Appointment Information Pack



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| **Vacancy** | Teaching Assistant x 2 |
| **Location** | Thornton Primary School |
| **Start date** | 10th June 2024 and 1st September 2024 |
| **Closing date & time Interview and assessment** | * Closing date for applications - 7th May 2024 at noon * Shortlisting – 7th May 2024 * Interview and Assessment day: 14th May 2024 |
| **Salary** | SCP 9 – 13 |
| **Contract** | TA – Fixed Term – 10th June 24 – 31st August 2025  TA – Fixed Term 1st September 24 -31st August 2025 |
| **Return application to** | *Thornton Primary School*  *Thornton Road*  *Thornton*  *Bradford*  *BD13 3NN*  *01274 833839*  [*Tps.recruitment@focus-trust.co.uk*](mailto:Tps.recruitment@focus-trust.co.uk) |

# Welcome from Elizabeth Davison, Executive Headteacher, Thornton Primary School

# Dear applicant,

Thank you for your interest in the post of Teaching Assistant at Thornton Primary School. I am extremely proud to be the Executive Headteacher of such a warm and friendly school as Thornton.

Whatever the needs of our children we aim to ensure they thrive at Thornton, feeling safe, having fun and enjoying success. We want our pupils’ time in our school to be memorable, build on what they know and can do and help them become lifelong learners.

We value highly the partnership between home and school and encourage all parents to take an active part in the education of their children. The partnership between the school staff, parents, governors and other stakeholders is an essential one. Children are at the heart of all we do and their social and emotional well-being, as well as their academic achievements, is very important.

Thornton is a very popular school based in the heart of the Bronte country with a close community committed to prepare children for an ever-changing world.

Prospective candidates are welcome to visit the school. Please contact the main office for further details.

Interviews will take place on Tuesday 14th May 2024.

We hope that you will find this information pack helpful in finding out more about this post. You are very welcome to make an appointment to visit the school and meet with Debbie Neale.  Please contact Lisa Hammond on 01274 833839, to make an appointment.

If you would like a further conversation about any aspect of this post or about working as part of Focus-Trust, please do not hesitate me directly by email tps.recruitment@focus-trust.co.uk or contact Lisa Hammond who will arrange a telephone call 01274 833839.

Please contact us if you require any further information.

Please return all completed documents to tps.recruitment@focus-trust.co.uk by 13th March 2024 noon.

A group of people on a bridge

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Academy details

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**Address Thornton Primary School**

**Thornton Road**

**Thornton**

**Bradford**

**BD13 3NN**

**Telephone 01274 833839**

**Website https://www.thorntonprimary.co.uk**

**Job Description**

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| --- | --- |
| **Academy** | Thornton Primary School |
| **Job title** | **Teaching Assistant Level 2** |
| **Grade** | SCP 9-13 |
| **Accountable to** | Principal |
| **Line manager** | Class teacher / teachers, or Inclusion Manager, or SLT. |

**Purpose of the role**

To work under the instruction and/ or guidance of teaching/senior staff, to undertake work/care/support programs, 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.

**Main Duties:**

**Provide support for learning activities**

* To use leaning strategies, to support pupils to achieve learning goals
* To undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupils responses.
* To undertake programmes linked to learning strategies in, for example, literacy, numeracy, early years, recording achievements and progress
* To provide feedback to pupils in relation to progress and achievement.
* To assist with the planning of learning activities
* To supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning
* To encourage pupils to interact with others and engage in activities led by the teacher.

**Supporting children's development**

* To assist with the development and implementation of individual educational/behaviour plans and personal care programmes
* To establish constructive relationships with pupils and interact with them according to the individuals needs
* To promote the inclusion and acceptance of all pupils.
* To set challenging and demanding learning expectations
* To promote confidence and independence in pupils
* To establish constructive relationships with parents and carers
* To be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
* To attend to the pupils’ personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters
* To assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes.
* To accompany teaching staff and pupils on visits, trips and out of school activities as required.

**Use ICT to support children's learning**

* To support the use of ICT in learning activities and develop pupils competence and independence in its use

**Observe and report of children's performance**

* To monitor pupils responses to learning activities and accurately record achievement /progress.
* Provide detailed and regular feedback to teachers on pupils achievement, progress, problems etc.

