



TEACHING ASSISTANT

Etonbury Academy

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Dear Colleague,

Welcome to BEST (Bedfordshire Schools Trust) and thank you for expressing an interest in joining Team Etonbury.

Etonbury Academy has an excellent reputation as a wonderful place to work and attracts exceptional applicants from across the region and further afield.

This pack has been collated to provide you with all the information you need to enable you to apply for this role. However, if you would like any further information, or would like to make a visit to Etonbury, please do not hesitate to Victoria Lockey, School Manager.

Come and be part of our exciting journey.

Yours sincerely,

Dr Alan Lee
Chief Executive Officer
Bedfordshire Schools Trust

Etonbury Academy
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TEAM Etonbury – Together Everyone Achieves More

BEST VISION, VALUES & BELIEFS

BEST Vision Statement

To grow the BEST in everyone

We believe in the importance of high expectations, hard work and the development of a community of schools where each of us strive to 'be the best that we can be'.

BEST Values

We will:

Always put Children first

Our reference point question is 'how will this improve outcomes for children and enable them to go on and succeed in life?'

Collaborate to support and compete to challenge

Our schools work together to add value and compete to continually improve

Provide community based provision

Our schools form a coherent learning community at the heart of the Bedfordshire community

BEST Beliefs

We will:

Deliver BEST outcomes

Outcomes will be in the top 20% nationally

Provide BEST opportunities

An extensive range of opportunities beyond the classroom will be provided to develop the whole person

Nurture talent

Our responsibility is to invest in our people and bring out the BEST in everyone

Operate a high autonomy, high accountability culture

Professionals will lead our system and take responsibility to continually raise standards

Lead through service

Leaders and followers will work together with mutual respect and shared responsibility

ABOUT BEST

BEST comprises seven flourishing academies delivering first choice education from Early Years to Advanced Level study. Our vision is 'to grow the BEST in everyone.' We believe in the importance of high expectations, hard work and the development of a community of schools where each of us strive to 'be the best that we can be.' Our schools work together to add value and compete to continually improve.

ABOUT ETONBURY ACADEMY

Working at Etonbury is an unprecedented opportunity to be involved in a genuinely exciting and innovative growth programme and have real influence and input into shaping the future development and success of this creative and rural community school. Etonbury Academy is a thriving extended secondary school. A major site redevelopment was completed in September with stunning new teaching and sports/leisure facilities in a beautiful rural setting providing over 1000 students with a fantastic environment to learn, and our staff to work.

Behaviour and Ethos were recently named Areas of National Excellence in a Challenge Partners Review. Parent and Carer's surveys show extremely high levels of satisfaction with the school, and the Academy is heavily oversubscribed. KS2 results are well above national averages and above national averages for Outstanding schools. Etonbury Academy is driving forward with energy and vigour to meet the growth and development challenges identified in our recent inspection. Victoria Pendleton CBE is our honorary patron.

Membership of the Trust means that opportunities available to staff are varied and wide-ranging. The Trust includes a Teaching School offering training and development opportunities for all staff. The growth and development of Etonbury ensures that there are also many opportunities for staff to rapidly progress their careers if they so wish.

JOB DESCRIPTION AND PERSON SPECIFICATION

JOB TITLE: Teaching Assistant
BASED AT: Etonbury Academy
RESPONSIBLE TO: SENDCO/ Classroom teacher
SALARY: NJC 2a (Pt10)
HOURS: Term-time only incl 5 training days

JOB PURPOSE: Under the instruction and guidance of teaching staff/managers, to undertake educational activities and attend to the educational, personal and social needs of pupils in order to support their learning and development and to ensure their safety.

Main duties and responsibilities:

Support for Pupils

1. Attend to the educational, personal and social needs of pupils and any other requirements depending on the pupil's special needs and, wherever possible, make these part of the learning.
2. Promote and support the inclusion of all pupils in the learning activities in which they are involved.
3. Whilst there may be a specific requirement to support a named pupil or pupils with a Educational Health Care Plan, support to other pupils may also be required, at the direction of the SENDCO and Principal.
4. Provide occasional personal care support.
5. Assist with preparation for school visits and the supervision of pupils on such visits, in liaison with the trip leader.

Support for Teachers

1. Within the overall plan set by the class teacher to assist in devising and extending educational activities and in preparation of the curriculum. This may include contributing to the development and implementation of Personal Support Plans (PPPs) and Personal and Pastoral Support Plans, and small intervention groups.
2. Help assess and systematically record pupils' progress and achievements, using the results of this monitoring in further support work.

3. Efficiently prepare, maintain and use classroom teaching materials and equipment, including organising the use of audio/visual and ICT equipment, bearing in mind the efficient use of school resources (this may include photocopying, arranging displays of work etc).
4. Assist in maintaining classroom discipline by working with individual and groups of pupils in developing expectations of acceptable personal and social behaviour and help make them part of the learning experience.

Support for the Curriculum

1. Support the teaching of literacy, numeracy or other specific curriculum areas/specialisms as required and agreed with the Principal/Manager.

Support for the School

1. Work collaboratively with colleagues as part of a professional team, in particular the class teacher, the Special Educational Needs Co-ordinator (SENDCO) and other teaching assistants; working at all times within the school's policies and procedures
2. To assist in the general efficient operation of the school, including providing cover for other support staff where necessary and as directed by the Principal.
3. To attend staff meetings, participate in performance management arrangements and undertake training and development activities.
4. To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential or sensitive information.
5. To undertake tasks of a similar nature and level, as directed by the Principal/Manager.

PERSONAL SPECIFICATION

Teaching Assistant

	Essential	Desirable
Qualifications	Educated to GCSE level (or equivalent) with English and Maths at grades A*-C	A level / NVQ level 3 Graduate considering teaching as a career
Skills and experience	Previous experience of working or volunteering with young people Understanding of the educational system and education needs of children	Previous experience of working with young people in a school Knowledge of planning and development of educational activities Experience of working with students with ASD and/or ADHD. Willingness to acquire first aid qualification
Personal Attributes	Ability to work effectively as a member of a team Ability to work on own initiative Able to demonstrate high standards of integrity, confidentiality and reliability Flexible approach to adapt to changing environment Good communication and interpersonal skills Willingness to undertake appropriate further training Ability to meet the physical needs of pupils	
Other	Appropriate DBS clearance, references and checks (before the post is taken up)	

BEST is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This position is, therefore, subject to a satisfactory enhanced Disclosure and Barring Service application.

HOW TO APPLY

We actively encourage all applicants to apply online, please visit the Trust website www.bestacademies.org.uk/join-us and follow the online instructions, or go to www.etonbury.org.uk

If you prefer to complete a hard copy of the application form please contact vlockey@bestacademies.org.uk or 01462 730391 and submit your application by email or post.

Closing date: Monday 19th Nov, 2018 at 3pm

Interview date: TBC

Please remember to include contact details for three referees and complete the equal opportunities monitoring form.

Please note that this appointment is subject to DBS clearance.

We look forward to receiving your application.

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HR Team
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USEFUL LINKS



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