



Grade 1 Teaching Assistant
(Maternity Cover)
RECRUITMENT
INFORMATION PACK
February 2024



Creating ambition and inspiring success



Endeavour Schools Trust
The Bungalow
The Vaynor First School
Tennyson Road
Redditch B97 5BL
Tel: 01527 402031
office@endeavourschools.org

Dear Candidate,

Firstly, thank you for considering joining the team at Endeavour Schools Trust.

Our Multi Academy Trust was established in 2013 and is rooted in the principles of school-to-school working, high quality professional development for staff and in “going further and being better than we have ever been before,” so that all members of our Trust community are truly “inspired to excel.”

I joined Endeavour Schools Trust (formerly Redditch West School Trust) in October 2016 having made a very conscious decision that it was an organisation I would be proud to work for. This is because I passionately believe in the core value of the Trust encapsulated in the words of Helen Keller “Alone we can do so little: together we can do so much.” Collaboration, learning together, aspiration and retaining the unique character of each school within our Trust underpin our values and these resonate with our leaders, governors and staff so that Endeavour Schools Trust is a forward thinking, vibrant place to be.

Fundamentally, we are all driven by the same sense of purpose –to provide our children with the very best opportunities for them to thrive and achieve.

I do hope you find this pack informative, and I look forward to hearing from the Head Teacher of the Academy about your application. You will be joining a family that can offer you many opportunities to progress and make a difference to our communities.

Yours sincerely

N J Wright (Mrs)

Executive Head Teacher/CEO



Dear Candidate,

Thank you for your interest in the Grade 1 Teaching Assistant (maternity cover) vacancy and for taking the time to read this letter.

St. George's is a one form entry, first school in the center of Redditch. We provide for up to 150 children from Reception to Year 4 and up to 50 children in Nursery. We serve a vibrant and richly diverse community, and 19 different languages are spoken by our pupils. This makes our working school very rewarding and interesting.

Our children are amazing, and it is an absolute privilege to work with them - they are eager to learn, well behaved, friendly and enthusiastic! Our parents and carers are friendly and extremely appreciative of the work we do in school too. As a community, we are deeply committed to the success and achievement of EVERY child.

The post of Grade 1 Teaching Assistant (maternity cover) is a fixed term appointment.

We are very pleased that we are part of the Endeavour Schools Trust, a small, local, multi-academy trust. This is a small family of schools who share our ambition to "go further and be better than we have ever been before".

I hope that you find the information in this pack helpful, and I very much look forward to meeting you to tell you more about our wonderful school and answer any questions you may have.

Thank you very much for your interest in our vacancy and for taking the time to read this letter.

Claire Martin
Headteacher

ENDEAVOUR SCHOOLS TRUST

All staff across the Trust enjoy the support and challenge offered through cross school working. Colleagues regularly visit and work with their counterparts in other schools and seek out innovative ideas that are making a difference within other areas of the Trust. The numbers of schools in our Trust offers opportunities for career progression for our staff, whilst still remaining small enough for each member of staff to remain a valued individual personally known by our CEO.

STAFFING St George's C of E First School and Nursery

Number of Teachers - 11

Number of Teaching Assistants - 15

Other Support Staff – 10

STAFF IN OUR TRUST

Number of Teachers - 47

Number of Teaching Assistants - 46

Other Support Staff - 46

ACCOMODATION AND RESOURCES

The Trust is well resourced and is continually using its healthy finances to develop and improve the school accommodation and resources.

PUPILS

We are most fortunate in the skills, talents and qualities our children possess. Their responsive nature, and willingness to learn and succeed, provide an inspiring teaching and learning environment. The support that classroom staff, and the children receive from our specialist support staff is second to none, with several of our schools achieving national recognition for their innovative strategies to support pupils and families who have found accessing school more challenging. (AfA Lead School Status and Quality Mark)

JOB DESCRIPTION

Job Title	Grade 1 Teaching Assistant(maternity cover)	School/Trust	St Georges First School & Nursery
Pay Band	Scale 1 Points 2-4	Responsible To	Deputy Headteacher/SENCO
Salary	FTE £20,441-£21,189	Responsible For	Not Applicable
Trust/School Values and Mission			
<p>Our ambition for the Trust is to “go further and be better than we have ever been before” - our Trust vision statement “Inspired to Excel” encapsulates this. The aim which underpins this is our driver, which is “From good to great.”</p> <p>St. George’s Our vision:</p> <p style="text-align: center;">St. George's is a community of happy, confident learners who shine.</p> <p style="text-align: center;">“Let your light shine”</p> <p style="text-align: center;">Matthew 5: 16</p> <p>To achieve our vision, we are guided by our Christian values of respect, responsibility, compassion, honesty and forgiveness.</p> <p>To achieve our vision, we aim to:</p> <ul style="list-style-type: none"> • Foster a love of learning, language and life • Value the uniqueness and success of everyone • Provide excellent educational opportunities for all in a safe, tidy, well-resourced and supportive environment • Inspire ambition and equip children with the qualities, attitudes and values to achieve success • Further develop the professional skills and talents of our enthusiastic and passionate staff team • Work in close partnership with parents and carers to promote the academic achievement and personal development of all children 			

