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**Teaching Assistant – The Hill Primary Academy**

**Part of the Astrea Academy Trust Family**

**Recruitment Pack**

**The Hill Primary Academy**

**Tudor Street, Thurnscoe, Rotherham, S63 0DS**

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# **Welcome Letter**

Dear Candidate,

Thank you for your interest in this role within the Astrea Academy Trust.

This is a hugely exciting time for our family of academies. The Trust has been recognised by the Department for Education as being well placed to raise standards and achieve excellence for pupils in a growing number of academies. We are presented with a rare opportunity to make a real difference to the lives and life chances of so many primary and secondary school children – many of whom haven’t previously received the educational opportunities they deserve.

The Trust currently has academies based across South Yorkshire and Cambridgeshire, including academies at various stages of development. As a Trust, we are clear about the importance of achieving long term sustainability for our academies. Our vision is to enable individual academies to flourish with real autonomy, whilst also ensuring a strong ethos of support and collaboration across our Academies.

Employees within Astrea belong to a community of professionals, and benefit from a wide range of networks and development opportunities across the Trust. The Trust provides a strong culture of collaboration and support, together with high expectations for staff and pupils alike.

Those we recruit can demonstrate that they share our values, are highly motivated to work with colleagues within and beyond their academy to continuously develop their skills and pursue professional excellence and are committed to providing the highest standards of teaching for all children. If that is you then we would be delighted to receive your application.

**Benedick Ashmore-Short**
Interim Chief Executive, Astrea Academy Trust



**A Warm Welcome, from**

**Emma Cadman, Principal at The Hill Primary Academy**

**Dear Candidate,**

**Thank you for your interest in this post. The enclosed literature is intended to give a better understanding of The Hill Primary Academy and Astrea Academy Trust.**

**The Hill Primary Academy is on a journey of rapid, transformational change since joining the Academy Trust in May 2016. Our leaders at the school have correctly identified areas of strength and areas for improvement and work tirelessly with staff to ensure that we are providing the best education possible for our pupils. OFSTED (May 2019) made the following positive comments regards leadership of the Hill Primary:**

*‘Senior leaders have a powerful ambition for the school that now permeates all aspects of school life. Staff morale is strikingly positive and the previous extreme turbulence in staffing has, in the main, stabilised. Leaders are unanimous and uncompromising in their recognition of the hard work still needed to address the legacy of pupils’ underachievement. They balance this expertly with support and training for staff and consideration of their welfare.’*

**We are a larger than average primary school (NOR 388, including nursery). The school is 2 form entry, with children from 3-11 years old. OfSTED (May 2019) commented that, *‘****Relationships between staff and pupils are now a strength of the school. Mutual respect is apparent and pupils’ engagement in learning has improved as a result.’*

**The school believes passionately that children should be empowered to make informed decisions about every aspect of their life. This vision underpins everything that we do here at the academy.**

**This year the school has opened a community hub that supports adult learning, mental health and wellbeing and a number of opportunities for members of the community to come together for a collective cause.**

**The Hill is located approximately 9 miles from Barnsley, in the village of Thurnscoe. It enjoys excellent links to surrounding villages, towns and cities via the M18, M1, A1 and local rail network. Shops and small businesses provide local employment opportunities.**

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**Astrea Academy Trust**

We value all-round development of the individual, through arts, sports, leadership opportunities, enrichment and community. This is encapsulated in the skills, qualities and personalities we foster in our pupils.

The Astrea Academy Trust logo communicates the values collaboration, development and aspiration. The three figures are coming together in the shape of a tree, which represents growth, whilst the tallest figure reaches upwards, towards a star, which is above and beyond the highest branch of the tree.

Academies, staff and children within the Trust benefit from a strong ethos of support and collaboration across the Astrea family. Teachers within Astrea belong to a national community of professionals, and benefit from a wide range of networks and development opportunities across the Trust.

Astrea benefits from the involvement of leading educationalists, including our Professional Adviser Professor John West-Burnham, and strong links to prestigious institutions such as the Institute of Education.

