

Central MAT Office

The Diocese of Coventry Multi Academy Trust
St James' C of E Academy
Barbridge Roa
Bulkington
Bedworth CV2 9PF

Candidate Information

SEND Teaching Assistant (level 2)
(fixed term contract to 31 July 2024)
St James Church of England Academy

About the Multi Academy Trust



The Trust

The Diocese of Coventry Multi Academy Trust Academies are:

- Transformational
- Aspirational
- Sustainable
- Motivational
- Purposeful

They are recognised for their distinctive and inclusive Christian ethos and for the impact this has on raising educational standards. An effective Church Academy will demonstrate its Christian distinctiveness by providing an aspirational and holistic education which enables all children and staff to develop and achieve to their full potential.

Our Vision

Our vision, based on John 10:10, is for every adult, every child and every academy in our trust to come together in order that we may pursue life in all its fullness. We have a vision of building a better future for all within our academies, who in turn will positively impact their communities.

Our Strategic Goals

To achieve our object, mission and vision, we will focus on the following five high-level goals:

- Deliver excellent education;
- Ensure strong and effective governance at all levels;
- Build a strong and sustainable infrastructure;
- Become an employer of choice;
- Drive sustainable growth



About St James Church of England Academy

Here at St James', we believe that everyone is loved, this will allow all to flourish and unlock their potential whilst promoting joy in lifelong learning. We will use our faith, God's words and the light he gives to support this.

'The inclusive and distinctive Christian vision in which everyone is loved, is the hallmark of this academy. The vision ensures that everyone's potential is unlocked, enabling all to flourish. Everyone at St James' gains the joy of lifelong learning. The vision and associated values are the driving force for the strategic direction senior leaders endorse. The linchpin of this aspiration for all, is the headteacher, who embodies the vision.' (SIAMS, November 2021)

'Leaders and staff are ambitious for all pupils, including pupils with special educational needs and/or disabilities (SEND).' (OFSTED, March 2022)

'Staff are ambitious for pupils with SEND and make sure that they can access the whole curriculum. They do this by making suitable adaptations to how the curriculum is delivered and by providing effective support.' (OFSTED, March 2022)

About the Role

The Trust is looking to appoint an inspirational and highly effective 1:1 SEND Teaching Assistant (level 2) to support the development of pupil with additional needs (ASD) and who is committed to supporting the Multi Academy Trust to educational excellence and further developing the distinctive Christian character of educational provision and the school community. The post is a fixed term contract until 19 July 2024 whilst the pupil to be supported is still on our role.

In return we can offer:

- A support network of professional colleagues
- A strong culture of professional development
- The opportunity to be part of an aspirational organization and contribute to its development and growth plans
- We are offering a salary of £21,575 per annum FTE (*to be pro rata'd to the hours/weeks worked*)
- Eligibility to join the Pension Scheme

Applications

Thank you for your interest in this post. Interested candidates are welcome to speak to us for more information about this fantastic opportunity. Please contact the school office at school.office@stjames.covmat.org or telephone 024 7631 3227 to make arrangements.

Please note the closing date for applications is midnight on Tuesday 7 November. Completed applications and supporting documents should be sent via email to Sarah Moore, Academy Business Partner on sarah.moore@covmat.org.

We welcome all applications regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race religion and belief, sex and sexual orientation.

It is anticipated that interviews will be held w/c 13 November 2023 but this will be confirmed to shortlisted candidates.

Our Trust

Thank you for your interest in joining The Diocese of Coventry Multi Academy Trust, we are delighted to provide you with an application pack. It is hoped that the information provided will be of interest and will help you to begin your journey with us.

The Diocese of Coventry Multi Academy Trust was incorporated in 2013 and is one of over 2,700 Multi Academy Trusts in England. Highlighted as a leading diocesan Trust and a model of good practice by the Department for Education in 2016, the trust is now home to twenty-two academies spread across the Diocese of Coventry. This scale makes us one of the top 150 largest Multi Academy Trusts in the country.

Our vision, “together, pursuing life in all its fullness”, is based on John 10:10 and reflects the Church of England’s vision for education. You will see this come to life in all of our academies every day. We offer a vision of human flourishing for all, one that embraces excellence and academic rigour, but sets them in a wider framework. We offer opportunities for children to realise their God given potential and flourish.



Our strategy focuses on five core aims. Among these are the desire to offer an **excellent education** and to be an **employer of choice**. To work with us, you must aspire to be an outstanding colleague, be prepared to go the extra mile and be comfortable with high levels of accountability for the progress of over 4,000 children. You must be willing to share and learn. Above all else, you must like young people and aspire to make them outstanding citizens.

