



Candidate Information Pack

Teaching Assistant (TA1)



L.E.A.D. Academy Trust

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Welcome from the CEO

L.E.A.D. Academy Trust comprises primary and secondary academies across the East Midlands. Our mission is to be a pioneering, confident, high-performing Trust with national and international influence.

We are determined to bring about change and improvement to education standards in the East Midlands by appointing visionary leaders who believe in the Trust's vision and values and are committed to making a tangible difference to the lives of children and young people.

As a Trust, we pride ourselves on the support and advice we give to all our leadership staff, enabling them to be exceptional leaders and teachers who can inspire both pupils and staff.

This role represents an exciting opportunity to be part of something special; developing and supporting our Trust in improving educational outcomes while retaining the school's individual identity and specific needs of their children, young people and community.

If you are ambitious, determined, energetic and passionate about education and want to join us on our mission, then we look forward to receiving your application.

Diana Owen CBE

Chief Executive Officer





L.E.A.D. Academy Trust
comprises of:

24
primary

..... and

3
secondary
academies

..... across

5
geographical
regions

..... with

11,000
pupils

..... and

1,500
members
of staff





Our Academies

Within our Trust, all academies strive to achieve:

- The highest standards of behaviour and conduct.
- Outstanding teaching and learning.
- A fully inclusive approach in which all children are equally important.
- A climate of mutual respect between the children, staff and community.
- Positive relationships.
- High aspirations for all involved with the school – a ‘can-do’ attitude.
- A wide range of enrichment opportunities for all to get involved in.
- A celebration of all the cultures and faiths represented in the school.
- An organisation in which there are no excuses for underachievement.

"The headteacher is a visionary leader. Leaders, including subject leaders, are a united team."

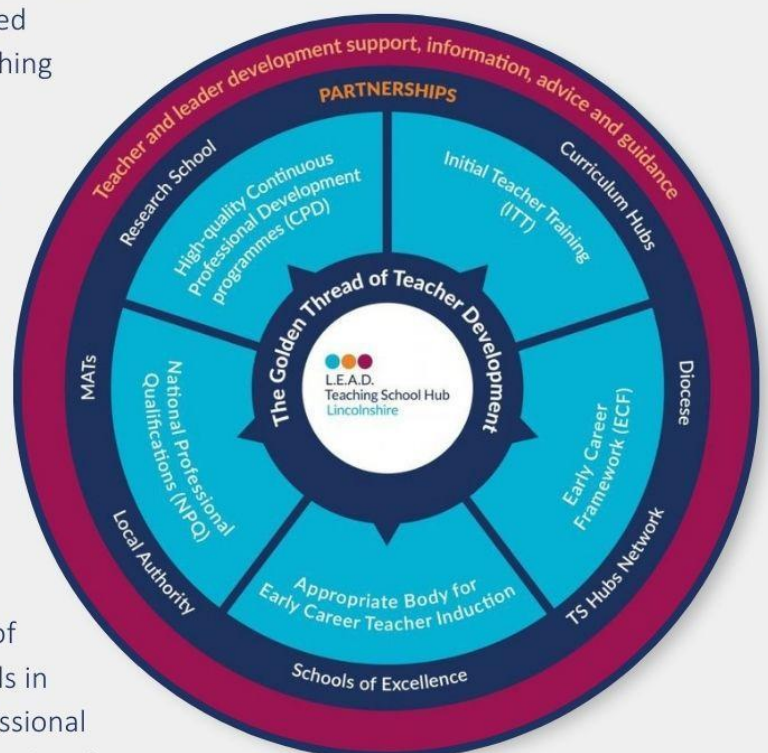
Witham St Hughs Academy
Ofsted Report, 2012

L.E.A.D. Teaching School Hub

'Working together to lead the highest outcomes for all.'

L.E.A.D. Teaching School Hub Lincolnshire was launched in 2021 as one of the 87 organisations to be awarded Teaching School Hub status by the DfE. The Teaching School Hub is designated to work with schools across Lincolnshire and throughout our Trust. It supports every school type and phase, including nursery, primary, secondary, special and alternative provisions.

The role of the Hub and the Trust is to promote the importance of high-quality continuing professional development, from Initial Teacher Training through to executive leadership, supporting teachers throughout their career in a sequential and cohesive way. During 2021/2022 the TSH delivered 167 days of CPD to 2,163 participants, supporting 233 schools in total. The ability to access this high-quality professional support is therefore a significant opportunity associated with joining our Trust.



