



The CE Academy

Support Role Information Pack

Support/Teaching Assistant



Why join the CE Academy?

Letter from the Headteacher

Dear Candidate

Thank you for your interest in the role of Support/Teaching Assistant at the CE Academy. We hope this application pack provides you with an insight into life at our academy and will encourage you to apply for the role.

CE Academy is a multi-sited AP Academy providing Alternative Education for young people who are either permanently excluded from school, at risk of permanent exclusion from school, or pupils with emotionally based school avoidance. We also respond to the educational needs of pupils with EHC Plans who would otherwise be attending specialist provision.

The CE Academy works with at least 220 pupils a year. Provision for permanently excluded Key Stage 4 pupils comprise: Forest Gate Campus (Corby), Cromwell Campus (Northampton), Overleys Campus (Northampton), Fairlawn Campus (Wellingborough) and London Road Campus (Kettering). William Knibb Campus (Kettering) and Spring Gardens Campus (Wellingborough) are provisions for Key Stage 3 pupils. Our London Road campus and Chiltern House Campus are available for Individual Tutors to use with their pupils.

Support staff are sometimes required to work in two sites. Post holders are expected to have transport and be prepared to work from any campus, although we do take individual circumstances into account.

We maintain positive expectations of the behaviour and performance of every pupil and foster an atmosphere of mutual respect between pupils and staff. We also promote the right to fail.

Please contact our County Office if you have any questions or require any further information.

James Thomas
Headteacher

Support/Teaching Assistant

37 hrs per week, 39 weeks per year (full time/term time only)

Grade H, points 14 to 20 (£27,334 to £30,296 fte)

The CE Academy is part of a highly successful trust called Tove Learning Trust (TLT).

CE Academy is a multi-sited AP Academy providing Alternative Education for young people who are either permanently excluded from school, at risk of permanent exclusion from school, or pupils with emotionally based school avoidance. We also respond to the educational needs of pupils with EHC Plans who would otherwise be attending specialist provision.

We require a talented and committed Support/Teaching Assistant to join the team in this vibrant and exciting school. In supporting the work of the Academy, all CE Academy staff are expected to work directly with young people. The post calls for an exceptional ability to get on well with challenging young people, their parents/carers, colleagues and representatives of other agencies, to work flexibly and conscientiously both as a member of a team and independently. The successful applicant will be expected to assist the teachers in supporting the work of pupils. The work will take place within and beyond the classroom and will include both direct work with pupils, administrative tasks and the preparation of materials, display work etc.

The successful candidate will:

- demonstrate good communication skills both written and oral;
- have the opportunity to make a significant difference in the lives of young people.

Candidates must be eligible to live and work in the UK and will be required to undergo an enhanced DBS disclosure check.

The successful applicant may be expected to work from other Academy sites from time to time and there may be a requirement to travel throughout the county, transporting children where necessary. As this requirement may be at short notice, you must have access to a reliable means of transport.

We are very well supported by TLT, benefiting from excellent networks across the Trust for staff collaboration, and continued training and professional development. The Trust schools have a shared vision and purpose: to deliver outstanding educational experiences that lead to inspiring outcomes. Each academy has a strong individual identity and tailors their educational provision to serve their local community. Staff are offered an extensive induction programme and further training.

The Trustees of Tove Learning Trust are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

How to apply

PLEASE NOTE: Candidates are welcome to visit and meet a member of our Senior Leadership Team at one of our campus sites. To arrange a visit please telephone the County Office on 01604 239734.

Additional documents, including the CE Academy Application Form and Dress Code, are available on our website <https://www.ce-academy.org>.

PLEASE NOTE: only applications using the CE application form will be considered. Please ensure your application form and covering letter includes examples of your experience and how you meet the criteria outlined in the job description and person specification.