In return, we offer excellent working conditions, first class professional development for ambitious people, genuine career development and opportunities for growth. All of our teachers are offered membership of the Teachers Pensions Scheme and all support staff are offered membership of the Local Government Pension Scheme. In addition, there is a superb package of employment benefits, including access to the Cycle to Work Scheme, membership offers and retail discounts.

Our most recent SIAMS inspection resulted in an “excellent” judgement. But we are not standing still and you would be joining the trust at an important stage in our development. We are on the verge of another period of growth, we are reviewing our school improvement offer and our central support structure, and our pupil numbers continue to rise.

In short, we believe our Trust has a bright future and are looking for bright people to help us get there.

Thank you once more for your interest in The Diocese of Coventry Multi Academy Trust and in the position available. I hope that this introductory letter has given you a clear sense of our vision and I hope that this pack gives you a feel for what we need. We look forward to hearing from you and exploring your future with us through our selection process.

Michael Cowland, CEO

Coventry Diocese

The Diocesan Board of Education seeks to serve and equip the church school family in a variety of ways. The Diocesan Director of Education, Mrs April Gold, is supported by a team of highly qualified, experienced and well-regarded professionals who aim to:



- 'be there' for our church school family and act as a central reference point supporting pastorally and professionally;
- facilitate creative and flexible networking between schools;
- promote excellence and distinctiveness within the family of church schools/academies and beyond;
- share best practice collectively;
- provide professional development: for staff at all stages of their careers and for governors;
- facilitate collaborative school improvement partnerships through the growth of our six CofE majority MATs;
- support the process of academy conversion;
- promote the establishment of new church schools;
- represent church schools to the wider church, to diocesan groups, in the press, and in public and community debate;
- champion inclusion and equality including advising on admissions policies and managing appeals;
- protect the status of church schools
- and promote the importance and the continuance of the voluntary sector.



'I believe that schools are at the heart of the church's mission to the nation and play a very important role in the life of their own parishes and communities.'

The Diocese is proud of its Church of England Schools which educate about 18,300 children and young people. The headteachers, staff and governors strive to promote the highest quality in everything they do, living and working with the values of Jesus Christ every day.

Our schools are a significant part of the Church family of the Diocese. Seeking to build communities of care and understanding, they witness God's love for each person and reflect God's desire for the world to be a better place for us all to live in.'

Bishop Christopher



Our Academies



St Laurence's CofE Primary School
Old Church Road
Coventry
CV6 7ED



St Bartholomew's CofE Academy
Bredon Avenue, Coventry
CV3 2LP



Queens CofE Academy
Bentley Road
Nuneaton
CV11 5LR



Stretton CofE Academy
Stretton Avenue
Coventry
CV3 3AE



St James CofE Academy
Barbridge Road
Bulkington, Bedworth
CV12 9PF



Harris CofE Academy
Harris Drive
Overslade Lane, Rugby
CV22 6EA



St Nicolas CofE Academy
Windemere Avenue
Nuneaton
CV11 6HJ



Studley St Mary's CofE Academy
New Road, Studley
B80 7ND



St John's CofE Academy
Winsford Avenue
Coventry
CV5 9HZ



All Saints Bedworth CofE Academy & Nursery
Off the Priors, Mitchell Road
Bedworth
CV12 9HP



Dunchurch Boughton CofE Junior Academy
Dew Close
Dunchurch
CV22 6NE



St Oswald's CofE Academy
Addison Road
Rugby
CV22 7DJ



St Michael's CofE Academy
Hazel Grove
Bedworth
CV12 9DA



Leamington Hastings CofE Academy
Birdingbury Road, Hill,
Leamington Hastings, Rugby
CV23 8EA



Leigh CofE Academy
Plants Hill Crescent
Tile Hill, Coventry
CV4 9RQ



Salford Priors CofE Academy
School Road
Salford Priors, Evesham
WR11 8XD



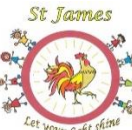
All Saints CofE Academy LW
Warwick Road
Leek Wootton, Warwick
CV35 7QR



Burton Green CofE Academy
Hob Lane
Burton Green, Coventry
CV8 1QB



Long Itchington CofE Academy
Stockton Road
Long Itchington, Southam
CV47 9QP



Southam St James CofE Academy
Tollgate Road
Southam
CV47 1EE



Dunchurch Boughton CofE Infant Academy & Nursery
School Street
Dunchurch
CV22 6PA



Ryton-on-Dunsmore Provost Williams CofE Academy
Sodens Avenue
Ryton-on-Dunsmore
CV8 3FF

1:1 SEND Teaching Assistant (level 2)

Job Description

KEY PURPOSE

Working under the overall supervision of the SENDCo, assist and support teaching and learning, provide for general care, safety and welfare of pupils and work with individuals or groups of pupils with complex health care and/or learning needs.

