



Teaching Assistant Hillside Academy

**Part of the Astrea Academy Trust Family
Recruitment Pack**

Hillside Academy

**Crags Road
Denaby Main
Doncaster
DN12 4DX**



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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 Louise Stanton, Hillside Academy

Dear Candidate

Thank you for your interest in the post of Teaching Assistant at Hillside Academy. Hillside is a very small school serving the community of Denaby Main in Doncaster. The Academy continues on its exciting and fast-paced journey of improvement and as a Teaching, you will be a key and pivotal team member in continuing to drive an ambitious agenda of improvement.

As a member of Astrea Academy Trust, Hillside is well supported by an expert central team and has access to a range of support and challenge in order to assure the very best outcomes for our children.

Working closely with Trust leaders and directors, we have stabilised Hillside Academy and achieved rapid growth. KS2 results showed a 19% improvement in the summer of 2019, with 69% of KS2 children achieving the expected standard in Reading, Writing and Maths. Within the EYFS 100% of children achieved GLD by the summer of 2019 and 100% of Year 1 pupils achieved the expected standard in the phonic screen check, as well as dramatically improving attendance and behaviour, Hillside is an exciting place to work, where leaders have adopted an innovative approach to the everyday running of the school.

If you would like to be part of a team delivering the very best for local children, as well as become a team member in a nationally renowned, innovative and dynamic educational organisation, we would love to hear from you!

We welcome visits to the Academy – please get in touch to arrange this!

With very best wishes,

Louise Stanton

Head of Academy



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.



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, Sheffield	https://www.astreabyronwood.org/
★ Carrfield Primary Academy, Rotherham	https://www.astreacarrfield.org/
★ Castle Academy, Doncaster	https://www.astreacastle.org/
★ Denaby Main Primary Academy, Doncaster	https://www.astreadenabymain.org/
★ Edenthorpe Hall Academy, Doncaster	https://www.astreaedenthorpehall.org/
★ Gooseacre Primary Academy, Rotherham	https://www.astreagooseacre.org/
★ Greengate Lane Academy, Sheffield	https://www.astreagreengatelane.org/
★ Hartley Brook Primary Academy, Sheffield	https://www.astreahartleybrook.org/
★ Hatfield Primary Academy, Sheffield	https://www.astreahatfield.org/
★ Hexthorpe Primary Academy, Doncaster	https://www.astreahexthorpe.org/
★ Highgate Primary Academy, Rotherham	https://www.astreahighgate.org/
★ 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, Sheffield	https://www.astrealowermeadow.org/
★ 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 (1 year fixed term)

Grade: NJC Grade 5 (SCP 4)

Reporting to: Exec Principal / Head of Academy

Location of this position: Hillside Academy

Purpose of this role:

To work as part of a team within school/educational establishments to promote the learning and welfare of pupils by providing practical and learning support to pupils, including those with special needs under the direction of a class teacher/SENCo/Principal.

Key Responsibilities

- To make a positive contribution to pupils' learning throughout the school by providing cover supervision for the short term absence of teachers
- To provide other general supervisory cover as required
- To provide additional support to class teachers as required
- To assist with general administrative tasks as required

At all times the postholder will be expected to uphold the school's reputation, standards and ethos and work within the school's policies and procedures, particularly those regarding health & safety, confidentiality, equal opportunities, special educational needs, Safeguarding and child protection.

Main Duties:

- To work with pupils, including those with SEN and Education, Health and Care plans, providing individual assistance, implementing action plans, to maximise achievement.
- To attend and assist pupils with their hygiene, eating and general welfare requirements as necessary.
- To work closely with pupils individually or groups within schools/educational establishments, enabling them to achieve maximum access and participation in the National Curriculum. To work under the direction of the class teacher and to assist in the planning, monitoring and evaluation of the pupil's learning, ensuring that progress is clearly recorded and related to the learning objectives for that pupil.
- To help pupils to further develop literacy, numeracy, ICT, problem solving and study skills. To help pupils develop their language and reasoning skills and to assist pupils in the organisation, preparation and display of set assignment tasks.
- To give in class support to teachers, facilitating pupils' access to the curriculum including assisting teachers of practical subjects as required with priority being given to health and safety.
- To support the school's policy on discipline to ensure high standards of pupil behaviour.
- To implement appropriate specific skills programmes as may be arranged and directed by the SENCO or other professionals, working as part of a team.
- Under the direction of the teacher, to assist in maximising the use of ICT in the learning process.



- To assist in the writing of regular reports and reviews on pupil's progress, to assist with general administration of records.
- To liaise with other agencies (ie Social Services, Health professionals etc) as directed by the SENCO or other relevant professional.
- To inform other LSAs/SNAs/Teachers on a daily basis regarding the progress of pupils.
- To contribute to the formulation of measures that are directly connected to pupil achievement, in partnership with parents and under the direction of the relevant professional.
- To play an appropriate part in child protection procedures, such as relating relevant factual information and recording/reporting disclosures to the designated teacher/relevant professional.
- To supervise work that has been set for pupils whose teacher is absent (short term) from the classroom
- To communicate the work set by the class teacher to the pupils and to follow all instructions as directed by the class teacher
- To manage the behaviour of pupils whilst they are undertaking this work and ensure a positive learning environment within the classroom
- To respond to any questions from pupils about processes and procedures
- To deal with any immediate problems or emergencies according to the school's policies and procedures
- To collect any completed work after the lesson and return it to the appropriate teacher
- To report back as appropriate using the school's agreed referral procedures on the behaviour of pupils during the lesson and any issues arising
- To assist in the administration and supervision of tests and examinations
- To assist in the supervision of pupils on trips / visits
- To carry out administrative tasks (both within and outside the classroom) as required
- To attend staff training / meetings as appropriate

General

All Astrea employees are required to:

- Abide by the Health & Safety at Work Act
- Attend training as required
- Respect confidentiality
- Work within the Academy and the Trusts policies and procedures
- Comply with the Academy and Trust no smoking policy
- Participate and contribute to team meetings
- Co-operate and liaise with departmental colleagues
- Demonstrate a commitment to their own development, to take advantage of education and training opportunities and develop their own competence
- Support and encourage harmonious internal and external working relationships
- Make a positive contribution to raising the profile of the academy

The Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

The above duties are not exhaustive and the postholder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Principal.



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.

Knowledge, Qualifications and Experience	Essential	Desirable
Relevant Experience		
Previous experience of working in an educational environment with children in Primary Age range	*	
Use of ICT to support learning	*	
Proven track record with children shown in the progress made	*	
Experience of working with children in other age groups		*
Experience of working with children with special needs		*
Education and Training		
Willingness and ability to obtain and/or enhance qualifications and training for development in the post.	*	
Maths and English GCSE (A-C) or equivalent	*	
NVQ Level 3 or equivalent relevant training		*
First Aid training		*
Knowledge		
Detailed knowledge of school policies and procedures.	*	
Understanding of the principles of child development and learning processes, in particular barriers to learning.	*	
Understanding of Safeguarding and Child Protection Procedures	*	
Knowledge of national curriculum and other learning programmes.		*
Detailed knowledge of SEN Code of Practice		*
Skills and Ability		
Very good literacy/numeracy/oracy skills.	*	
Ability to relate well to children and adults.	*	
Ability to self-evaluate own practice and learning needs.	*	
Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these		*



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: Seana Rose

Position: Office Manager

Contact: admin@astreahillside.org

Closing date: 8th July 2020

Interviews: W/C 13th July 2020

(Due to current COVID-19 restrictions interviews may be held via Microsoft Teams)

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://astreacademytrust.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.