



Shipley C of E Primary Academy
Teaching Assistant Recruitment Information Pack
32.5 hours per week/Term time only
Band 6, SCP 6 – 11 Actual Salary (£14,683 - £16,211)



Closing date: Wednesday 21st September 2022
Shortlisting: Thursday 22nd September 2022
Interview: Wednesday 28th September 2022



Contents

Welcome letter from CEO of BDAT and Chair of Governors	Page 3
ShIPLEY Academy Vision and Values	Page 4
About BDAT	Page 5
BDAT Mission, Vision and Values	Page 6
TA Advert	Page 7
TA Job Description & Person Specification	Page 8 - 10
How to find us	Page 11
Selection Process Guidance	Page 12 - 13



Welcome to Bradford Diocesan Academies Trust

Dear Applicant

On behalf of BDAT and the Governors of Shipley Primary school, we would like to **thank you** for showing an interest in the Teaching Assistant post at our school.

Set in the heart of Bradford, Shipley Primary school is a community where we are incredibly proud of our unique children, supportive parents, great staff and forward thinking governors.

At the centre of Shipley CE School lies a learning community that embraces every opportunity to offer an exciting, social, multi-cultural and pioneering educational experience for each and every one of our learners.

We have a dedicated team who are fun, friendly and motivated to ensure that each learner is stretched and that they experience fulfilment in learning every single day.

Thank you again for your interest in our school. We very much look forward to receiving your application.

Yours sincerely



Carol Dewhurst
Chief Executive Officer, BDAT

Rachel Hesselwood, Chair of Governors
Shipley C of E Primary School



Shipley CE Primary School Vision and Values

Nurturing Creative Thinking For Life-Long Learning

At Shipley CE Primary School we are all working together to achieve our vision for the school. It is entirely focused around the belief that we are all unique learners of equal value and loved by God.

We...

- Inspire confidence and creativity within a forward thinking environment.
- Equip all learners to develop their academic, emotional, spiritual and moral potential. Our pupils are happy, well-rounded life-long learners.

Our vision is rooted in the bible

Jesus said 'I have come that you may have life in all its fullness' (John 10:10) He calls us to a full life in mind, body, heart and spirit. Therefore, we believe the purpose of education is to nurture learners who: Don't stop learning. Don't stop being teachable. Don't stop growing. Who remain life – long learners, and keep the wonder of the moments.

We all support and trust each other on our journey to realise the Shipley School vision.

As a team, we instil in our children the values to support them in becoming confident, independent and successful lifelong learners. Shipley CE Primary School values are:

Love, Honesty, Thankfulness, Forgiveness, Resilience, Respect

Nurturing creative thinking for life long learning



About BDAT

Shipley Primary School is an academy within Bradford Diocesan Academies Trust. If you are successful in being appointed, the Trust will be your employer.

General Information and Background

Bradford Diocesan Academies Trust (BDAT) is a Multi-Academy Trust (MAT) supporting 17 primary and secondary schools in Bradford. We are a Trust which prides our self in delivering great education outcomes and life opportunities for all our children. We are an inclusive Trust working with children from a rich range of backgrounds who reflect our communities and the city we serve. We are proud to be all about Bradford and developing the future generation of lifelong learners who will go on to achieve incredible things.

BDAT is a Trust which recognises each of our schools is unique. We actively encourage and celebrate difference as we know each of our schools serves very different communities. However we also know that a key strength of being part of a Trust means together our schools can support each other, learn from each other and share great practice. As importantly we know from working our way through the COVID pandemic, that a problem shared really can be a problem halved, and by working together we can save ourselves time, money and lots of duplication of work.

We are a Trust which is value-led and we know it is important that we consistently live these values. The Trust's mission is **"to provide education of the highest quality within the context of Christian belief and practice."** We strongly believe every child only has one chance at a good education.

Our core Trust values are **aspiration, inclusion, compassion, resilience and excellence**. We seek to model these values in all we do, including how we recruit and develop our staff, how we teach our students and how we liaise with our families, friends and partners. We are a proudly Christian organisation committed to providing high-quality education for all within our ethos. Whilst robust Christian principles underpin the work of the Trust, everyone is encouraged to explore their own spirituality and to recognise and understand that of others. We describe ourselves as having inclusive values believing these are as appropriate and important to staff and students of all faiths (and to those without faith) as they are to those who practice within the Church of England. It is for this reason we choose to support and sponsor Non-Church of England Academies, as well as those within the faith. Therefore, we welcome applications for this role from employees of all faiths as long as they understand and can promote the values which we share.