**Learning environment**

* To create and maintain a purposeful, orderly and supportive learning environment, in accordance with lesson plans.
* To prepare, create and maintain displays of pupil’s work, class room themes and other learning activities
* To prepare, maintain and use equipment/resources to meet the lesson plans/relevant learning activities and assist pupils in their use.
* To promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encouraging pupils to take responsibility for their own behaviour
* To implement the academies behaviour policy in a fair and consistent manner

**Administration**

* To provide clerical/administrative support - photocopying, typing, filing, collecting money etc.
* To administer routine tests and invigilate exams and undertake routine marking of pupils work

**Provide support for bilingual/multilingual pupils**

**Support pupils with communication and interaction difficulties**

**Support pupils with cognition and learning difficulties**

**Support pupils with behavioural, emotional and social development needs**

**Provide support for pupils with sensory and /or physical impairment**

**Fulfill wider professional responsibilities**

* Make a positive contribution to the wider life and ethos of the Academy and the Trust.
* Develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support.
* Liaise with external agencies with regard to pupil progress, safety and welfare.
* Work with other staff across the Trust and in other maintained Schools or other Academies.
* Communicate effectively with parents with regard to pupils’ achievements and well-being.
* To attend relevant meetings as required
* To participate in training and other learning activities and performance development as required.
* To 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.

**Personal and professional conduct**

A Teaching Assistant is expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct throughout a Teaching Assistant's career.

Teaching Assistants uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside the Academy, by:

* treating pupils, staff, parents and visitors with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to an adult working in an Academy environment;
* having regard for the need to safeguard pupils’ well-being, in accordance with statutory provisions;
* showing tolerance of and respect for the rights of others;
* not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs; and
* ensuring that personal beliefs are not expressed in ways which exploit pupils’ vulnerability or might lead them to break the law.

Professionals working in the Focus-Trust must have proper and professional regard for the ethos, policies and practices of the Academy and the Trust, and maintain high standards in their own attendance and punctuality.

Professionals must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities; and within the policies, handbooks and guidelines of the Academy and of the Focus-Trust.

**General**

The post holder will:

* Be expected to actively support work and ethos of the Focus-Trust.
* Be expected to undertake such additional duties as may reasonably be requested by the Principal or their representative.
* Respect confidentiality of staff, pupils, families and visitors and not breach this trust. Any breaches of confidentiality must be reported to the Principal immediately.
* Participate in arrangements for appraisal and in the identification of areas in which s/he would benefit from training and undergo such training.
* Proactively keep abreast of developments in relation to the post, and whenever possible and appropriate, attend professional development opportunities.
* Comply with and support all policies related to equal opportunities, child protection and safeguarding of children and colleagues.

This job description is neither exhaustive nor exclusive, and it may, after consultation with the post holder be subject to modification and amendment in accordance with the needs of the academy.

Signed …………………………………………………………… Post holder

Signed ……………………………………………………………… Principal

Dated ………………………………………………………………

**Person Specification for Teaching Assistant Level 2**

**Pay Band: B3**

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| --- | --- | --- | --- |
| Essential Criteria | How Identified | Desirable Criteria | How Identified |
| **Skills:**  Good Numeracy / Literacy skills  Effective use of ICT to support learning  Ability to relate well to children and adults  Ability to work constructively as part of a team. | Application form and selection process.  Application form and selection process.  Application form and selection process.  Application form and selection process. | GCSE Maths and / or English grades D-G  CSE Level 2  First aid training/training as appropriate  Ability to self evaluate learning needs and actively seeks learning activities | Provide evidence by producing certificate. |
| **Knowledge and Understanding**  Policies/codes of practice and awareness of relevant legislation  Basic understanding of children's development and learning    Working with or caring for children of relevant age.  General understanding of national/foundation stage curriculum and other basic learning programs /strategies | Application form and selection process.  Application form and selection process. | Appropriate knowledge of first aid.  To be aware of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection. | Application form  Application form and selection process. |
| **Qualifications / Training**  NVQ 2 for teaching assistants or appropriate level of experience of operating in the classroom environment  Training in a relevant learning strategy e.g. literacy | Application form and selection process. |  | Application form and certificate. |
| Other conditions | Enhanced DBS Disclosure clearance |  |  |

**About our School**

**Academy vision, ethos and values**

At Thornton we aim to create a quality environment where everyone involved with the school has respect for themselves, for others and for their community.

