



# Nurture/nurture+ Teaching Assistant

## Application Pack

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Dear Applicant,

Thank you for your interest in the post of Teaching Assistant for Nurture and Nurture+ at Christ Church Church of England Academy. I would like to take this opportunity to tell you a little about our school. Christ Church Academy is a one form entry school for pupils aged 3 to 11 years. We are part of the Bradford Diocese Academies Trust (BDAT) and serve the community of Shipley in West Yorkshire.

The school became an Academy in August 2013 and in our last Ofsted in October 2016, was judged as GOOD. We have high standards for teaching and learning and are working to ensure that Christ Church Academy is the local school of choice.

Our commitment to our pupil's mental Health and Wellbeing is key to our success and we are a nurturing school. In 2017 our nurture provision was accredited by National Nurture Network. Our Nurture+ provision is an extension of this work. The Nurture+ classroom supports pupils with SEMH needs who are unable to access mainstream classroom provision on a full time basis and may be at risk of exclusion. Pupils within this provision may exhibit high levels of challenging behaviour.

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 the nurture Teaching Assistant is central to the wellbeing and safety of both individual pupils and their class. The successful candidate will build strong working relationships with colleagues in the nurture provision, nurture + provision and in mainstream classrooms. They will be flexible and able to work across all three settings as the needs of the pupils dictate.

Kind regards,

**Philippa Foster**

**Headteacher**



## Teaching Assistant in our Nurture and Nurture+ provision (2 posts)

**Required ASAP**

**Salary Level 2 SCP 5 £19312 PRO RATA**

(£13059.09 actual starting salary for 30 hrs, Term time only)



Christ Church Academy is a one form entry primary academy situated above Shipley with fantastic views across the valley and the UNESCO world heritage site at Saltaire. Our Nurture and Nurture+ provisions support pupils with SEMH needs

We are looking for a person who:	We can offer:
<ul style="list-style-type: none"> <li>wants to make a difference and ensure positive outcomes for children</li> <li>has excellent literacy and numeracy skills</li> <li>can use their initiative and have high expectations</li> <li>has good interpersonal skills</li> <li>is enthusiastic and keen to join a hard working team</li> <li>is willing and able to work within the whole of the primary age range across nurture, nurture+ and our mainstream classrooms.</li> <li>is willing to supervise pupils over their lunch time period.</li> <li>Has or is willing to train to NVQ 3 or equivalent.</li> <li>Is willing to undertake training in positive care and control. E.g. Team-teach</li> </ul>	<ul style="list-style-type: none"> <li>The opportunity to be part of BDAT and work with schools and colleagues across the trust for career progression</li> <li>children who are keen to fulfil their potential</li> <li>a positive and friendly working environment</li> <li>a commitment to staff professional development</li> <li>Opportunities for graduate candidates to go on to train as teachers.</li> </ul>

Please contact the school office if you wish to discuss the opportunities further on 01274 410349. Applications can be made on our application form which should be submitted via e – mail to [admin@cca.bradford.sch.uk](mailto:admin@cca.bradford.sch.uk)

*Christ Church Academy 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 which will form a condition of any employment offer.*

Application Closing Date: 11/3/2021

Shortlisting: 12/3/2021

Interviews: 15/3/2021





## 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.

## The BDAT Employee Pledge

Bradford Diocesan Academies Trust recognises that if our schools are to succeed, **our teachers and school staff** are our most valuable asset. As such we work hard to be an employer and the schools of choice in Bradford.

We do this by:

- Relentlessly only **recruiting** the highest calibre of teachers who share our aspiration and ambitions for our pupils 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 **retain and grow the** expertise and skills of our people.

**Keep reading to find out more about our employee pledge which sets out what you can expect from us**

## We will offer you:

- Work in a value driven, student centred organisation where every child is support to reach their academic potential and accomplish their individual goals. <http://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 and to be the schools of choice. [www.bdat-academies.org](http://www.bdat-academies.org)
- A separate annual 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 <http://www.bdat-academies.org/about-us/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.

