



Educational Teaching Assistant – Level 2

Full time 30 hours
1-year fixed term contract (maternity cover)

Grade 6
Salary: £13,476.41

Required – September 2020

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Dear Colleague

Thank you for expressing an interest in this exciting post.

Orchard Primary Academy is a unique and vibrant school where staff are fully committed to changing the fortunes for the children and families that it serves. The Academy, under the guidance of South Pennine Academies, has been on a journey of improvement in the last 3 years and continues to strive for excellence in all areas. Our children are fantastic. They are curious, willing and have taken challenges that have been put in front of them head-on. Our staff are committed and passionate practitioners who truly want the best for each child.

Orchard Primary Academy serves a community that has had and still has its challenges. Leaders work tirelessly to not only educate children, but to keep them safe, ensure they are in school regularly and to make sure they are ready to learn. Chickenley is a close-knit community and the school is at the heart of it.

We are committed to not only providing our children with a high-quality academic curriculum, but also a carefully planned enrichment curriculum. We place a huge emphasis on physical activity, sport and competition and love to teach our children outdoors through our forest school programme and active learning sessions. Trips and enrichment are a key part of our approach to help children understand the world outside of the community. All children, in all classes attend regular trips which are linked to their curriculum and we have a range of visitors who come in and share their knowledge, experiences or provide an 'out-of-this-world' experience.

We are looking for an Educational Teaching Assistant who is:

- Enthusiastic and committed to their role
- Willing to learn new skills
- Resilient when faced with challenges
- Committed to the safeguarding of children
- Experienced in supporting vulnerable children
- Happy and calming and positive influence

The Governors, and our Sponsor South Pennine Academies Trust will ensure that Orchard Primary Academy provides the very best educational success for our children. We will create a dynamic relationship between Governors, Sponsor, CEO and Principal which will be both challenging and supportive as we work together to create an outstanding Academy.

If you think that you are still right for the job then we look forward to receiving your application. If you wish to discuss the job in more detail then please do not hesitate to contact the Principal, Matthew Carbutt.

Yours faithfully

Mr. M Carbutt

Principal

Our Aims at Orchard:

Vision:

Orchard Primary Academy will develop the whole child through: high expectations; wider-world experiences; delivering a relevant curriculum and by developing local community partnerships. We will develop respectful, resilient and aspirational learners and staff, who enjoy each day and make the most of every opportunity. We will create a safe and happy environment where children and staff are listened to and feel valued.

We believe that all children can achieve, no matter what their starting point or barrier.

Aims

1. Improve progress and attainment outcomes for all groups of children
2. Implement a broad and balanced curriculum that inspires learners' curiosity; promotes resilience and develops an appreciation for the world around them
3. Promote inclusivity and provide a variety of 'wider-world' opportunities to meet both academic and holistic needs;
4. Build strong community partnerships
5. Support child and staff mental health, physical and emotional wellbeing.

All staff at Orchard Primary Academy are committed to their role in safeguarding our children in all aspects of their lives. Our staff are caring, vigilant and leave no stone unturned in their pursuit to keep our children safe. Safeguarding procedures, policy and systems are thorough and are part of our everyday practice.

Through our curriculum and ethos, we aim to instil 3 core values in our children that will encourage our children to 'Dream Big and Dare to Fail' in all aspect of their lives

Orchard Primary Academy is committed to thorough and regular safeguarding checks and CPD.



Dream big and dare to fail



South Pennine Academies

Orchard Primary Academy is a proud member of South Pennine Academies.

South Pennine Academies help us to reach our aims and objectives through tailored support.
The vision, values and key priorities of the Trust are outlined below.

Vision

- To develop a group of closely partnered academies
- To ensure all academies are world class Centres of Excellence for Teaching and Learning
- To ensure the Trust plays a pivotal role in improving the life chances of students
- To develop local solutions and partnerships to meet local needs
- To promote school improvement with inclusion and diversity at its core

South Pennine Academies believes in school improvement through a partnership model.

This brings drive, expertise and capacity to the school improvement agenda. We recognise and encourage each academy's unique characteristics and ethos, reinforcing their individual identities within their respective communities.

Working within a multi academy trust allows school to school support to flourish. Becoming part of our partnership will allow you to become a leader not a follower and be involved in shaping the partnership rather than having it shaped for you.

- Strong and Effective Leadership
- High Performing Staff
- Successful Students
- Engaged Community

South Pennine Academies Partners



THE SELECTION PROCESS

How to Apply

Thank you for taking time to read and digest our information. If you wish to apply for the post of **Educational Teaching Assistant**, then you should:

- Follow the link to complete the electronic South Pennine Academies application form from the academy website at www.orchardprimaryacademy.org. Please do not complete a Kirklees Application form as they cannot be accepted. If you require a handwritten form to complete, please contact the academy office on 01924 469578. If you are applying via a third party website such as Kirklees or TES, then our application form should be available via a link.
- Complete the application form fully, ensuring all details are accurate and all declarations are signed. Please ensure you enclose two professional referees with one being your current employer (with email addresses if possible). Do not enclose additional CVs.
- Ensure you fully complete the relevant skills and experience section of the form, addressing the key characteristics and experiences outlined in the person / employee specification and the unique contribution that you could make to the future success of the Academy.
- Submit your application as soon as possible via email to office@orchardprimaryacademy.org or hand deliver to the academy office or post back to:
Orchard Primary Academy, Princess Road, Chickenley, Dewsbury, West Yorkshire, WF12 8QT

Timetable for the selection process

Please note that the interview process may take place via a remote platform due to COVID-19

Closing date for applications: Friday 5th June 2020 at 9.00am

Interview notifications by: Monday 8th June 2020 by 3.00pm

Interview date: Friday 15th June 2020 (times to be confirmed)

Visiting Orchard Primary Academy

Due to the current situation of COVID-19 and schools not being open, a tour of the Academy is not an option. However, Principal Mr Carbutt would be happy to discuss the role and tell you all about the Academy and the Trust via telephone should you wish.