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**All members of staff are encouraged to use the Astrea Academy Sheffield Nursery for any eligible children in their care. The Nursery and Primary prospectus can be found here**; https://astreasheffield.org/nursery/

**Astrea Academy Trust Ethos**

The work of the Astrea Academy Trust is underpinned by five core Value Partners, which are equally applicable to pupils, staff and the work of the Trust itself.

Each pair of Value Partners is accompanied by a call for action in the form of a hashtag, which is used in verbal, digital and hard copy communications.

The Value Partners can be used as a measure of individual, Academy and Trust progress and as a guide to inform the direction of change.

### **Responsibility and Leadership**

Individuals in the Astrea community are accountable for their own decisions and actions and are supported by strong leaders, while trailblazers are encouraged to develop skills and talents in others. The Trust has a strong commitment to developing and nurturing our own leaders. **#4equity**

### **Enjoyment and Innovation**

We know that everyone learns best when they enjoy what they do and can follow their innate desire to achieve. Astrea pushes boundaries so that pioneering ideas are tried and tested so that our academies remain leaders in the advancement of teaching and learning methods. **#go4it**

### **Aspiration and Development**

Every member of the Astrea community, from the youngest pupil to the oldest member of staff, is encouraged to cultivate opportunities to grow. We achieve excellence by being inspired to become the best we can be. The progress and well-being of pupils is our top priority, at the centre of every decision. **#Astreastars**

### **Collaboration and Inclusion**

Astrea honours and applauds the differences that make us unique whilst actively seeking and celebrating the common ground that binds us together as a strong community. We work together in a productive environment where dynamic ideas are shared in partnership, so that every member of the community may thrive **#all4one**

### **Honesty and Integrity**

We are honest and open. Astrea decisions and responses are grounded in time-honoured moral principles that remain constant in the face of challenges and change **#4good**

**You can learn more about the Values, and hear from staff and pupils across Astrea Academies, at our website:** https://astreaacademytrust.org/

**Astrea Academy Trust Family**

**Academies currently within Astrea Academy Trust:**

|  |  |
| --- | --- |
| **Primary** | **Website** |
| * Atlas Primary Academy, Doncaster
 | https://www.astreaatlas.org |
| * [Byron Wood Academy](http://reach4.org.uk/schools/listing/byron-wood), Sheffield
 | https://www.astreabyronwood.org/ |
| * [Carrfield Primary Academy](http://reach4.org.uk/schools/listing/carrfield-primary-academy), Rotherham
 | https://www.astreacarrfield.org/ |
| * [Castle Academy](http://reach4.org.uk/schools/listing/castle-academy), Doncaster
 | https://www.astreacastle.org/ |
| * [Denaby Main Primary Academy](http://reach4.org.uk/schools/listing/denaby-main-primary-academy), Doncaster
 | https://www.astreadenabymain.org/ |
| * [Edenthorpe Hall Academy](http://reach4.org.uk/schools/listing/edenthorpe-hall-academy), Doncaster
 | https://www.astreaedenthorpehall.org/ |
| * [Gooseacre Primary Academy](http://reach4.org.uk/schools/listing/gooseacre-primary-academy), Rotherham
 | https://www.astreagooseacre.org/ |
| * [Greengate Lane Academy](http://reach4.org.uk/schools/listing/greengate-lane-academy), Sheffield
 | https://www.astreagreengatelane.org/ |
| * [Hartley Brook Primary Academy](http://reach4.org.uk/schools/listing/hartley-brook-primary-academy), Sheffield
 | https://www.astreahartleybrook.org/ |
| * [Hatfield Primary Academy](http://reach4.org.uk/schools/listing/hatfield-primary-academy), Sheffield
 | https://www.astreahatfield.org/ |
| * [Hexthorpe Primary Academy](http://reach4.org.uk/schools/listing/hexthorpe-primary-academy), Doncaster
 | https://www.astreahexthorpe.org/ |
| * [Highgate Primary Academy](http://reach4.org.uk/schools/listing/highgate-primary-academy), Rotherham
 | https://www.astreahighgate.org/ |
| * [Hillside Academy](http://reach4.org.uk/schools/listing/hillside-academy), Doncaster
 | https://www.astreahillside.org/ |
| * Intake Primary Academy, Doncaster
 | https://www.astreaintake.org/ |
| * Kingfisher Primary Academy, Doncaster
 | https://www.astrea-kingfisher.org/ |
| * [Lower Meadow Primary Academy](http://reach4.org.uk/schools/listing/lower-meadow-primary-academy), Sheffield
 | https://www.astrealowermeadow.org/ |
| * [The Hill Primary Academy](http://reach4.org.uk/schools/listing/the-hill-primary-academy), Rotherham
 | https://www.astreathehill.org/ |
| * Waverley Primary Academy, Doncaster
 | https://www.astreawaverley.org/ |
| **Secondary** |  |
| * Astrea Academy Dearne, Rotherham
 | https://www.astreadearne.org/ |
| * Astrea Academy Woodfields, Doncaster
 | https://www.astreawoodfields.org/ |
| * Cottenham Village College, Cambridgeshire
 | https://www.astreacottenham.org/ |
| * Ernulf Academy, Cambridgeshire
 | <https://www.astreaernulf.org/> |
| * Longsands Academy, Cambridgeshire
 | <https://www.astrea-longsands.org/> |
| * Netherwood Academy, Barnsley
 | https://www.astreanetherwood.org/ |
| * St Ivo Academy, Cambridgeshire
 | https://www.astreastivo.org/ |
| **Special School** |  |
| * The Centre School, Cambridgeshire
 | https://www.astreacentreschool.org/ |
| **All-through** |  |
| * Astrea Academy Sheffield, Sheffield
 | https://astreasheffield.org/ |