- Shape the curriculum developments in an ever- changing world.
- 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 the 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 and if you like the sound of BDAT, our values, and the opportunities we can offer you:

- Check out our latest vacancies on [www.bdat-academies.org/vacancies](http://www.bdat-academies.org/vacancies)
- Follow us on twitter: [#wearebdat](https://twitter.com/wearebdat)

**Thank you for taking the time to read this information.**

# In And Around Shipley

Shipley is an old market town and it retains a strong sense of identity. It still has its weekly market, though the market place itself has been rebuilt and is surrounded by modern shops. The adjacent library, health centre and swimming pool are also of recent origin.

Situated as it is on the Aire Valley, it has excellent rail and road links not only to the university cities of Bradford and Leeds (with their theatres, museums, restaurants and shops) but also to Ilkley (with its famous moor), Haworth and the Bronte country and, via the Settle-Carlisle railway, to the more distant Dales and the Lake District. The Leeds/Liverpool canal takes you across to the other side of the Pennines and Leeds/Bradford airport connects to the four corners of the globe.



Shipley's immediate neighbour is the UNESCO World Heritage Site of Saltaire, a model village built in the 19<sup>th</sup> century by the mill-owner Titus Salt to house his workers. The impressive mill buildings no longer produce textiles but have been converted into offices, shops, a restaurant, and the 1853 Gallery, which holds a large collection of the works of Bradfordian David Hockney. Most of the original community buildings are now occupied by Shipley College.

Over the bridge across the river is another remnant of the Victorian era, the Shipley Glen Tramway, built to carry people up to the village of Baildon and now operated by volunteers as a tourist attraction. It leads onto Baildon moor and the stone circle known as Soldier's Trench, which is thought to date from the Bronze Age.

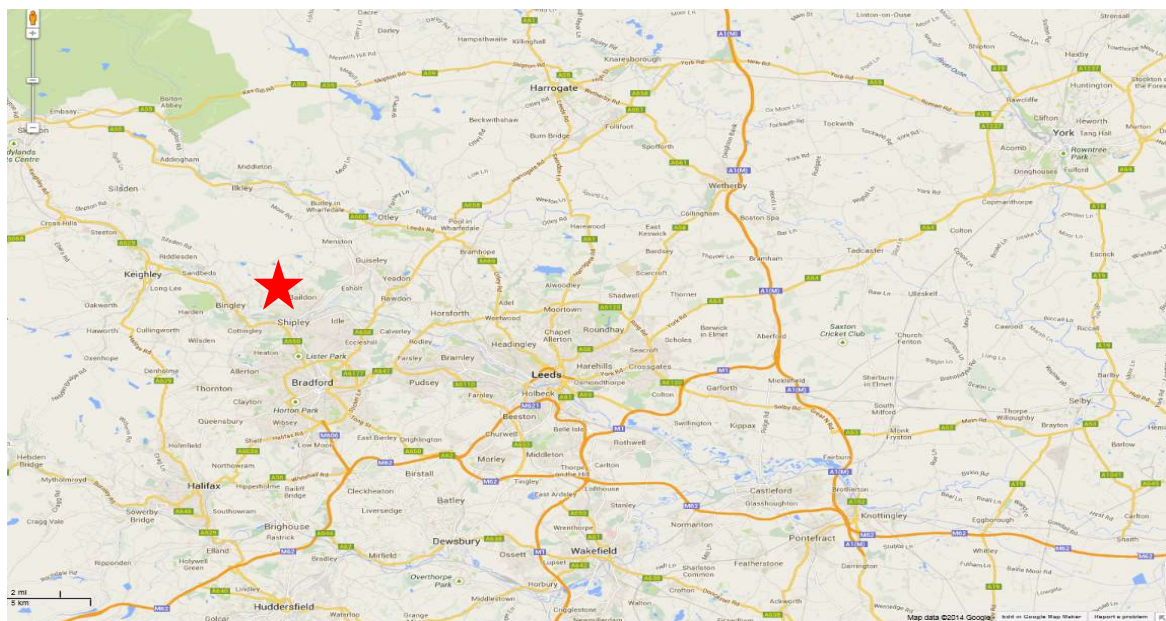
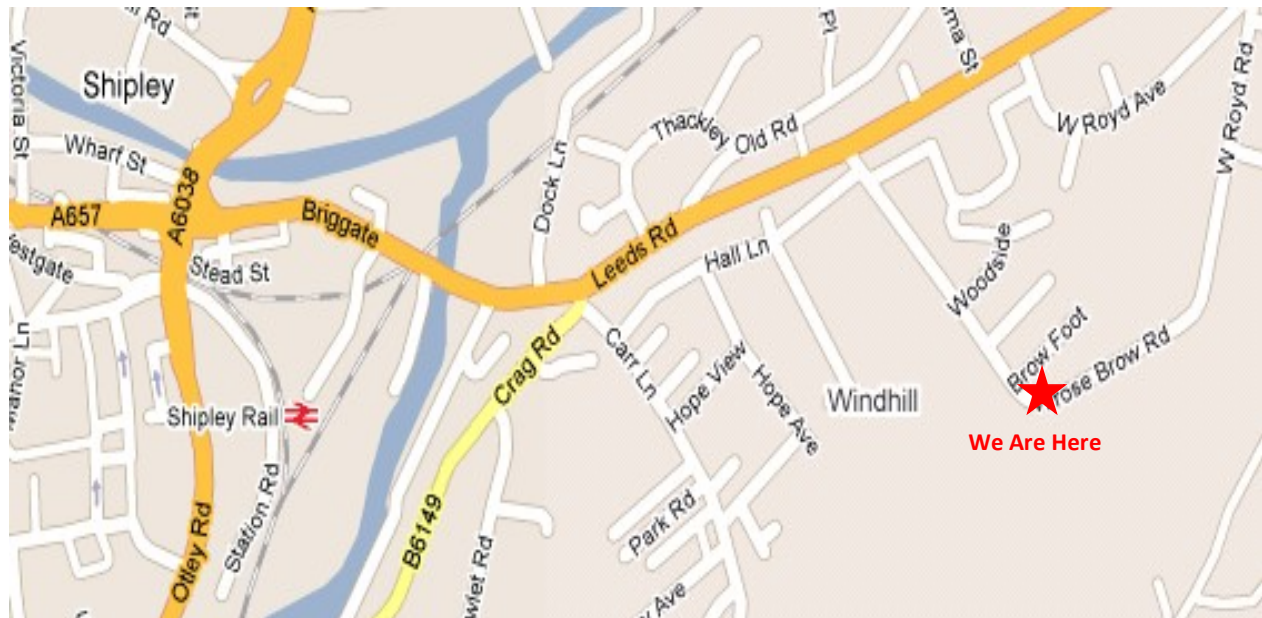


