



Candidate Information Pack

Teaching Assistant – Level 1

Birley Spa Primary Academy



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





About the Trust

Be part of an ambitious, high-performing Trust, committed to improving the lives of children and young people.

L.E.A.D. Academy Trust comprises primary and secondary academies across Nottinghamshire, Derbyshire, Leicester, Lincoln and Sheffield. Established in 2011, 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 educational standards in the region 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."

Diana Owen, CBE - Chief Executive Officer

Inspiring experience

Our Trust Executives have first-hand experience of working in education, so they know what it's like to be on the front line. We pride ourselves on the support and advice we give to all our staff, enabling them to be exceptional leaders and teachers who can inspire both pupils and staff. By choosing to work with us, you will be helping to improve educational outcomes for children, young people and the local community.

Within our Trust, all academies strive to achieve:

- The highest standards of behaviour and conduct
- Outstanding teaching and learning
- A fully inclusive approach where all children are equally important
- A climate of mutual respect between the children, staff and community
- A 'can-do' attitude - high aspirations for all involved with the school
- 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.

Supporting external trusts and schools

As well as our core offer to L.E.A.D. academies, we offer additional areas of support to external trusts, schools and organisations through L.E.A.D. IT Services and L.E.A.D. Teacher Training Hub.

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.



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





A message from the Executive Headteacher and Head of School

We are a busy and friendly school with lots going on. Birley Spa Academy is a passionate community of life-long learners who strive for excellence. We are inspired by each other's achievement and success. We constantly develop and update our resources and curriculum offer to ensure that our pupils can succeed now and in the future.

We warmly welcome visits to the school to discuss this exciting opportunity.

Melany Pemberton, Executive Headteacher and Cathy Gibson, Head of School

About Birley Spa Primary Academy

Our school values equip every child with the core strength and resilience to confidently burst through barriers to learning and become confident, conscious citizens, equipped for the challenges of the modern world. We create an aspirational cultural climate in which every member of Birley Spa Primary Academy thrives and articulates a passion for inspiring leadership beyond learning.

Through the pursuit of excellence, our children, no matter their age or need, are encouraged to become ambassadors with the highest aspirations; learners who confidently express themselves and articulate their knowledge with passion.

Our inspirational learning environments motivate our children to develop a desire and love of learning in our "Everyone is a Leader" community.

Our children pride themselves on the range of responsibilities they have within the classroom and the school. They develop a sense of pride in their community and independence. They learn to understand and balance risk to challenge themselves and grow as learners. Children demonstrate initiative to question, lead and explore from the first day of their Birley Spa journey until they move onto secondary education.





Benefits of being part of L.E.A.D. Academy Trust

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.

Competitive salary

All Trust roles* are subject to a minimum hourly rate, which is currently above the National Living Wage amount. All our support staff roles are subject to a competitive 6-point salary range, allowing for progression within the role.

Pension scheme

Automatic entry to the Local Government Average Salary (LGPS) pension scheme. Benefits include generous employer rate of contribution at minimum 17%, life cover, lower tax, survivor benefits and ill health cover.

Enhanced annual leave

Holiday allowance starts at 26 or 31 days, up to a maximum of 36 days. Term time only workers also benefit from the same annual leave entitlement paid as part of their usual monthly payroll. This varies on the role and amount of service, increasing after 5 and 10 years' service. Holiday is in addition to Bank or Public holidays.

Employee assistance programme

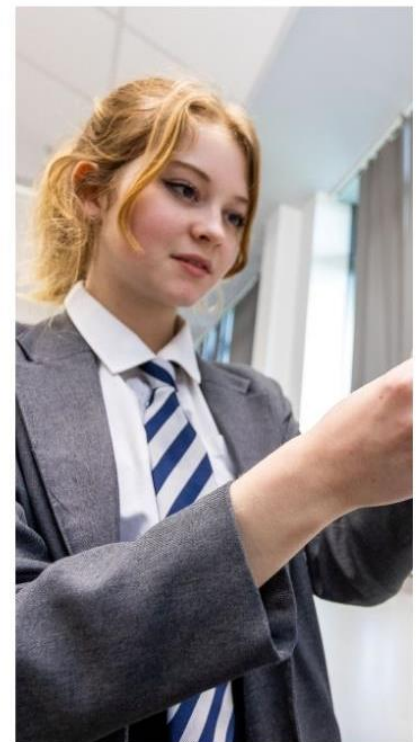
The Trust is committed to supporting staff wellbeing and partner with Health Assured to offer a comprehensive Employee Assistance Programme to all Trust employees and extends to dependent adults living the same household. This includes access to a 24/7 free phone helpline 365 days per year to access advice and support on emotional, financial, legal or other lifestyle matters.

Continuing professional development (CPD)

We provide excellent training and development opportunities within the Trust, including a full induction programme for all staff.

And more!

- Access to free Trust Occupational Health service, including physiotherapy
- Access to staff discounts and cashback for a huge range of products, including travel, shopping, insurance, motoring and utilities.
- Travel expenses for business travel at maximum HMRC mileage rate.
- Free eye tests for VDU users.
- Free seasonal flu jabs.



"Everyone is valued, everyone is supported, and if you hold the same values that L.E.A.D. has, then really consider coming to work with us."

Becky Hyder,
Safeguarding Compliance
Lead

**With the exception of
Apprenticeships*

***“The school’s provision for pupils’
personal development is strong.
Pupils take full advantage of a wide
range of activities on offer
at the school.”***

Ofsted report, 2023.



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: hr@leadacademytrust.co.uk

CLOSING DATE: 25th November 2024

INTERVIEWS: We expect interviews to take place 2nd December 2024

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: enquiries@birleyspaacademy.co.uk



"I wanted to be part of an organisation that works in partnership, believes in collaboration and invests and understands the importance of high-quality leadership and management."

Rebecca Riley, Head of School,
Huntingdon Academy



Job description

Key responsibilities and accountabilities

Teaching Assistant

Salary: NJC 2 - 7 (£23,656 – £25,584 full time equivalent) actual salary pro rata on 39 weeks per year.

You play a critical role in supporting children within the academy as follows:

- 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.

Main Responsibilities:

- 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.
- 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.
- 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 the school curriculum including literacy and numeracy activities by using strategies and techniques for promoting learning.



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.
- 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.

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.

Person specification

The person specification listed below outlines the competences, knowledge and behaviour of candidates who would be suitable for this role. The two right-hand columns provide guidance as to whether these items are essential (E) or desirable (D) 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 E	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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