**Job Description**

**Position: Teaching Assistant**

**Salary Range: Grade 3**

**Reporting to: Emma Cadman, Principal**

**Location of this position: The Hill Primary Academy**

**Purpose of this role:**

To work under the direct instruction of teaching/senior staff or appropriate Teaching Assistant Staff. To undertake work/care/support programmes to enable access to learning for pupils 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.

Provide general support in a specific curricula/resource area, including preparation, and maintenance of resources and support to staff and pupils.

**Key responsibilities**

* Support for Pupils
* Support for Teachers
* Support for the Curriculum
* Support for the Academy

**Main duties:**

**1. Support For Pupils**

1. Attend to the pupils’ personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters
2. Supervise and support pupils ensuring their safety and access to learning
3. Establish good relationships with pupils, acting as a role model and being aware of and

 responding appropriately to individual needs

1. Promote the inclusion and acceptance of all pupils
2. Encourage pupils to interact with others and engage in activities led by the teacher
3. Encourage pupils to act independently as appropriate
4. Support pupils in accessing learning activities as directed by the teacher.

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| **2. Support for the Teacher** i) Prepare the classroom as directed for lessons and clear afterwards and assist with the display of pupils workii) Be aware of pupil problems/progress/achievements and report to the teacher as agreediii) Undertake pupil record keeping as requested and other basic record keepingiv) Support the teacher in managing pupil behaviour, reporting difficulties as appropriatev) Gather/report information from/to parents/carers as directedvi) Provide clerical/administrative support e.g. photocopying, typing, filing, collecting/recording money etcvii) Ensure the maintenance of a clean and orderly working environmentviii) Timely and accurate preparation of routine equipment/resources/materials as set out in  instructions.1. Assist the teacher with learning activities ensuring health and safety and good behaviour of pupils

**3. Support for the Curriculum**i) Support pupils to understand instructionsii) Support pupils in respect of local and national learning strategies, e.g. literacy, numeracy, KS3,  early years, as directed by the teacheriii) Support pupils in using basic ICT as directediv) Prepare and maintain equipment/resources as directed by the teacher and assist pupils in their  usev) Monitor and arrange orderly and secure storage of suppliesvi) Operation of every day equipment in accordance with instructionsvii) Maintenance of every day equipment, check for quality/safetyviii) Undertake simple repairs and report other damages |
| **4. Support for the Academy**i) 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 personii) Be aware of and support difference and ensure all pupils have equal access to opportunities to  learn and develop1. Contribute to overall ethos/work/aims of the Academy
2. Appreciate and support the role of other professionals
3. Attend relevant meetings and participate as required
4. Participate in development and other learning activities and performance development opportunities as required
5. Assist with the supervision of pupils out of lesson times, including before and after Academy and at