Successful applicants will be required to undertake a Criminal Record Check via the DBS. Orchard Primary Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Job Description

Job Title	Educational Teaching Assistant
Salary Scale	Grade 6
Responsible to	Principal/SENco
Required for	ASAP
Academies:	Orchard Primary Academy

Job Purpose:

To work with the SENco to address the needs of children with SEN who need help to overcome barriers to learning in order to achieve their full potential. To support the learning and provide for the care and welfare of students with special educational needs, either in a faculty area or within a year group, during school hours.

Main Duties / Responsibilities

SUPPORT FOR STUDENTS

- Provide care and support inside and outside the classroom for one or more individual students during the school day:
 - form a close, caring and purposeful relationship with a target student
 - where appropriate, offer support to other students in the same class as the target student
 - monitor pupils' responses to learning and accurately record achievement and progress as directed
- Withdraw identified students from some classes and work with them on either a one-to-one basis or in a small groups to support their learning and to develop literacy, numeracy and social skills
- Assist students' language and communication development with appropriate support for reading, writing, speaking, asking and listening
- Work with students 1:1 and in small groups to develop language skills and literacy levels outside the classroom environment
- Facilitate small group work in the classroom, and in particular create time for the subject teachers to work with students who have SEN
- Support individual students through assessments, tests and examinations, in line with the Academy procedures and as agreed with examining bodies
- Provide officially designated relevant counselling sessions for those students on the Code of Practice register
- Assist with a specific students' personal, behavioural and social development through appropriate guidance and advice within the context of the SENco and teacher's overriding responsibility for behaviour management in the classroom. Take a constructive role in preventing/minimising the effects of emotional and behavioural incidents

- Accompany students with specific difficulties on trips or visits
- Support children with Autism to ensure they make progress in all areas of their education.
- Ensure all children are safeguarded to the best of your ability at all times.

SUPPORT FOR THE TEACHER

- Work with the teacher to establish an appropriate learning environment for SEN students
- In collaboration with class teachers, support lesson planning, the assessment and reporting of the development of all children
- Provide general clerical / admin support e.g. administer coursework, communication documents for agreed activities for SEN students
- Assist staff in the acquisition and preparation of resources which will facilitate wider inclusion for all students
- Promote positive values, attitudes and good student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour

SUPPORT FOR THE CURRICULUM

- Work with subject teachers to plan a differentiated curriculum:
 - support one or more students' learning in consultation with teachers during lessons
 - prepare materials to assist the teaching of students' with the support and guidance of the SENco and teachers to ensure differentiated material is available for all students
 - assist with the planning of learning activities and administer routines
- Support the Academy in evaluating their inclusive practice for SEN students

SUPPORT FOR THE ACADEMY

- Be aware of and comply with Academy policies relating to child protection, health and safety, confidentiality and data protection
- Be aware of and support difference, and ensure all SEN students have equal access to opportunities to learn and develop
- Establish constructive relationships and communicate sensitively and effectively with other professionals, teachers, parents/carers and SENco to support the achievement and progress of students with SEN

ADMINISTRATION

- Assist in the writing and updating of all Individual Education Plans (IEPs)
- Support the implementation of IEPs and Pastoral Support Plans
- Monitor and report on the implementation of all IEPs and assist with record keeping
- Support the administration work of the Inclusion faculty by liaising with outside agencies, in particular the examining bodies and educational psychologists
- With the SENco, liaise with all agencies to ensure that arrangements for annual reviews and transitional reviews of SEN students take place, and to assist in the maintenance of the necessary and relevant documentation

RESOURCES

- Determine the need for, prepare and maintain general and specialist equipment and resources
- Help students access specialist learning resources as required
- Keep up-to-date knowledge of the range of external agencies and opportunities that can be used to provide extra support for students
- Keep up-to-date with specialised training around Autism and ensure personal CPD opportunities are taken.

Person Specification

	Criteria	Rank	How Identified
EDUCATION AND TRAINING	Level 2 qualification or equivalent	E	Application form
	Evidence of continuing professional development	E	Application form
	Attendance at recent training/professional development on learning	D	Application Form and interview
RELEVANT EXPERIENCE	Evidence of recent excellent classroom support	E	Application form
	Evidence of working with children with autism	D	Application form and interview
	Evidence of pastoral experience and working with vulnerable children	E	Application form and interview
	Evidence of working with children 1:1 and small groups	E	Application form and interview
	Evidence of raising attainment and progress outcomes for individual children	E	Application form and interview
	Experience in assisting students' language and communication development with appropriate support for reading, writing, speaking, asking and listening	E	Application form and interview
SPECIAL KNOWLEDGE AND SKILLS	High quality and effective interpersonal skills	E	Application form and interview
	An excellent class teacher with excellent organisational skills	E	Application form and interview
	A dedication to meeting all children's needs through varying teaching strategies	E	Application form and interview

	An ability to lead, enthuse and motivate colleagues	E	Application form and interview
	Understands the principles of Child Protection and Safeguarding and recognises own responsibility and accountability	E	Application form and interview
	Excellent communication and presentation skills	E	Application form and interview
	An ability to be innovative, and support on-going initiatives	E	Application form and interview
ADDITIONAL FACTORS	A commitment to community cohesion and pupil inclusion	E	Application form and interview
	A willingness to undertake extra-curricular activities and regular CPD opportunities	E	Application form and interview