By constantly encouraging and emphasising positive aspects of work and behaviour we seek to promote the high standards we strive to achieve.

We believe that the goals and targets we set should be high but realistic, so every child has equal opportunity to achieve their maximum potential.

We actively promote healthy lifestyles and give children the knowledge and understanding they need to make informed decisions about their health, safety and well-being as they grow.

Everyone at Thornton, be they child or adult, has a role to play and a contribution to make to the life of the school and its place in the community.

We believe that the teaching/learning environment we provide should reflect the fact that everyone’s contribution will be recognised, and their views will be listened to.

We aim to have a school which provides stimulating, enriching and fulfilling experiences - a place which people enjoy coming to.

Our children are our future. At Thornton we work together to give children the academic and life skills they will need for a happy and successful future.

**Our pupils**

The very large majority of pupils are of White British heritage and few have a first language other than English. The proportion of pupils known to be eligible for free school meals is below average. The proportion of disabled pupils or who are supported at school action plus or with a statement of special educational needs is below average. Attainment on entry is broadly in line with age-related expectations.

**Our staff**

Our leadership team comprises the executive headteacher, head of school, deputy head, and five senior leaders. In addition to teachers and teaching assistants, we have a pastoral lead who works with children and families, staff and outside agencies to offer support for wellbeing and develop parental engagement. The running of the school is also supported by admin, site, kitchen and lunchtime teams.

**Our facilities**

Thornton is all on one level and so is accessible to anyone with mobility difficulties. In addition to classroom accommodation, there is an ICT suite, a hall, a nurture room and extensive school grounds.

We have our own kitchen and school meals are cooked on site. We run a before-school and after-school. A pre-school nursery operates in the same building during the day.

**Our school organisation**

Our pupil admission number is 60 and there are two classes for each year group, from Reception to Year 6. In addition to class teachers, learning is supported in classes by teaching assistants – the number of these depends on needs within classes and year groups.

**Our curriculum**

We provide a broad and balanced curriculum with an emphasis on the basic skills all children need to acquire in order to succeed. Our curriculum is designed to capture children’s imagination and natural curiosity and motivate a desire to learn about the world in which they live.

Children are taught to use new technologies as tools for learning in the 21st century. Pupils learn French from Year 3 to Year 6. In Year 5, pupils benefit from whole-class instrumental tuition and swimming lessons.

**Our extra-curricular activities**

A range of extra-curricular activities usually operates in the autumn and summer terms, during which staff can run an after-school club once a week. Examples of clubs offered include football, kickboxing and Lego.

## School Quick Facts

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| --- | --- |
| **Type of school** | Primary |
| **Age range** | 3 -11 |
| **Location/LA** | Bradford |
| **Number of children** | 500+ |
| **Number of teaching staff** | 23 |
| **Number of support staff** | 46 |
| **% FSM** | 28% |
| **% SEN** | 12% |
| **% EAL** | 3.3% |