- Offer a friendly, helpful welcome to families in our local community

Main Purpose of the Post

Under the direction and control of the classroom teacher or designated supervisor: Supervise the activities of specific pupils with SEND and significant medical needs or groups of children to ensure their safety and facilitate their physical and emotional development; the main focus of this will be on a named individual and enabling the child to fully integrate and work with others.

- Undertake those activities necessary to meet the physical and emotional needs of individuals and groups of children, including pupils with educational, physical or emotional special needs.
- To monitor individual pupil's progress, achievements and condition and report these to the designated supervisor as appropriate.
- Actively engage in the pre-determined educational activities and work programmes and to assist in personal and individual development of individuals or groups of pupils.
- To support the teacher within the classroom where appropriate for the welfare and progress of the pupils.

Contribute to the overall ethos/work/aims of the school.

Specific Responsibilities and Tasks

Job responsibility and tasks may include (under the direction and control of the teacher):

- To assist the teacher with learning activities generally in the classroom.
- Contributing to the planning of work to meet the needs of the National Curriculum, EYFS and individual needs of pupil/s.
- Contributing to the formulation of Individual Provision Maps and Pastoral Support Plans, including attendance at SEND reviews and other meetings relevant to the pupil's needs.
- Ensure the Individual Healthcare Plan and Education Health Care Plan is adhered to, with medical needs being met and provide one to one tuition.
- Be willing to undertake intensive training to understand and be able to manage the child's needs.
- Support communication needs and have a willingness to participate in enhanced sign along training.
- To carry out appropriate activities as planned within the classroom or with groups of pupils including administration of tests.
- To display and present children's work.
- To prepare and organise teaching resources including the checking and maintaining of classroom equipment and materials including control of stock within the classroom.
- To prepare resources for lessons and activities.
- General supervision, counselling and behaviour management of children, within the procedures of the school and/or service.

- To assist the teacher in liaising with parents and professionals such as speech therapists, and advisory teachers, keeping professionals informed of progress or concerns.
- To assist at an appropriate level with the provision of general care and welfare of children including:
 - (i) assistance with the personal hygiene routine, e.g. toilet training, changing of incontinent children, dressing and undressing
 - (ii) the changing of soiled clothing including its disposal in the appropriate way
 - (iii) assisting with children's injuries and where qualified, administering basic first aid
 - (iv) (following consultation and agreement) to assist with the administering of medicines under the direction of the appropriate medical staff
 - (v) to assist with the identification and monitoring of children's general health and welfare.
- Hearing children read.
- Supporting children to be independent by helping them with tasks.
- Assisting with supervision of children within the school.
- Assisting the pupil to access the normal routines of the classroom.
- Preparation or modification of the work for the child under the direction of the class teacher and supporting the child in carrying out this work.
- Assisting in the implementation of programmes designed by other professionals such as educational psychologists, and speech and language therapists.
- Risk assess the environment, taking into account the pupil's needs.
- Assist with the provision of general care and welfare to pupils and to be mindful of the need to maintain a safe environment at all times.
- Adhering to and maintaining school routine and codes of conduct.
- Supporting the ethos of the school.
- To assist with the support of group activities within and away from the classroom, i.e., P.E., swimming, educational visits.
- To ensure that pupils are able to safely use equipment and materials provided and be aware of the range of resources available.
- Promote pupil independence in learning and reinforcing the child/children's self-esteem through praise and encouragement.
- To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff in their development and training.
- To attend regular meetings and take responsibility for CPD.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.

Notes

The Trust reserves the right to alter the content of this job description, after consultation to reflect changes to the job or services provided, without altering the general character or level of responsibility.

Reasonable adjustments will be considered as required by the Disability Discrimination Act.

The duties described in this job description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the Trust's Equal Opportunities Policy.