A message from the Headteacher (Andrea Collins)

At Manor Farm Academy we strive to provide the best possible education and to ensure happiness and achievement for all. Through high expectations, we instil a sense of pride and confidence within all of our pupils. Achievement is recognised and celebrated. We passionately believe that education is a lifelong journey and that it is our role, alongside parents, carers and the wider community, to prepare our pupils to have all of the skills necessary to become successful citizens and be able to contribute fully to society.

We have developed an environment where respect and honesty are valued, and individuality and difference are celebrated. By harnessing the sense of wonder, curiosity, determination and independence that we see in our youngest pupils, and by encouraging our pupils to never stop asking why, we hope that a love of learning that extends beyond our academy walls is fostered. It is important to us that every pupil that leaves Manor Farm Academy is the best that they can be, that they are kind, confident and articulate and that they have a strength in their own convictions.

Our curriculum is ambitious and fosters our pursuit of both academic excellence and personal development- no time is wasted in realising this. Throughout their time at our academy, our pupils are inspired to discover new knowledge because of the deliberately planned opportunities for enrichment.

We believe that everyone in the school community: pupils, staff, parents and governors are partners with important contributions to make to the success and daily life of the academy. Manor Farm Academy is a warm and welcoming environment and we are dedicated to working together in order to achieve excellence and high outcomes for all of our pupils.

Andrea Collins

Headteacher



About Manor Farm Academy

Manor Farm Academy aims to offer outstanding educational opportunities for the pupils and community it serves. It seeks to ensure all pupils receive the very best start to life, and will prepare them for life beyond primary education. Learning will strive to successfully challenge, motivate and enthuse all pupils with the ultimate aim of acquiring the skills necessary to succeed in life, at a rapid rate and to an exceptional standard.

Manor Farm Academy is situated in a small Lincolnshire Town of North Hykeham within the District of North Kesteven. It is a single site, accessed from the main estate road, serving the area of development that links to both Mill Lane and Newark Road. It is a newly built academy designed for pupils between the ages of 4-11 years old. Opening initially in 2016, it reached its full capacity in 2022.

Manor Farm Academy currently has seven classrooms, a hall, computing facilities and resource areas, plus all other facilities for an academy of its size. Most classrooms face in a south-easterly direction and open onto a covered area which provides shade during the summer months. The academy is designed to be pupil friendly with a variety of colours, textures and shapes used in the design. The windows have been positioned to make the most of the surrounding views and are set at appropriate heights for the pupils. The central space within the academy is flooded with light, via both northerly and southerly clerestory windows.

The academy is of a modern appearance and was specifically planned to be environmentally friendly. It is intended to be a lesson in sustainability and, as such, has low energy lighting, solar panels to heat domestic hot water and a rainwater recycling system.

Developing Staff, Developing Leaders

Learning and success is at the heart of our culture, so we invest in the development of our staff as learners and developing leaders. There is a rich programme of CPD which include leadership opportunities, NPQs, in house training, National College courses and working with the L.E.A.D. Teaching School Hub.

As a teacher, within the Trust, you also have access to high quality professional development and a wealth of support, including from the Headteacher and the Trust Director of Schools for Lincoln.

The academy is fortunate to have a strong and supportive governing body, who share our commitment to further strengthen teaching and learning and ensure that all children reach their full potential.

Applications are invited from those with appropriate experience and we would encourage you to visit the school to meet our children and staff.

Our Values

We believe that everyone in the school community, pupils, staff, parents and governors are partners with important contributions to make to the success and daily life of the Academy.

At Manor Farm Academy, we value:





Benefits of being part of L.E.A.D. Academy Trust for Teaching staff

We recognise that successful people place value on a range of benefits associated with their careers, including receiving professional recognition, commensurate financial reward, job satisfaction, opportunity to innovate and a balanced approach to work and personal time. We place value on these aspects too.

Employee benefits from day 1

1. National teacher pay and conditions, including generous TPS scheme with minimum 23% employer contribution rate.
2. Superb CPD opportunities via various established routes including dedicated Teaching School Hub.
3. Access to Trust EAP service: 24/7 free advice on range of issues and wellbeing counselling.
4. Free eyecare vouchers and flu jabs.
5. Access to free Occupational Health Service, including physiotherapy service.
6. Access to free staff discounts and cashback for a huge range of products.