If you submit an electronic application, we will not require a hard copy. CVs are not accepted. Hard copies should be posted to the address below. Further information requests or completed applications should be sent to:

Kinga Sek, Finance/Admin E: recruitment@ce-academy.org T: 01604 239734

Job Description

Role	Support/Teaching Assistant
Responsible to	CE Academy Headteacher/SLT
Location	CE countywide. Staff may be asked to work in one or more of any CE Campuses as appropriate. Support/Teaching Assistants may be asked to support pupils at other venues.
Hours	Full time 37 hour/week – 39 weeks/year
Grade/Paypoint	Grade H Points 14-20

Job Context

Acting as Support/Teaching Assistant to enable the Academy to meet its statutory duty to provide full-time education to their pupils. Supporting colleagues, students, parents/carers in maximising effective learning and inclusion.

Key Responsibilities

- To support students and colleagues within and beyond the classroom and ensure the smooth running of the Academy systems.
- Responsibilities will include assisting the CE Academy Headteacher and working either under his/her day to day management or that of a member of the Senior Leadership Team to promote the philosophy of the Academy. The Support/Teaching Assistant will contribute to the overall development of the whole Academy approach.
- Work independently or with others as a member of a team.

Specific responsibilities

- Act as appropriate adult role model to young people exhibiting social, emotional or behavioural difficulties.
- Use a range of skills to assist pupils within and beyond the classroom under the direction of a teacher.
- Liaise and work with other professionals, agencies, parents and carers as appropriate and maintain confidentiality of information at all times.
- To ensure equality of opportunity and inclusion in education for all pupils.
- To undertake any other duties appropriate to a post of this grade as may be required from time to time.
- Assist in the preparation of classroom materials and other resources and assist with the supervision and direction of pupils at all times, especially at lunch and break times.
- Arrange and accompany pupil visits.
- Assist in the maintenance of pupil computerised and manual records including maintaining attendance registers.
- Contribute to reports and reviews on pupils as requested and attend and contribute to team meetings and daily briefings.
- Provide continuity of adult support at a named Academy site.

Responsibilities: General

- Act as key holder and maintain security at work.
- Demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.
- Ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons, and to comply with the policies and procedures relating to health and safety within the Academy.
- Undertake professional development and participate in the Academy performance management scheme.
- Carry out any other duties which fall within the broad spirit, scope and purpose of this job description and which are commensurate with the grade of the post.

Tove Learning Trust expects its employees to work flexibly within the framework of the job description. This means the post holder may be expected to carry out work that is not specified in the job description but which is within the remit of the role, duties and responsibilities.

Tove Learning Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and visitors to share this commitment.

Person Specification

Job Title	SUPPORT/TEACHING ASSISTANT	Essential	Desirable
Education and Qualifications			
Current driving licence, access to own car and agreement to use for work purposes	<input type="checkbox"/>		
Good standard of spoken and written English	<input type="checkbox"/>		
Evidence of external examination successes		<input type="checkbox"/>	
Experience			
Experience of working with young children in a similar environment			<input type="checkbox"/>
Reception work			<input type="checkbox"/>
Education support work			<input type="checkbox"/>
General office work			<input type="checkbox"/>
Knowledge and Skills			
Able and willing to offer transport to pupils as appropriate	<input type="checkbox"/>		
Respond to difficult situations as a reasonable and mature adult	<input type="checkbox"/>		
Pay attention to detail	<input type="checkbox"/>		
ICT skills	<input type="checkbox"/>		
Demonstrate good communication skills both written and oral	<input type="checkbox"/>		
Effective team and independent working	<input type="checkbox"/>		
Present a wide range of work appropriately and well	<input type="checkbox"/>		
Prioritise conflicting demands on time	<input type="checkbox"/>		
Relate effectively to a range of people who are sometimes challenging	<input type="checkbox"/>		
Use initiative and take decisions at appropriate levels when necessary	<input type="checkbox"/>		
Use limited resources to maximum effect	<input type="checkbox"/>		
Clear commitment to CE Academy ethos	<input type="checkbox"/>		
Flexible, adaptable and responsive	<input type="checkbox"/>		
Keenness to extend existing skills and learn new ones	<input type="checkbox"/>		
Ability to work closely as a member of a team	<input type="checkbox"/>		
Ability to work under pressure	<input type="checkbox"/>		