In all contacts the postholder will be required to present a good image of the school as well as maintaining constructive relationships with pupils, teachers, children's supervisors, catering staff and parents. All staff must be aware that confidentiality is an important part of any role within the school environment.

Endeavour Schools Trust and the schools within the Trust are committed to a number of principles and adhering to legislation which include the Safeguarding of Children, Health and Safety, Data Protection, Confidentiality and employment legislation. Policies relating to these and other subjects are available on the Endeavour Schools Trust Team Site in Office 365 and it is expected that you will familiarize yourself and adhere to these policies.

Academic Year of Review	
Signature of Line Manager	Signature of Post Holder
Date Signed	Date Signed

Grade 1 Teaching Assistant

PERSON SPECIFICATION

	Essential	Desirable	For Interview Panel Use Only	
			Where evidence to be sought	Score 1 for evidence met
Professional Qualifications	Level 2 (or equivalent) English and maths	<p>Training or experience in working with pupils with emotional and social difficulties.</p> <ul style="list-style-type: none"> NVQ 2 for Teaching assistants or equivalent qualification or experience. 	<ul style="list-style-type: none"> Application form Original documents at interview 	<p>Essential Score =</p> <p>Desirable Score =</p>
Experience, Skills, Abilities and Competencies	<p><i>The candidate <u>MUST</u> be able to demonstrate that they have the experience and/or ability to deliver the following:</i></p> <ul style="list-style-type: none"> Experience of working with children of relevant age. Knowledge and understanding of safeguarding children. Working knowledge of National/Foundation Stage curriculum. Be committed to the ethos and values of the Trust and it's schools 	<p><i>The candidate <u>MAY</u> be able to demonstrate that they have the experience and/or ability to deliver the following:</i></p> <p>Experience of the EYFS curriculum.</p> <ul style="list-style-type: none"> Practical experience of working with vulnerable pupils Strong understanding of child development and the learning process. 	<ul style="list-style-type: none"> Application Form Interview 	<p>Essential Score =</p> <p>Desirable Score =</p>

	<ul style="list-style-type: none"> • Works collaboratively and supportively within teams and communities • Ability and willingness to use the IT offered in the school e.g., Arbor, Office 365. • Builds effective and professional working relationships. • Is committed to own professional development. • Able to work with minimum supervision but recognises when needs to; and asks for help. • Be able to effectively encourage children to achieve the vision and values through keeping to the school's behaviour code • Develop good appropriate relationships with staff • Demonstrate the ability to comply with policies and procedures relating such as child protection, security, data protection and equal opportunities. • Be aware of, and able to maintain the confidentiality aspects of the job <p>Comprehends and is committed to Equal Opportunities.</p>	<ul style="list-style-type: none"> • Team Teach Training • Knowledge and understanding of a range of frameworks that support the education, development and wellbeing of children. • Ability to assess and plan alongside the teacher and use this to inform 'next steps' in learning. • The ability to support and engage children in their learning through creative opportunities • Work constructively as part of a team, understanding school roles and responsibilities and own position within these • Communicate positively and effectively to children and listen to them. • Ability to work alone, following direction from leaders. 		
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Qualities	Approachable Sympathetic Enthusiastic Patient Resourceful	Committed to own professional development.		Essential Score = Desirable Score =
Other	Willingness to undertake a full DBS Check.			Essential Score = Desirable Score =

CONTINUITY OF SERVICE

19.1 For purposes of establishing statutory employment rights, e.g. relating to probationary period or dismissal, the date of continuous employment will be the start date with the Trust. Where a member of staff takes additional roles/contracts with the Trust, the start date of these contracts will apply as the date of continuous service for establishing statutory employment rights.

19.2 Previous unbroken continuous service with an organisation covered by the Redundancy Payments (Local Government) (Modification) Orders (as amended) (which covers local authorities and related bodies) will be included in calculating redundancy entitlements. For the purpose of Annual Leave, Occupational Sickness Scheme and Occupational Maternity Pay Scheme, the date of continuous employment will be the start date with the Trust.

SALARY

Scale 1 pts 2-4 Full time salary £20,441 - £21,189 term time only + 5 TEDS

Actual salary based on 29.58 hours £14,354.59 - £14,879.87

WORKING DAYS

The working days on commencement will be Monday to Friday and Times: 8.30am – 12.00pm and 12.50pm to 3.15pm. The post holder would be expected to work all 5 training and education days (TEDS) to undertake training.

These arrangements may change, and you will be advised of any changes. You should note that there is no guarantee that you will be able to work the same day or days or periods throughout the contract however this will be discussed with you at the time.