Ofsted feedback

"Leaders and staff are highly ambitious for all pupils. They take their responsibility to the pupils and the community very seriously. This is seen in their careful work to develop a knowledge-rich curriculum that promotes character development and raises aspiration."

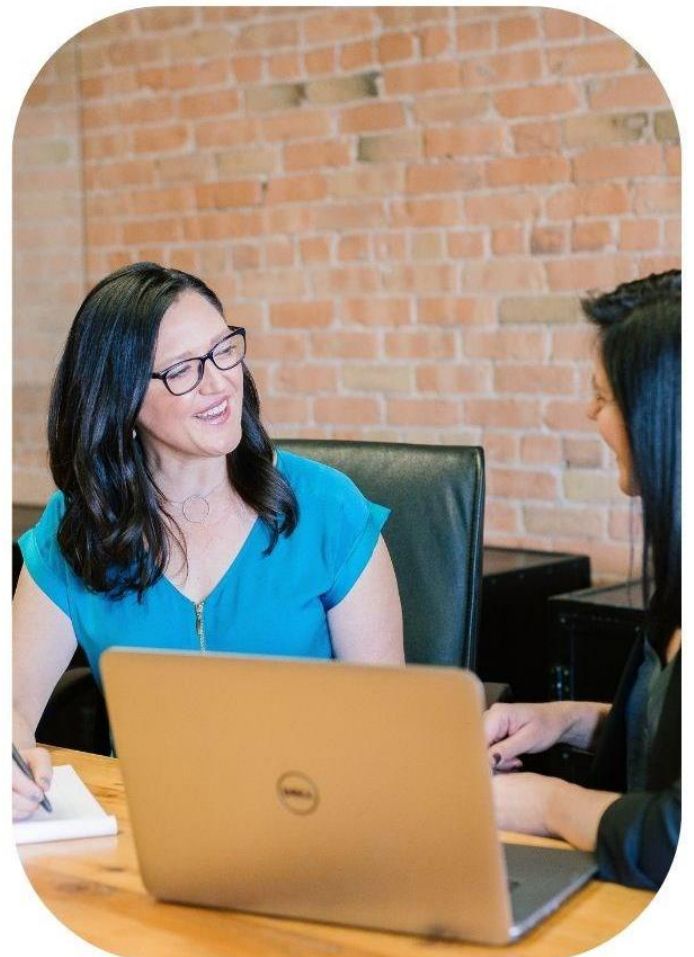
Radford Academy Ofsted Report, Jan 2023

"Staff feel that leaders are considerate of their well-being. They talk about leaders being approachable."

Bishop Alexander Academy, March 2023

"Staff value the training that they have had and the time to develop subject leadership roles. Teachers at the early stage of their career feel well supported and valued as members of staff."

Forest Lodge Academy, June 2022



“The well-thought-out curriculum results in pupils being well developed personally, socially and emotionally. They are tolerant and able to value differences. They are very well prepared for life in modern Britain”

***Manor Farm Academy Ofsted report,
May 2019.***



How to apply

Please send a completed application form and covering letter explaining your interest in the role and how you meet the person specification to : admin@manor-farm-academy.co.uk

CLOSING DATE: 12.00pm on **Friday 29th November**

INTERVIEWS: We expect interviews to take place **in the WB: Monday 2nd December**

Candidate visiting dates: In order to arrange a visit to Manor Farm Academy, please call 01522 681892.

Applications will be reviewed upon receipt, therefore shortlisted candidates may be contacted in advance of the closing date.

L.E.A.D. Academy Trust is committed to safeguarding and promoting the welfare of children and young people and we can expect all staff and volunteers to share this commitment. This post is subject to an enhanced DBS check.

For an informal, confidential discussion about this opportunity, please email: admin@manor-farm-academy.co.uk





Job description

Key responsibilities and accountabilities

Job role: Teaching Assistant 1

Line Manager: SENDCO

Job purpose:

- To work with children as part of a team under the overall direction of the Headteacher who will be responsible for the policy and educational programme and for matters of control and discipline within the National Curriculum Framework.
- To assist the class teacher in maximising the participation of pupils in the social and academic processes of the school.
- Under the instruction/guidance of teaching/senior staff, to encourage pupils to become more independent learners and help to raise the standard of achievement for all pupils.
- All activities undertaken by colleagues at this level would be closely monitored by the class teacher or more senior colleagues and the content of learning activities would always be planned by the teacher/more senior staff.
- To be aware of your responsibility for promoting and safeguarding the welfare of young persons whom you have contact with during the course of your duties.