**Our geographical area**

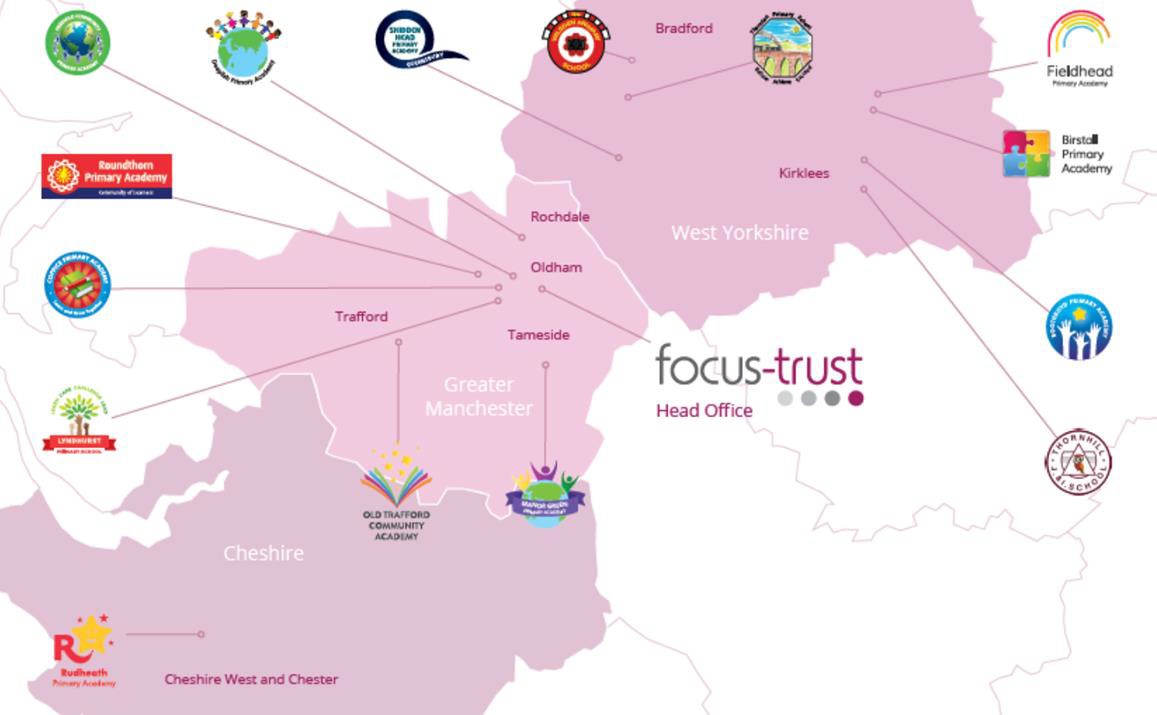
In addition to our partner academies within Focus-Trust, we work collaboratively with schools in our local partnership and with a range of secondary schools in the local area to which our pupils transfer at the end of Year 6.

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**Background to the Trust**

Focus-Trust was incorporated in May 2012 as a primary trust. The Trust has links with the sponsor, Focus Education, but is an entirely separate legal entity. As with all academy trusts, the Trust is a company limited by guarantee and an exempt charity. The Trust’s offices are situated in a newly converted historic mill conversion in Chadderton, Oldham with excellent motorway networks to access our schools.



The defining feature of Focus-Trust is that it is a specialist primary phase trust. This means that the work of the Trust is driven by the distinctive needs of primary schools. Whilst the Trust has robust systems for accountability, each school has their own distinctive identity, ethos and culture, and this is a commitment to every school when they convert and join the Trust.

Focus-Trust currently has a small centrally employed team. The members of the team are highly skilled and committed to the vision, culture and values of the Trust.

All the schools within the Trust are willing partners who have actively chosen to join Focus-Trust and there is a very high degree of consensus, cooperation and commitment from within the group.

The Trust has robust policies and systems in place to govern and guide its work. These have been gradually implemented as the Trust has grown. The Trust has well-established productive relationships with trade unions and meets half termly with a group of national trade union representatives to discuss policy development. This has enabled us to introduce and change a range of policies in a streamlined and cooperative way.

# Our Vision

‘Great schools at the heart of our communities’ - with our Community Champions and colleagues, we strive to ensure we are being civic leaders making a difference in the local and national communities and the community is supporting us.

## Focus-Trust Mission

‘Learning together, making the difference’

## Collective Efficacy

We have a well-developed and securely embedded culture of Collective Efficacy. By this we mean we have, ‘A shared commitment to work together on the things that matter to improve outcomes for all.’

## The Focus-Trust Values

Professional honesty is at the heart of everything we do. The Trust knows the schools well because of the strong working partnership between academy leaders and the Trust Central Team. It is only by being honest and transparent with a balance of credible challenge and effective support, that we can move forward and get the best for all children and staff. Our work is underpinned by our values:

**Care** for children, adults and the learning environment  
**Dare** to do things differently and have a go  
Be **fair**, honest and inclusive – demonstrating integrity  
**Share** concerns, expertise and best practice for the benefit of all learners

**Our Moral Purpose**

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**Our People Strategy**

A poster with text on it

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**What you might want to know about Focus Trust**

**Pensions**

Focus-Trust contributes to Teachers’ Pensions and Local Government pensions in the same way and with the same level of contribution as local authorities.