 lunchtimes, e.g. clubs, extra curriculum activitiesviii) Accompany teaching staff and pupils on visits, trips and out of Academy activities as required**5. General** i) To undertake any other duties, commensurate within the grade, at the discretion of the  Principal. |
| 1. Be familiar and comply with all relevant Health and Safety, Operational, Personnel, Child Protection, Data Protection and Financial Regulations, policies and procedures
2. To develop and promote high standards throughout Barnsley Children, Young People and Families Service

**6. Other**1. Ensure equality of opportunity is afforded to all persons both internal and external to the authority, actively seeking to eliminate any direct or indirect discriminatory practices/behaviour.
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**Person Specification**

This part will allow you to understand who we are looking for within this role and the skills knowledge or experience that we would expect. Your application will be assessed against this criteria during the shortlisting process.

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| **Knowledge/Qualifications and Experience** | **Essential**  | **Desirable** |
| Recent Relevant Experience | \* |  |
| Working with or caring for children of relevant age | \* |  |
| General technical/resource support | \* |  |
| Good numeracy skills | \* |  |
| 2 GCSEs in English and Maths Grade A to C or equivalent (e.g. Level 2 Adult Literacy and Numeracy | \* |  |
| Participate in development and training opportunities | \* |  |
| Appropriate knowledge of First Aid |  | \* |
| Willingness to undertake first aid training | \* |  |
| **Skills and abilities and professional attributes** | \* |  |
| Ability to relate well to children and adults | \* |  |
| Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these |  | \* |
| Demonstrate a commitment to Equal Opportunities | \* |  |
| To comply with all policies adopted by the Trust, for example, Health and Safety, Equal Opportunities and Data Protection | \* |  |

**Safeguarding and Child Protection Policy**

The Trust is committed to Safeguarding and Promoting the Welfare of all its pupils. Each pupil’s welfare is of paramount importance. We recognise that some children *may* be especially vulnerable to abuse e.g. those with Special Educational Needs, those living in adverse circumstances.

We recognise that children who are abused or neglected may find it difficult to develop a sense of self-worth and to view the world in a positive way. Whilst at the Academies, their behaviour may be challenging. We will always take a considered and sensitive approach in order that we can support all our pupils.

**The Trust’s Safeguarding and Child Protection Policy applies to all adults, including volunteers, working in or on behalf of the Trust.**

Safeguarding and promoting the welfare of children is everyone’s responsibility.  Everyone who comes into contact with children and their families has a role to play.  In order to fulfil this responsibility effectively, all practitioners should make sure their approach is child-centred.

School and college staff are particularly important as they are in a position to identify concerns early, provide help for children, and prevent concerns from escalating.  Safeguarding and promoting the welfare of children is defined as:

* Protecting children from maltreatment;
* Preventing impairment of children’s health or development;
* Ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and
* Taking action to enable all children to have the best outcomes.

*Keeping Children Safe in Education (2019)*

As such, it is the duty of all who work for the Trust to:

* Ensure that a safe environment is provided for all children and young people to learn;
* Ensure all staff are capable of identifying children and young people who are suffering or likely to suffer significant harm; and
* Ensure all staff are willing to take appropriate action with the aim of making sure they are kept safe both at home and in the education setting.

The Trust pays full regard to ‘Keeping Children Safe in Education’ guidance 2019. We ensure that all appropriate measures are applied in relation to everyone who works for the Trust who is likely to be perceived by the children as a safe and trustworthy adult including e.g. volunteers and staff employed by contractors.

Safer recruitment practice includes scrutinising applicants, verifying identity and academic or vocational qualifications, obtaining professional and character references, checking previous employment history and ensuring that a candidate has the health and physical capacity for the job. It also includes undertaking interviews and an Enhanced DBS check.

Please visit <https://astreaacademytrust.org/about-us/statutory-documents/> for the full policy.