Duties and Responsibilities:

Key Duties

- Support pupils' learning activities including additional learning needs and development and maintain an awareness of the planning, delivery and evaluation of learning activities.
- Establish and maintain relationships with individual pupils and groups by using effective communication and understanding the value of treating all individuals fairly.
- Contribute to the management of pupil behaviour by encouraging positive behaviour in the classroom.

Support for the Pupil

- Help with the care and support of pupils by supporting children's communication and intellectual development and physical, emotional and social development. To contribute to the planning to meet children's development needs.
- Contribute to the health and well-being of pupils through the support of safeguarding for pupils by ensuring a safe environment, and following policies & procedures at all times.
- Assist with the personal and intimate care of pupils.
- To support children and young people with SEND, supporting them to actively participate in learning activities. To liaise with parent/carers/outside agencies as required.

Support for the Teacher

- Help with classroom resources and records by maintaining confidentiality of information at all times and ensuring resources are in place for when they are required.

- Contribute to the management of pupil behaviour by encouraging positive behaviour in the classroom, referring to senior colleagues as appropriate.
- Escort and assist pupils on educational visits and out of school activities.

Support for the Curriculum

- Support the school curriculum including literacy and numeracy activities by using strategies and techniques for promoting learning.
- Provide support for learning activities within the teaching and learning programme, monitoring the effectiveness of activities in promoting pupils' learning and modifying these where necessary.
- Support pupils to use ICT materials and resources effectively to advance their learning.

Support for the School

- Maintain effective working relationships with colleagues and parents through effective communication and providing support for pupils, colleagues and parents as required.
- Willingness to keep up to date with professional practice by maintaining an up-to-date understanding of the requirements of the role and individual responsibilities.

Influencing and Managing Relationships:

- Headteacher
- L.E.A.D. Central Support
- External agencies
- Parents and carers
- Governors
- Senior Leadership Team
- SENDCO
- Staff

As job descriptions cannot be exhaustive, the post-holder may be required to undertake other duties which are broadly in line with above key responsibilities.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and individually take responsibility for doing so.

At L.E.A.D we have a strong vision and four core principles, to lead, empower, achieve and drive, which you will be expected to demonstrate in your working practices.

Teaching Assistant 1 Person Specification

This job description lists the competencies expected of an experienced/fully trained post-holder. The two right hand columns provide guidance for the appointment of new staff. (E = Essential criteria, D + Desirable criteria)

| | | E | D |
|---------------------------------------|--|------------------------------------|--------------------------|
| Qualifications and Attainments | <ul style="list-style-type: none"> GCSE pass level or equivalent qualifications in maths/numeracy & English/literacy or significant demonstrable experience in a similar role Supporting Teaching and Learning in Schools (Intermediate Apprenticeship Level 2) or equivalent | E | D |
| Skills and knowledge | <ul style="list-style-type: none"> Awareness of/willingness to train to get knowledge and understanding of the Teaching Assistant's role in supporting teaching and learning across the curriculum Ability to communicate effectively, both orally and in writing Ability to establish positive relationships with pupils, families and colleagues Ability to provide support for planning and delivery of learning activities Skills to support the effective use of ICT in the classroom Knowledge of appropriate behaviour management practices Knowledge of Health and Safety policies and procedures that contribute to the maintenance of pupil safety and security Knowledge of safeguarding procedures and protocols Ability to organise classroom resources and assist with the maintenance of pupil records | E E E E E E | D D D D |
| Experience | <ul style="list-style-type: none"> Ability to use resources and materials including ICT software and equipment Willingness to work with children and young people Experience of working with children or young people with SEND | E E | D |
| Personal Attributes | <ul style="list-style-type: none"> Have an openness to learning and change Have a positive attitude to personal development and training Be able to work in ways that promote equality of opportunity, participation, diversity and responsibility | E E E | |
| Additional Requirements | <ul style="list-style-type: none"> This role is subject to an enhanced DBS May be required to work out of school hours to support the Academy | E E | |



L.E.A.D. Academy Trust

Lead • Empower • Achieve • Drive

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