**Employer Relations**

Focus-Trust has a Trade Union agreement which recognises the teacher and support staff unions. This is further supported by an ongoing and productive relationship with key trade union officials.

**Equality of opportunity**

Focus-Trust is an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including age, gender, race, colour, nationality, ethnic origin, disability, gender, religion, age, marital status, sexual orientation and/or medical condition.

**Safeguarding**

Focus-Trust is committed to safeguarding and promoting the welfare of all children and young people. There is an explicit expectation that all employees share this commitment and adhere to all safeguarding policies and procedures. Applicants should be aware that the recruitment process will include an assessment of your suitability to work with children.

**Dress code**

We expect all staff to dress professionally and appropriately for the roles undertaken. We pride ourselves on the high standards of dress of both our pupils and staff; these standards are led by our staff who we expect to set an example.

**Policies**

Focus-Trust and the schools have a range of policies and handbooks that help to make clear our expectations and ways of working. These are always shared openly with staff and are accessible to everyone. There are several policies that prospective employees should be aware of when making an application. These can be found on the Trust website [www.focus-trust.co.uk](http://www.focus-trust.co.uk) and school websites. All members of staff will be asked to sign a declaration as part of the induction process to acknowledge that they have read and understand the Code of Conduct and some of the key policies, e.g. Safeguarding and Child Protection, Health and Safety, Acceptable use of IT.

**Right to work in the UK**

Under the Asylum and Immigration Act 1996, it is a criminal offence to employ anyone who is not entitled to live or work in the United Kingdom. Applicants can expect us to ask for proof of this at interview stage, where you will be asked to provide some original documentation to confirm that you are eligible to work within the UK. Photographic proof of identity will also be required.

**Validation of qualifications and identity**

All shortlisted candidates will be asked to bring original certificates or relevant qualifications and identity documents to interview. These will be photocopied and kept on file and, if appropriate, may be confirmed as genuine with the relevant awarding bodies. The copies of the successful candidate will be retained on their personnel file. The copies of unsuccessful candidates will be treated as confidential waste and disposed of appropriately.

**References and Social Media Checks**

If you are shortlisted, we will take up references before the interview date. One of your referees must be your current or most recent employer. Two satisfactory references must be received before we can confirm any offer of an appointment. The information we request will relate to salary, length of service, skills and abilities, suitability for the job, disciplinary record and suitability to work with children. Copies of references or open references will not be accepted. On receipt of references, your referees may be contacted to verify any discrepancies, anomalies or relevant issues as part of the recruitment verification process.

In line with our safer recruitment policy, social media checks will be undertaken if you are shortlisted. This social media check is designed to complement the range of standard recruitment checks and allows us to identify a candidate’s online presence which potentially could damage the organisation’s reputation.

**Knowledge and skills profile**

This is an important part of your application and is your opportunity to explain how you meet the person specification for the post. You should demonstrate your skills, knowledge and experience and give short examples. Describe how you match the requirement of the job; include experience gained from previous jobs, community or voluntary work. Ensure that the information you give is well organised, relevant and brief. You may find it helpful to use sub-headings in order to keep your statement well focused. If you do not submit this profile, you will not be considered for short listing.

**Disability**

To comply with the Equality Act 2010, we are legally required to consider making reasonable adjustments to ensure that disabled people are not disadvantaged in the recruitment and selection process. We are therefore committed to meeting, wherever possible, any needs you specify on the application form. Please contact Natalie Harris if you need to discuss this in any detail. We will consider any reasonable adjustment under the terms of the Act to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

**Disclosure of a criminal record**

Employment in this role is subject to an enhanced check with the Disclosure and Barring Service (DBS). Checks will also be made against the lists showing people barred from working with children. All checks must be satisfactory before any offer of employment can be confirmed and before commencement of work can take place.

Please return all completed documents to [tps.recruitment@focus-trust.co.uk](mailto:tps.recruitment@focus-trust.co.uk) **12noon Tuesday 7th May 2024**

Thank you for taking the time to read this information pack. We wish you every success in any application you may make.