START DATE

The closing date for the position will be 9am on Monday 11th March 2024 and we are looking to recruit the new candidate as soon as possible. Please note this is subject to pre-employment clearances including a satisfactory enhanced DBS having been completed.

CONTRACT

To cover the special needs of an identified pupil: This is a fixed term contract to cover the special needs of an identified pupil. The contract will end on the date shown above. The contract may be terminated at an earlier date, with due notice, should the needs of the pupil change or the attendance of the pupil cease.

To cover the absence of a member of staff: This is a fixed term contract to cover the absence of a member of staff and will end on 5th February 2025. The contract may be terminated at an earlier date, with due notice, should the permanent postholder return to work sooner.

MAKING AN APPLICATION

Applicants should complete the Trust's application form, which includes the names and telephone numbers of two referees. These documents should reach Donna Griffin senioradmin@sfgf.endeavourschools.org by no later than 9am on Monday 11th March 2024. Late applications and applications not on the Trust's application form will not be accepted. There will be an opportunity for short listed applicants to review the school(subject to COVID-19 restrictions). Applications can be posted or delivered in person to St George's First School or emailed to senioradmin@sfgf.endeavourschools.org

Applicants should consider whilst completing their application form that the details they provide will be used for shortlisting. You should therefore ensure that you have given examples of your experience and knowledge that demonstrate your ability to undertake the requirements of the job description and, in particular, at least all attributes in the essential column of the person specification. This information will help the Trust to ensure that equality of opportunity is extended to all applicants.

REFERENCES

References given in respect of posts in education are exempt from GDPR and are requested in confidence. Applicants should be aware that as such, no references will be shared with applicants however, these references will be used to verify information from your application and any anomalies followed up at interview.

RECRUITMENT MONITORING

Within the application form is a link to an online form where the Central Team of Endeavour Schools Trust collate information for recruitment monitoring including ethnicity, age, disability and the advertising medium that you became aware of the post you are applying for. This information will be collected by the Central Team for reporting to the Trust Board annually and then destroyed. No member of the interview panel will be aware of any information that you give in this form. Whilst completion of this form is voluntary we would urge you to complete this to be able to truly report information to the Trust Board without bias.

RETENTION OF APPLICATION INFORMATION

Any information that you supply as part of your application and any documents that are created by the School as part of the recruitment process may be kept in hard copy and electronically for 6 months from the date of interview. All records for unsuccessful applicants will be destroyed after that time.

POLICY STATEMENT ON RECRUITING APPLICANTS WITH CRIMINAL CONVICTIONS

The post you are applying for is 'exempt' from the Rehabilitation of Offenders Act 1974 and therefore applicants shortlisted for interview will be required to declare any convictions, cautions, reprimands and final warnings that are not "protected" (i.e. filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)

For further information on filtering please refer to Nacro [guidance](#) and DBS [website](#).

We recognise the contribution that former or ex-offenders can make as employees and volunteers and welcome applications from them. A person's criminal record will not, in itself, debar that person from being appointed to this

post. Any information given will be treated in the strictest confidence. Suitable applicants will not be refused posts because of offences which are not relevant to the role and which do not make them a risk in the role for which they are applying

INTERVIEW ARRANGEMENTS

All applications will be reviewed on receipt and shortlisted candidates will be notified before or on Friday 15th March 2024. Interviews will commence week beginning 18th March 2024. Please note, we reserve the right to interview prior to this date should it be suitable for all parties. Due to the high volume of applications that the Trust receives only shortlisted candidates will be contacted. If we do not shortlist you, we wish you every success in the future.



We are committed to the safeguarding and promotion of the welfare of children. In this light, we would like to draw the following matters to your attention:

1. All appointments are made subject to:

- A) An enhanced DBS disclosure;
- B) Checks of professional status (EWC; QTS etc.)
- C) Confirmation of professional qualifications
- D) Receipt of strong references (if not already received by the time of interview); and
- E) Medical clearance

2. We only accept applications completed on the application form you have received along with this statement. Please do not send CVs or open testimonials/references.

3. Please ensure that the application form is completed in full. In particular, you must ensure that a full work history is provided and that any gaps in your employment are fully explained.

4. The Referees cited in your application form must include your employer from the last occasion in which you worked with children. If your last employment was in a school, we would expect a reference from the Headteacher and/or Deputy/Assistant Headteacher.

5. When seeking references, we will request information about your suitability to work with children.

6. If you are shortlisted, any anomalies in your application will be discussed with you at interview.

We encourage you to pay close attention to these matters so that your application is not excluded unnecessarily.