have not been successful at this stage.
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- References
- We request references for all candidates who are invited to interview. Requests will be made at the same time that candidates are invited to interview. Your first referee should be your current or last, employer.
-
- Interview Day
- The interview day will consist of several tasks and activities including a formal interview. These are designed to allow you to demonstrate your skills and abilities. You will be asked to bring proof of qualifications and identity on the day.
-
- Final Selection
- Following the tasks and formal interview, we will use the person specification as a guide to select the most suitable candidate for our school. We will then telephone each candidate to inform them of the outcome. We will give brief feedback during this telephone conversation.
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- Offer of Employment
- We will make a verbal offer of employment by telephone on the day of the interview and this will be confirmed in writing. Any offer is made subject to:

- References satisfactory to us
- A satisfactory DBS check
- Provision of proof of identity and qualifications
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- Terms and Conditions
- The employer for this post is the Bradford Diocesan Academies Trust.
- An Enhanced DBS is required for this post.
- The post is subject to a six-month probationary period.
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- Time line
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- Application Closing Date:12:00 Friday 27th November 2020
- Shortlisting: Friday 27th November 2020
- Interviews: Week commencing 30th November 2020