ACCOUNTABILITIES

The appointee will be line managed by the SENDCo. Be expected to exercise initiative and independent action. A teaching assistant may provide specialist support in one or more specialist areas (e.g., SEN, literacy, numeracy, early years, EAL etc.).

PRINCIPAL RESPONSIBILITIES

Responsibility for people:

The post has considerable impact on the well-being of individuals or groups through contributing to the assessment of pupil need and progress, the development and implementation of plans and providing appropriate care/support to pupils with complex learning and/or health care needs.

Responsibility for staff:

The post has limited direct responsibility for supervising other staff though may be expected to demonstrate tasks or advise/guide new employees, work experience or trainees.

Responsibility for physical resources:

The post has some responsibility for physical resources, through the preparation and care of teaching materials/resources and secure and accurate record keeping.

CURRICULUM SUPPORT

- Support pupils' learning as directed, in context of fostering independence and self-esteem e.g., Modelling use of language appropriate to the learning, facilitating discussions and interactions, encouraging pupils to reflect on their work.
- Contribute to curriculum planning and evaluation and assist in implementation e.g., be involved in planning, delivery and evaluating a "block" of lessons.
- Use pupils' individual targets, including those detailed in EHCPs, to plan, deliver and amend/adapt curriculum delivery accordingly, including applying the advice of multi-agency professionals.
- Assist in the introduction to the lesson and interact with the teacher and pupils as required.

PUPIL SUPPORT

- Provide pupils with level and type of support specified by the teacher. Could include promoting increased attention and focusing on learning, helping with physical difficulties whilst encouraging independence e.g., with personal cleanliness, putting on shoes etc.
- Support individual or groups of pupils during independent/group work (e.g., explaining learning tasks, reinforcing key objectives, concepts or vocabulary; using practical

apparatus; supporting less able pupils, extending/challenging the more able; assisting in keeping pupils focused on learning, interested, motivated and engaged).

- Support pupils in accessing the curriculum through interaction using appropriate language (including other forms of communication e.g., Makaton) and, with younger pupils, extend play-based learning in both the indoor and outdoor classroom.
- Assist pupils in the development of communication skills and role play activity e.g., use of communication modes.
- Assist in the personal, social and emotional development of pupils and in the development of self-esteem.
- Encourage and reinforce positive interactions between pupils working within any behaviour targets set.
- Identify and report uncharacteristic behaviour patterns in pupils and report these to the teacher.
- Be authorised to use physical intervention strategies following training e.g., Team Teach
- Assist with the supervision of pupils, including accompanying small groups of pupils on short trips off the school premises, under the supervision of the responsible teacher, in accordance with an appropriate risk assessment and LEA guidance.
- Provide for physical care of pupils, including manual handling; interactive communication; physiotherapy; supervision.
- Assist and support pupils with personal care – e.g., changing, toileting, showering, washing, dressing, undressing, care of clothes, personal hygiene.
- Assist with the supervision of pupils e.g., as they arrive/leave the class and at break time and when required at lunch time.
- Assist pupils with feeding and medication administration where appropriate.

TEACHER SUPPORT

- Monitor individual or group achievement of key objectives and feedback to the SENCO.
- Be actively involved in the day-to-day management of the learning environment including responsibility for the care and preparation of teaching aids, equipment and materials as appropriate.
- Contribute to the assessment of pupils by teachers through observation and reporting.
- Record information, verbally and/or in writing, relevant to the assessment and review of pupils' progress.
- Provide feedback to the SENCO about the learning activities, responses to them and the support provided.
- Attend EHCP/ annual review meetings, if appropriate.
- Support the implementation of strategies to manage pupil behaviour and help manage pupil behaviour.
- Undertake appropriate administrative tasks e.g., filing/storing examples of pupils' work.

SCHOOL SUPPORT

- Liaise effectively with parents/carers, sharing and providing information relevant to the role.
- Attend staff meetings, where appropriate and relevant, and other activities held outside normal school hours but not beyond total working week.
- Participation in induction training for teaching assistants and staff review/performance process and make use of professional development opportunities.
- Maintain confidentiality according to organisation and legal requirements, adhere to and maintain school policies, routines and codes of conduct and support the ethos of the school.

- Be aware of and practice within equal opportunities policies and principles and health and safety regulations. Seek to prevent accidents and report these to the designated person in the school.
- Be aware of and practice according to the Safeguarding and/or Child Protection Policy.
- Undertake other duties that can reasonably be expected of and are relevant to the level and nature of the post.