Job Title	SUPPORT/TEACHING ASSISTANT	Essential	Desirable
	Deal sensitively and professionally with confidential matters	<input type="checkbox"/>	
	Relate effectively to people and work well with them	<input type="checkbox"/>	
	Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs	<input type="checkbox"/>	
	Knowledge of Microsoft Office		<input type="checkbox"/>
	Good levels of numeracy and literacy		<input type="checkbox"/>
	Process complex information effectively		<input type="checkbox"/>
	Type/word process/use of spreadsheets accurately		<input type="checkbox"/>
Personal Attributes			
	Work in accordance with the Trust's values and behaviours	<input type="checkbox"/>	
	Eligible to live and work in the UK	<input type="checkbox"/>	
	Willing to work flexibly in accordance with policies and procedure to meet the operational needs of the Trust	<input type="checkbox"/>	
	A commitment to continuing personal development and training	<input type="checkbox"/>	
	A commitment to safeguarding and promoting welfare of children and young people	<input type="checkbox"/>	
	Stay calm in a crisis	<input type="checkbox"/>	
	Tolerant and realistic	<input type="checkbox"/>	
	Trustworthy, dependable and discreet	<input type="checkbox"/>	
	Assertive and supportive	<input type="checkbox"/>	
	Positive	<input type="checkbox"/>	
	Realistic	<input type="checkbox"/>	
	Reliable and responsible	<input type="checkbox"/>	
	Tactful, diplomatic	<input type="checkbox"/>	
	This post requires satisfactory clearance of a criminal records bureau disclosure	<input type="checkbox"/>	

Statement of Ethos

Equal rights

The CE Academy regards all people as valuable individuals with equal rights. This implies that at all times positive action will be undertaken to ensure that all people within our area of influence feel supported and valued. This allows their strengths to be enhanced even when individual actions are rejected as inappropriate.

Self-respect

All people have the right to retain their self-respect at all times. There must be an empathy and delicacy of interaction. Relationships with the vulnerable must be carefully pursued to avoid putting them down, perhaps unintentionally. Positive attitudes will engender partnership in the enterprise of education. There will be consistent elements of consultation and negotiation for everyone.

The right to fail

Each member of the CE Academy community has the right to fail. The only way to avoid failure is to avoid doing anything.

Decisions that affect you

People have the right to be involved in decisions that affect them. Honest generous and kind communication is crucial to the integrity of all. Care will be taken to ensure that personal space is not invaded particularly at an emotional level but staff will also be open to the needs of pupils to communicate their thoughts, feelings and experiences in an atmosphere of acceptance.

What is the CE Academy?

The CE Academy is an educational provision. It believes that learning at a level that promotes intellectual growth is crucial to the enhancement of self-esteem. This is achieved through a rigorous approach to the provision of curriculum of a high quality that stimulates and engages its participants.

Equal rights to access education

The CE Academy believes that each pupil has an equal right to access education. This enables their best development so equipping them to grow purposefully into the responsibilities of adulthood.

Promoting a purposeful environment

The CE Academy promotes a purposeful environment. It provides opportunities for pupils to flourish within the safety of a structured framework that provides clear roles for all concerned. The framework empowers staff and pupils to take the risks necessary to change by sharing a negotiated learning experience. As part of this process consequential behaviour provides a focus for personal growth into an acceptance of the equal rights and responsibilities of all individuals.

Positively assertive and non-aggressive

The CE Academy approach is positively assertive and non-aggressive. While aggressive confrontations are regarded as unhelpful, it is acknowledged that many of our community will take time to come to terms with this. Mistakes will be made. Personal styles are taken into account and strategies are taught through mediation so that unnecessary confrontation can be better avoided in the future.

The CE Academy believes that it is within an atmosphere of rigour and positive acceptance that all are most likely to flourish and develop to their fullest potential. Staff are expected, pupils are encouraged, to fulfil and promote by example the ethos of the Service.
