



Excellence Opportunity and Success for All

Teaching Assistant



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Letter from the Principal

Dear Applicant,

Thank you for taking an interest in the post of Teaching Assistant start as soon as possible at Redmoor Academy. I hope you find the following details informative as you consider the opportunity of joining this very successful school. Since the introduction of a new Principal and leadership team in 2017, Redmoor has experienced sustained and continuous improvement with several years of stable results and positive Progress 8, ensuring our students make better progress than similar students nationally. This was recognized in our most recent Ofsted inspection in September 2021 where we were judged securely "good" in all areas, demonstrated in our latest set of GCSE results and evidenced in the social development of our students as they become valuable members of the community.

We continue to invest significantly in our building and facilities, including new classrooms, ICT provision, science laboratories and refurbished sports courts. The school is consistently and substantially oversubscribed with over 900 students on roll. Excitingly and as a result of our continued success, we are about to expand further, increasing the number of students that can be admitted into Year 7 and developing our sports, science, art and catering facilities to provide a first class learning environment.

We are situated on the western edge of Hinckley on the Leicestershire/ Warwickshire border with excellent links to Leicester and Coventry, being close to the M69 and A5. This is an exciting time to join our committed and supportive team at Redmoor Academy.

We set high aspirations within a culture of academic excellence, evidenced by the excellent progress students of all abilities make and the number of Grade 9s and Distinction *s in our GCSE results. We teach the majority of subjects in mixed attainment groups and are passionate in our desire for every student to be successful. Our ethos is underpinned by a strong and supportive pastoral culture which promotes pupil well-being, as we believe in the education of the whole child in order to equip them to be good citizens in society.

The school's most recent Ofsted visit in September 2021 recognised that *"senior leaders have improved the school since the last inspection"* and that *"pupils and staff are very proud of their school."* The inspection report confirmed what was widely known in the local community: that Redmoor Academy was a good school, with the quality of teaching, the curriculum, pastoral care and leadership all identified as strong.

At Redmoor we invest in the continued professional development of all of our colleagues. Our CPD programme focuses on whole school priorities and the development of pedagogy based on research, best practice and our excellent links with other schools. In addition, we offer individualised CPD pathways which support staff at all stages of their career progression including coaching, in-house training and National Professional Qualifications for middle and senior leaders.

Our staffing profile is very stable and our staff are excited and proud to work here. We are not complacent and continually strive to improve and achieve further successes. The future is exciting and we are totally committed to raising aspirations and achieving fantastic outcomes for all students. You could be a part of our future.

Due to our desire to improve provisions for our students with additional needs, we are looking to recruit an enthusiastic and highly motivated teaching assistant to join our expanding team. In February 2016 the SEN department opened its learning support room. This room enables students to work for a short period in a quiet and calm area and access additional support when needed. We offer break and lunchtime clubs for our students who need extra support at these times. Our programme of interventions help to improve students' speech and language development, handwriting skills, social and emotional development and literacy and numeracy skills. Our team is committed to supporting all students to develop both academic and life skills in order to prepare them for adulthood.

Staff well-being is very important to us and we are genuinely a happy place to work. All Redmoor staff have access to a range of benefits, recently enhanced to include a healthcare package (upon successfully completing a 6 month probationary period) that provides refunds on everyday medical expenses (opticians and dental care included) and also access to experts and scans as required. Our other benefits include complimentary hot drinks, access to well-being and counseling services and professional development courses linked to your role.

We have a clear understanding of what we are looking for in the staff we appoint. If you have a desire to work hard transforming lives, are a team player and want to be part of a dynamic team, you could be a Redmoor person.

Yours Sincerely

M Nicolle

Mr M Nicolle
Principal

Application and Appointment Process

Salary: Grade 6 £21,972 - £22,374 (Full time equivalent) **£15,174 - £ 15,447 (actual salary)**

Tenure: Permanent

Hours of work: 30 hours per week, 39 weeks term time plus one week, any additional hours during holiday in agreement with your line manager

Closing Date: 22nd September 2023

Interview day: To be confirmed

Informal enquiries to Miss K Smith on 01455 230731, email: ksmith@redmooracademy.org

Application Procedure

Applications should comprise of:

- A completed Redmoor Academy Application form (found on our website)
- A letter addressed to the Principal indicating the reasons for applying for this post and how your training and experience is relevant.

Should you be invited for interview and have any particular requirements, please make these clear in your application.