SUPPORTING THE WORK OF THE MULTI ACADEMY TRUST

As part of the Diocese of Coventry Multi Academy Trust, the Teaching Assistant will be expected to develop and maintain strong, positive relationships with colleagues in the Multi Academy Trust, within the family of Multi Academy Trust academies and the Diocesan family of schools.

STRENGTHENING THE COMMUNITY

Academies exist in a distinctive social context, which has a direct impact on what happens inside the school. Academy leadership should commit to engaging with the internal and external school community to secure equity and entitlement. All staff should collaborate with other schools in order to share expertise and bring positive benefits to their own and other academies. They should work collaboratively at both strategic and operational levels with parents and carers and across multiple agencies for the well-being of all children.

This will include:

- Building a school culture and curriculum which takes account of the Church Foundation and the richness and diversity of the school's communities.
- Creating and promoting positive strategies for challenging harassment of any kind.
- Ensuring learning experiences for pupils are linked into and integrated with the wider community, the local church and diocesan communities.
- Ensuring a range of community-based learning experiences, including building links with local churches and Coventry Diocese.
- Collaborating with other agencies in providing for the academic, spiritual, moral, social, emotional and cultural well-being of pupils and their families
- Creating and maintaining an effective partnership with parents and carers, (including those who may be described as 'hard to reach', those with learning disabilities and those for whom English is an additional language), to support and improve pupils' achievement and personal development.
- Building bridges with the school's diverse communities, seeking opportunities to invite the whole range of parents and carers, community figures (including clergy and church representatives), businesses or other organisations into the school to enhance and enrich the school and its value to the wider community.
- Contributing to the development of the education system by, for example, sharing effective practice, working in partnership with other schools and promoting innovative initiatives.
- Co-operating and working with relevant agencies to protect children.

SAFEGUARDING CHILDREN AND SAFER RECRUITMENT

Our Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to undertake an enhanced criminal record check via the DBS. Further information about the Disclosure and Barring Service is available from the DBS website at: [Disclosure and Barring Service - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/organisations/disclosure-and-barring-service)

The Trust will ensure that:

- The policies and procedures relating to safeguarding and safer recruitment are fully implemented and followed by all staff.
- Sufficient resources and time are allocated to enable the designated person and other staff to discharge their responsibilities in relation to safeguarding, including taking part in strategy discussions and other inter-agency meetings and contributing to the assessment of children.
- All staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, and that such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle blowing practices.

DATA PROTECTION

The post holder must meet the requirements of the General Data Protection Regulation Act 2018 at all times, especially concerning confidentiality, treatment of personal information and records management.

ADDITIONAL DETAILS

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Staff will be expected to comply with all Trust policies and procedures and any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. This job description will be reviewed annually and the Headteacher reserves the right to alter the content of this job description, after consultation with the post-holder, to reflect changes to the job or services provided, without altering the general character or level of responsibility.

Person Specification

Personal Qualities, Qualifications and Experience		Measured By				
		Essential	Desirable	Application	Interview Process	References
Qualifications, Knowledge and Experience						
1	Hold a recognised and relevant NVQ level 2 qualification.	√		√		
2	Minimum of GCSE/ (or equivalent) English and Maths at grades A – C.	√		√		
3	Have good communication and listening skills and be able to present information verbally and in writing to others.	√		√		
4	Have experience of supporting pupils with additional needs, including speech and language.		√	√		
5	Have good level of knowledge and understanding of SEN		√	√	√	√
6	Have good level of knowledge and understanding of EYFS		√	√	√	√
7	Experience of supporting pupils personal care needs (with training and supervision) and provide care for specified pupils, or willingness to undertake relevant training in order to do so	√		√	√	√
8	Experience of supporting pupils from a range of cultural backgrounds, including GRT		√	√	√	√
Personal Qualities						
1	Approachable, caring and empathetic	√		√	√	√
2	Works well as part of a team	√		√	√	√
3	Flexible, listens and is prepared to seek advice and support	√		√	√	√
4	Demonstrates a concern for the pastoral & spiritual welfare of all in the school	√		√	√	√
5	Committed to continuing professional development for self and others	√		√	√	√
6	Committed to active parental involvement	√		√	√	√
7	Able to deal sensitively with people and resolve conflict	√		√	√	√
8	Commitment to making learning fun	√		√	√	√
9	Supportive of our church school ethos, our vision and our values	√		√	√	√

I hereby confirm that I have received a copy of the Job Description for the post of **1:1 SEND Teaching Assistant (level 2)**.

Signed

Date