BDAT is a large Trust, however we pride ourselves in knowing and understanding our schools. We are all part of the BDAT family and we all have the same motivation – to see our children succeed. For more information about us follow us on twitter [@wearebdat](https://twitter.com/wearebdat) or visit www.bdat-academies.org



BDAT's Mission, Vision and Values

BDAT's mission is:

'To provide high quality education within the context of Christian belief and practice so that every child can fulfil their academic potential and accomplish their individual goals'

Our vision is:

'That every student in a BDAT academy gets a happy and high quality education enabling competence, confidence and character to thrive; and that our Academies become the schools of choice in Bradford.'

Our values are:

- Aspiration.** We set high expectation for ourselves, our children and our staff so that each of us is supported to achieve our own potential. We expect nothing but the best from ourselves and from others.
- Inclusion.** We understand everyone is equal, without exception. We value and encourage diversity and difference. We proactively seek to learn from others.
- Excellence.** We provide rigorous support and challenge to our schools and our students. We strive for excellence in all we do.
- Compassion.** We care for each other. We respect each other and treat our friends and colleagues how they would expect to be treated. We make sure we are safe, feel loved and are actively supported at all times.
- Resilience.** We are ambitious and reflective. We are determined and brave in making decisions and when facing challenges. We expect our schools to provide us with the skills and knowledge to guide us through our future as life-long learners.



Teaching Assistant

Shingley CE Primary School

32.5hrs Term Time Only

Salary Band 6 Scale point 6 – 11 (Actual Salary £14,683 – 16,211)

We are all unique learners and loved by God.

Shingley primary School is an academy within Bradford Diocesan Academies Trust: www.bdat-academies.org The successful candidate will be employed by BDAT although their main place of work will be at Shingley CE Primary.

BDAT strives to be a diverse and inclusive employer, a place where we can ALL be ourselves. We encourage and welcome applications from everyone.

Shingley CE Primary School is looking for an excellent teaching assistant with enthusiasm, flair and creativity to join our family school.

As a valued member of our team, you will play a vital role in our school improvement journey and in providing quality learning and support for all our pupils.

If you have the skills and abilities, we would love to meet you.

The successful candidate will:

- Be committed to the safeguarding and welfare of our children.
- Have a love of learning and be a reflective practitioner.
- Be an adaptable team player who is keen to excite and inspire our children.
- Have an understanding of the importance of pupils' health and wellbeing.
- Have experience working with children with a range of needs.
- Be committed to maintaining and developing the Christian character of the school.

We can offer:

- Supportive, motivated and committed staff and governors who strive relentlessly to seek the best outcomes for all our children.
- A diverse community with enthusiastic and motivated pupils who want to learn.
- An exciting opportunity to be part of a team who focus on the health and wellbeing of children.
- A unique place to work where you can make a real difference.

Application forms can be found on the website:

<https://www.shingleyceprimary.org.uk>

Visits are encouraged. Please contact the school on 01274 583900 to arrange.

Closing date: Wednesday 21st September

Observations and interviews: Wednesday 28th September

We are committed to safeguarding and promoting the welfare of children and expect all staff to share this commitment. All posts are subject to an enhanced criminal records check via the Disclosure and Barring Service (DBS).

Nurturing creative thinking for life long learning



SHIPLEY CE PRIMARY SCHOOL

Outline Job Description

POST TITLE:	TEACHING ASSISTANT
POST REF:	SEP 2022
GRADE:	BAND 6, SCP 6-11

GENERIC INTRODUCTION:

The following information is furnished to assist staff within the School to understand and appreciate the work content of their post and the role they are to play in the organisation. The following points should be noted:

1. 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. Broad headings, therefore, may have been used below, in which case all the usual associated routines are naturally included in the job profile.
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. Shipley CE Primary School 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 and Academy Trust.
4. Shipley CE Primary School 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.

PRIME OBJECTIVES OF THE POST:

To undertake work/care/support programmes, to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area.