Shipley is a pleasant place to live and work, with housing of all descriptions and access to every kind of sporting and leisure activity.





# How to find us



## Christ Church Academy

Wroose Brow Road, Shipley, BD18 2NT

Tel: 01274 410349

## OUTLINE JOB DESCRIPTION

### SUMMARY OF MAIN DUTIES / RESPONSIBILITIES

POST TITLE:	TEACHING ASSISTANT WORKING ACROSS NURTURE, NURTURE+ AND MAINSTREAM CLASSROOMS
POST REF:	
GRADE:	

#### GENERIC INTRODUCTION:

The following information is furnished to help Christ Church Academy 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 Christ Church Academy is an Equal Opportunities Employer and requires its employees to comply with all current equality policies.*
- 4 Christ Church Academy 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 support the role of provision leaders, teachers and other professionals by undertaking work/care/support programmes which enables access to learning for pupils and in particular those with SEMH needs.

To support the provision leader and class teacher in the management of pupils in the classroom to deliver an appropriately scaffolded and suitably challenging creative curriculum for all pupils whilst meeting statutory requirements.

To plan and deliver Nurture activities, working collaboratively with teachers to complement the teachers whole class planning

To track progress termly, via the Boxall profile assessment.

Work within school policies and procedures under the direction and guidance of the provision leader, class teacher and 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 good discipline of pupils throughout school and be expected to use 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 wellbeing 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, motivating and interacting with them, 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 will include working with pupils who have emotional/behavioural/physical difficulties.
- Will use specialist learning skills/training/experience to support pupils.
- Make decisions using initiative where appropriate within established working practices.
- Will contribute to the overall ethos/work/aims of the school.
- Will support, uphold and contribute to the development of the schools Equality policy in respect of both employment issues and the delivery of services to the community.
- 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:**

- Support the Nurture and Nurture+ provision leaders
- Assist in the management of pupils in the learning environment.
- Provide pastoral support to pupils
- Receive and supervise pupils excluded from, or otherwise not working to, a normal timetable
- To help pupils to overcome barriers to learning, in order to enable them to reach their full potential.
- Ability to work successfully with pupils with challenging behaviour and or emotional needs

- Promote the general progress and welfare of the pupils to ensure that their educational and social needs are being met.
- To be part of the Pastoral Team, attending team meetings as required and actively engaging to improve and develop the pastoral team work and ethos.
- Will transfer work and resources back to the provision lead or teacher and feed back any issues.
- Will recognise own strengths and areas of expertise and use these to advise and support colleagues in order to ensure the smooth running of the learning environment and contribute to relevant meetings.
- Will supervise and support pupils consistently at all times including those with special needs; recognising and responding to their individual needs whilst ensuring their safety and education in the learning environment.
- 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, employ strategies to recognise and reward achievement of self-reliance whilst promoting self-esteem. Encourage pupils to act independently, working co-operatively and interacting with others.
- 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.
- Will be responsible for maintaining manual and computerised records and contributing to the reviews of systems/records as required.
- 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.

**ENVIRONMENTAL DEMANDS/WORKING CONDITIONS:**



- Will have long periods of sitting or standing.
- 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, BDAT, local education authority, external providers etc.
- The post holder may occasionally be subjected to antisocial behaviour from pupils, 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.
- You will be required to use positive handling following our care and control policy and using 'Team Teach' techniques
- 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 Child Protection Co-ordinator or the Headteacher.
- To act in accordance with the Data Protection Act 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.

**OFFICE USE ONLY:**

<b>COMPILED BY:</b>	Philippa Foster
<b>DATE OF ISSUE:</b>	25.2.21

## Personal Specification

	Essential	Desirable
<b>Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>• A proven track record of work relevant with young people</li> <li>• Experience of supporting young people with SEMH needs</li> <li>• An understanding of issues related to disadvantaged sections of the community</li> <li>• The ability to set targets for development as part of the learning action planning process and to devise, implement and evaluate action plans</li> <li>• ICT literate</li> <li>• Competency in terms of qualification or life skills equivalent to at least NVQ Level 3</li> <li>• Ability to deliver lessons to groups of children</li> <li>• GCSE English and Maths or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working within a Nurture Provision</li> <li>• Experience of working in a school</li> <li>• Experience and competence using 'Team Teach', or similar training, safely and appropriately</li> </ul>
<b>Abilities and Aptitudes</b>	<ul style="list-style-type: none"> <li>• A commitment to improving the lives and learning opportunities of young people</li> <li>• Ability to engage constructively with, and relate to, a wide range of young people and their families.</li> <li>• An ability to work effectively with children who are disengaged from school and learning</li> <li>• Ability to work effectively with teaching staff, Leadership within school and the external agencies</li> <li>• Ability to network effectively with a wide range of support services available</li> <li>• Ability to work independently (with appropriate supervisions) and as part of a team</li> <li>• Good communication skills, both written and spoken.</li> <li>• A readiness to participate in training and professional development.</li> <li>• Willingness to train in and use 'Team teach' as appropriate</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with external agencies in a collaborative manner</li> <li>• Experience of targeted mentoring work with individual children and groups</li> <li>• Experience of providing feedback on children's work</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Positive/solution focused approach</li> <li>• Team Player</li> <li>• Flexible approach</li> </ul>	

	<ul style="list-style-type: none"> <li>• Desire to participate in CPD/developmental activity</li> <li>• Nurturing nature</li> </ul>	
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**Note: This job description is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the school. The post holder will be expected to participate in this process and we would aim to reach agreement on any changes.**

## 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.

### 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.

### 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.

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.

### 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 will consist of a formal interview and selection activities. Questions and activities 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 interview process, 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.

### 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



**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 1 term probationary period.

**Time line**

Application Closing Date: 11/3/2021

Shortlisting: 12/3/2021

Interviews: 15/3/2021