**Explanatory Notes**

Applications will only be accepted from candidates completing the Trust’s Application Form. Please complete ALL sections of the Application Form which are relevant to you as clearly and fully as possible. CVs will **not** be accepted in place of a completed Application Form.

**Safeguarding Children and Young People**

We are committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced check.

* Candidates should be aware that all posts in Astrea Academy Trust involve some degree of responsibility for safeguarding children and young people, although the extent of that responsibility will vary depending on the nature of the post. Please see the job description enclosed in this Application Pack for further details.
* Accordingly, this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as “spent” must be declared.
* If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offence, including those related to children or young people (whether disciplinary sanction is current or time-expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any investigation or disciplinary proceedings. If you are not currently working with children, but have done in the past, that previous employer will be asked about these issues.
* Where neither your current or previous employment has involved working with children, your current employer will be asked about your suitability to work with children, although it may be answered not applicable where it is appropriate; if your duties have not brought you into contact with children or young people for instance.

**Interview Process**

After the closing date, short listing will be conducted by a Panel. You will be selected for interview entirely on the contents of your application form, so please read the Job Description and Person Specification carefully before you complete your form.

All candidates invited to interview must bring the following documents:

* Documentary evidence of right to work in the UK
* Documentary evidence of identity that will satisfy DBS requirements
* Documentary proof of current name and address
* Where appropriate any documentation evidencing change of name
* Documents confirming any educational or professional qualifications that are necessary or relevant for the post

Please note that originals of the above are necessary, photocopies or certified copies are **not** sufficient.

We will seek references on shortlisted candidates for Trust based positions and may approach previous employers for information to verify experience or qualifications before interview. Any relevant issues arising from references will be taken up at interview.

In addition to candidate’s ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

* Motivation to work with children and young people
* Ability to form and maintain appropriate relationships and personal boundaries with children and young people
* Emotional resilience in working with challenging behaviours
* Attitudes to use of authority and maintaining discipline

**Conditional Offer: Pre-Employment Checks**

Any offer to a successful candidate will be conditional upon:

* Verification of right to work in the UK
* Receipt of at least two satisfactory references (if these have not already been received)
* Verification of identity checks and qualifications
* Satisfactory Enhanced DBS Check
* Verification of professional status such as QTS Status, NPQH (where required)
* Satisfactory completion of a Health Assessment
* Satisfactory completion of the probationary period (where relevant)
* Where the successful candidate has worked, or been resident overseas in the previous five years, such checks and confirmations as may be required in accordance with statutory guidance

**How can I Apply?**

This is an exciting and very rewarding role and we look forward to receiving your application.

**Please complete and send the Application Form, Criminal Declaration Form and Equal Opportunities Monitoring Form which are available together with this document to the below contact;**

**Name: Kim Bradley**

**Position: Business Manager**

**Contact:** kim.bradley@astreathehill.org

**The Application Process**

The candidates selected for interview will be informed after shortlisting and full details of the interview programme will be provided. If you do not hear from us within 14 days of the closing date of this position, unfortunately you have been unsuccessful on this occasion.

The information supplied in your application, as well as any supporting documents provided at the application or interview stage, will be used as part of the Astrea Academy Trusts Recruitment and Selection Process. All information is stored securely and all data submitted by unsuccessful candidates will be destroyed responsibly after 6 months from the date of interview.

Astrea Academy Trust pays full regard to ‘Keeping Children Safe in Education’ guidance 2019. We ensure that all appropriate measures are applied in relation to everyone who works for the Trust. Safer recruitment practice includes scrutinising applicants, verifying identity and academic or vocational qualifications, obtaining professional and character references, checking previous employment history and ensuring that a candidate has the health and physical capacity for the job. It also includes undertaking interviews and an Enhanced DBS check. Please visit <https://astreaacademytrust.org/about-us/statutory-documents/> for the full policy. The information supplied in your application, as well as any supporting documents provided at the application or interview stage, will be used as part of the Astrea Academy Trusts Recruitment and Selection Process. All information is stored securely and all data submitted by unsuccessful candidates will be destroyed responsibly after 6 months from the date of interview.