THE BASILDON ACADEMIES

Teaching Assistant

Recruitment Information for Candidates

Contents

Chief Executive Officer's welcome……..3

The Lower Academy……..4

The Upper Academy……..5

Job description, person specification and responsibilities……6-7

Application Procedure……8-9

Maps……..10

Dear Applicant

Thank you for expressing an interest in joining The Basildon Academies.

Student welfare, academic progress and achievement is at the heart of everything we do at our Academy.

Our Academy vision is to drive:

- Social Mobility - equality of opportunity for our young people to succeed
- Moral Purpose - resilient positive decision makers
- Cultural Capital - equity of opportunity and life experiences
- Spiritual Awareness - reflective citizens and active curious learners

The Academy offers students the unique opportunity to begin their learning journey at our Key Stage 3 Lower Academy, and complete it at our Key Stage 4 & 5 Upper Academy.

Our Key Stage specialist sites enable us to offer our students age appropriate curriculum choices, support, challenge and enrichment.

We recognise the power and impact that quality enrichment can have on young lives and minds. Our enrichment programme is an essential and valuable part of our school day. All students engage in an enrichment of their choice each day as part of their curriculum.

The age appropriate enrichment curriculum supports a 'Passion for Learning' in Key Stage 3, a 'Passion for Purpose' in Key Stage 4 and a 'Passion for Life' in Key Stage 5. Our enrichment curriculum builds student resilience, self-esteem, sense of belonging and love of learning. It provides equity of opportunity, stretch & challenge, employability skills and broad experiences supporting our student cultural capital and social mobility.

Our two academy model offers our Year 7 intake a guaranteed future place in our growing and thriving Sixth Form.

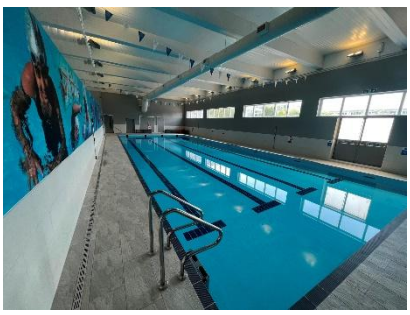
The Basildon Academies Sixth Form offers personalised curriculum pathways, tailored to individual needs and aspirations. Strong support networks alongside quality teaching ensure academic success and preparation for university or the workplace.

Yours sincerely

Mr G.Smith B.Ed (Hons), NPQH
Chief Executive Officer

The Basildon Academies are two state of the art Academies based in Essex, just 35 minutes from London and approximately 1 mile apart. We are unique in the way the academies are set up with The Lower Academy specialising in the teaching of our students aged 11-14 whilst the Upper Academy specialises in our 14-19 year old students.

The Lower Academy is focussed upon developing the whole child; our curriculum has been developed to enable our students to develop their knowledge, understanding and skills so that they will become lifelong learners. This includes opportunities for linguistic, mathematical, scientific, technical, human, social, physical and artistic learning so that students make progress in a wide range of subjects. The Lower Academy offers a supportive and nurturing environment to allow our students to find their adult feet as they become fully prepared for their transition to the Upper Academy.



The Upper Academy is focussed upon creating the best environment and conditions for all students to fully achieve their true potential, make at least expected progress and attain the very best grades they can in their final exams. The range of courses on offer allows students to become specialised in their favourite target areas and at the same time retain the very strong focus upon gaining good qualifications in maths, English and science at GCSE level.

Our strong Sixth Form is a major part of the Upper Academy with the structure modelling itself on developing independent learning skills like those seen in universities which allows students to continue their studies in their specialist subject areas. Students are very much encouraged to become mature adults being engaged in many aspects of the life of the academy which further develops those much needed skills to go on into university or the world of work.

Teaching Assistant

Job title:	Teaching Assistant
Responsible to:	Deputy SENCo
Salary Range:	Band 3
Working weeks:	39 weeks (Term Time + inset + twilight) and Parent/Open evening as required
Working Hours:	37 hours per week (08:00-16:00 Mon-Thurs and 08:00 – 15:30 Fri)

Purpose

- To provide support for students and teaching colleagues in order to raise standards of achievement for all students.
- To be a champion for all SEN students

Principal Accountabilities and Key Tasks:

- To work in partnership with class teachers to support learning in line with Academy expectations focusing upon students with SEN
- Provide general support and will also offer support in specific areas
- Provide support to students including those with learning, emotional, behavioural, communication, social, sensory or physical difficulties
- Work with individuals or small groups of children with SEN under the direction of teaching staff, familiarising themselves with the individuals needs for students
- Understand specific learning needs and styles and provide differentiated support to students individually and within a group
- Implement planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to students' responses as appropriate
- Establish positive relationships with students and encourage participation
- Provide feedback to students in relation to attainment and progress under the guidance of the teacher
- Promote the inclusion and acceptance of children with special needs within the classroom ensuring access to lessons and their content through appropriate clarification, explanation and resources
- To attend to students' personal needs including help with social, welfare, physical care and health matters including toileting, dressing, feeding, mobility etc as requested by the Academy
- Supervise students for limited and specified periods including break-times if required
- To assist with escorting students on educational visits
- Develop positive and supportive links between home and the Academy by meeting and communicating with parents and carers as needed
- To produce accurate reports, letters and other documents as needed regarding the role specialisms
- To undertake general administration associated with this role, for example updating display boards, filing, photocopying, letter and email composition and reply, answering queries, taking messages etc.
- To attend meetings relating to the role specialisms
- To be an Academy First-Aider if required
- To attend Academy CPD and external training as required

- To undertake duties (break, lunch, before and after Academy student times) as required. Lunch duties will be paid in accordance with pay arrangements in place at the time
- To undertake any other reasonable duties as directed by the Academies.

Person Specification (E= Essential, D= Desirable)

- Evidence of the ability to work independently, using own initiative and be able to make decisions confidently (E)
- Strong experience of office procedures and administration (E)
- Good Microsoft Office skills (E)
- Strong organisational skills / Multi-tasking ability (E)
- Excellent interpersonal skills with clear and concise communication (E)
- High attention to detail (E)
- Work within a busy and fast paced environment (E)
- Composure under pressure (E)
- Work constructively and flexibly as part of a team, understanding others roles and responsibilities (E)
- Ability to identify own training and development needs and participate in on-going training (E)

- 5 GCSE Grade C or above including English and Mathematics (D)
- NVQ level 4 or equivalent (D)
- Experience of working within a school/academy (D)

Application Procedure

i. Read carefully all the information about this post

ii. If you have any questions, please telephone or email our Recruitment & Cover Coordinator, Olivia Faustino on 01268498683 or email recruitment@basildonacademies.org.uk

iii. Complete the application form as fully as possible. If there is insufficient room on any section of the form, please provide the additional information on a separate sheet. Please note that your application form will be photocopied for the Selection Panel, therefore clarity is essential. It is important that you do not leave any gaps in your career history – any gaps in employment should be fully explained please.

iv. Send your completed application form by email (if downloaded from our website) or through the post to:

recruitment@basildonacademies.org.uk

Olivia Faustino
Recruitment & Cover Coordinator
The Basildon Academies
Wickford Avenue
Pitsea, Basildon
Essex, SS13 3HL

Appointment Process

i. Suitable applications will be shortlisted for interview (as quickly as possible)

ii. If you are successful, you will receive either a phone call and/or email inviting you to attend for interview. It is therefore important that you give us a daytime telephone number and/or an email address that you regularly access so that we can contact you to make the necessary arrangements if you are shortlisted.

The Basildon Academies are committed to supporting colleagues with disabilities. If you have a disability, please give details of adjustments you require for the selection process or to do the job itself.

Pre-employment Checks

The Basildon Academies is committed to safeguarding and promoting the welfare of children and young people, and an appointment will be subject to satisfactory enhanced disclosure from the Disclosure and Barring Service. Please note that an enhanced check will reveal all criminal convictions on record, including those that might be considered "spent".

The successful applicant will also be required to:

• Provide details of two referees who know you in a professional capacity, if at a school, one of which must be your current Headteacher. It is our usual policy to take up references BEFORE interviews where possible. Employment is conditional on these references being deemed satisfactory.

• Provide proof of all relevant qualifications.

• Provide proof of eligibility to work in the UK

• Complete a Medical Declaration and receive fitness to work.

Equal Opportunities

The School is an Equal Opportunities employer and appointments are based on the applicant's ability to meet the requirements of the position. The School is opposed to any form of discrimination against any individual or group and welcomes the fact that our School includes a diversity of individuals from many races and cultures. Behaviour which is discriminatory on the grounds of race, colour, culture, nationality, gender, sexual orientation, disability, religion, will not be tolerated.

Recruitment monitoring information

The Basildon Academies are committed to ensuring that applicants are selected for appointment on the basis of their ability relevant to the job. Completion of the Recruitment monitoring information form is not compulsory but will help us to ensure that our policy and procedures are effective in avoiding discrimination and promoting equal opportunities in recruitment. The information you provide will be used for monitoring and statistical data purposes only and will not be seen by the short listing panel.

The Basildon Academies are committed to safeguarding and promoting the welfare of children and expect their staff to share this commitment.

THE BASILDON ACADEMIES