SUPERVISORY/MANAGERIAL RESPONSIBILITIES:

Assisting as a member of the classroom team in the supervision of students on work experience, trainees and voluntary helpers with whom the postholder is working.

SUPERVISION AND GUIDANCE:

To work under the instruction/guidance of teaching/senior staff.



RANGE OF DECISION MAKING:

To make decisions using initiative within established working practices and procedures. The postholder will be expected to use good common sense and initiative in all matters relating to:

- the conduct and behaviour of individuals, groups of pupils and whole classes
- the correct use and care of materials by individual and small groups of pupils
- the safety, mobility (if required) and hygiene and well-being of the pupils.

RESPONSIBILITY FOR ASSETS, MATERIALS ETC:

To maintain the confidential nature of information relating to the school, it's pupils, parents and carers. The provision, use and storage of equipment and materials used by pupils with whom the postholder is working. General responsibility for the care of all equipment and materials within the classroom/designated area of the school.

CONTACTS:

Internal at all levels, Parents / Carers, Governors, Community Groups, Health, Social Services, Contractors, External Agencies.

RANGE OF DUTIES:

1. SUPPORT FOR PUPILS

- 1.1 Supervise and provide support for pupils, ensuring their safety and access to learning activities.
- 1.2 Establish constructive relationships with pupils and interact with them according to individual needs.
- 1.3 Promote the inclusion and acceptance of all pupils.
- 1.4 Encourage pupils to interact with others and engage in activities led by the teacher.
- 1.5 Set challenging and demanding expectations and promote self-esteem and independence.
- 1.6 Provide feedback to pupils in relation to progress and achievement under guidance of the teacher.
- 1.7 Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes.

2. SUPPORT FOR THE TEACHER

- 2.1 Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work.
- 2.2 Provide detailed and regular feedback to teachers on pupils achievement, progress, problems etc.
- 2.3 Monitor pupils' responses to learning activities and accurately record achievement/progress as directed.
- 2.4 Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- 2.5 Establish constructive relationships with parents/carers.
- 2.6 Provide clerical/admin. support e.g. photocopying, typing, filing, money, administer coursework etc.
- 2.7 Use strategies, in liaison with the teacher, to support pupils to achieve learning goals.
- 2.8 Assist with the planning of learning activities.
- 2.9 Administer routine tests and undertake routine marking of pupils' work.

3. SUPPORT FOR THE CURRICULUM

- 3.1 Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses.



- 3.2 Undertake programmes linked to local and national learning strategies e.g. literacy, numeracy, early years, recording achievement and progress and feeding back to the teacher.
- 3.3 Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- 3.4 Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use.

4. SUPPORT FOR THE SCHOOL

- 4.1 Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- 4.2 Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- 4.3 Contribute to the overall ethos/work/aims of the school.
- 4.4 Appreciate and support the role of other professionals.
- 4.5 Attend and participate in relevant meetings as required
- 4.6 Participate in training and other learning activities and performance development as required.
- 4.7 Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime.
- 4.8 Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.
- 4.9 To support, uphold and contribute to the development of the school's Equal Rights policies and practices in respect of both employment issues and the delivery of services to the community.

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)



How to Find Us

MAP



Otley Road, Shipley, BD18 2TP
T: 01274 583900
E: office@shipley.bdat-academies.org
W: shipleyceprimary.org.uk



2nd Floor, Jade Building, Albion Mill,
Albion Road, Bradford, BD10 9TQ



T:

01274 909120

E: info@bdac-academies.org

W: www.bdac-academies.org

Selection Process Guidance

Safeguarding

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 from the Disclosure and Barring Service.

Inclusion

As a Trust we are an inclusive employer. We welcome applications from candidates of all backgrounds, faith, ethnicities or with any protected characteristics. We are simply looking for the very best candidate for the job and will assess your application only on the information in your written application or your performance at interview should you be successfully shortlisted.

We will ensure that the selection process is fair and without discrimination for or against any candidate based on age, ethnicity, gender, religious beliefs, marital status, or sexual orientation. The person specification sets out the criteria used to assess candidates through the selection process.

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 school 01274 583900 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.

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 via email or paper copy. The application form is available on the school website: <https://www.shipleyceprimary.org.uk/>

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 and governors. 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. You will be informed within 2 days of the shortlisting date as to the outcome.



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 Process

The interview will consist of an observation and a formal interview.

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