Submitting Applications

Applications may be submitted by email to ksmith@redmooracademy.org or by post or in person for the attention of:

Miss K Smith, Redmoor Academy, Wykin Road, Hinckley, Leicestershire LE10 0EP.

Royal Mail – Postal Pricing System. Please ensure that postal applications carry the correct postage according to weight and measurement of the item, as items with insufficient postage will be held and delayed by the Royal Mail. Details of their pricing systems are available on www.royalmail.com or from a Post Office Branch.

Acknowledgement of Applications

Please note that we are unable to acknowledge postal applications. If you would like an acknowledgement please enclose a stamped addressed card or envelope, and place it at the front of your application. If you email your application you will receive an automated acknowledgement.

Shortlisting and Interviews

Shortlisting and interview arrangements are the responsibility of the recruiting department. Please contact Miss K Smith, email: ksmith@redmooracademy.org if you have any queries. We conduct online searches on all shortlisted candidates as part of our due diligence. The check is taken place by someone independent to the shortlisting panel. If any issues are identified these will be explored at the interview.

Outcome of Applications

Vacancies at the school often attract a large number of candidates and it is not always possible to respond individually to every application.

Job Title:	Teaching Assistant
Grade:	6
Responsible To:	SENDCo
Key Relationships/ Liaison with:	Teachers, Students, Support Staff, Parents
Job Purpose:	A TA will work under the direction and supervision of a teacher to assist with teaching and learning and associated activities in accordance with school policies and procedures. This may include: assisting with planning, delivery and evaluation of learning activities; supporting in whole classes; and working with individuals and small groups of students

Duties and responsibilities specific to the post

1. To assist with the planning, delivery and evaluation of whole class learning activities, including identifying how the students can best be supported.
2. To work under the supervision of a teacher to plan, deliver and evaluate learning activities for groups, small groups or individual students, providing feedback on pupil engagement and their achievement of the desired learning objectives.
3. To help prepare, monitor and maintain a safe and secure learning environment in line with the teacher's lesson plans.
4. To promote the development of student's self-reliance, self-esteem and emotional resilience.
5. To promote, observe and report on pupil performance and development, using assessment strategies to improve learning.
6. To support the physical, intellectual, emotional and social development of students, facilitating children and young people's learning and development.
7. To promote the development of positive relationships and acceptable behaviour in accordance with school policy.
8. To develop positive relationships with colleagues, providing consistent and effective support and working constructively as a member of the school staff team.
9. To support students to improve their numeracy and literacy skills through focussed learning activities and more generally across the curriculum.
10. To prepare and utilise ICT resources to support students learning.
11. To prepare and support the use of learning materials, monitor and maintain curriculum resources, and create visual displays in order to ensure a relevant physical learning environment.
12. To provide care and encouragement to children and young people with disabilities or special educational needs, supporting them to participate in activities and liaising, if required, with parents / carers / other professionals as appropriate.

13. To provide support for bilingual / multilingual students if required.
14. To invigilate internal and external tests and examinations under formal conditions.
15. To assist with the maintenance of pupil record keeping systems, including recording agreed updates to individual records.
16. To communicate as appropriate with parents and carers about the care and education of their children, as directed by the school.
17. To escort and supervise students on educational visits and out of school activities, ensuring their health, safety and well-being.
18. To assist volunteers based in your work area, as appropriate.
19. To contribute to assessing and developing plans to meet the personal support needs of children and young people with additional requirements, and assist in the implementation and evaluation of the plans.
20. To participate in extra-curricular activity under the direction of the school but with limited direct supervision.
21. To undertake identified supervision duties.

Undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that any changes of a permanent nature shall be incorporated into the job description in specific terms, following consultation with the Recognised Trade Unions.

This school is committed to Safeguarding Children and Young People. As this post is required to work in 'Regulated Activity' an enhanced DBS with a Barred list check is essential.

SPECIAL FACTORS:

Subject to the duration of the need, the special conditions given below apply :

- (a) The nature of the work may involve the post holder carrying out work outside of normal working hours**
- (b) The postholder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the school.**
- (c) Expenses will be paid in accordance with the Local Conditions of Service.**
- (d) This post is subject to a check being carried out at an Enhanced level by the Disclosure and Barring Service regarding any previous criminal record.**

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post. Please note that we operate a formal dress code.

Dress should be smart, professional and business-like. Staff are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

Redmoor Academy is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Disability Discrimination Act 1995 to accommodate a suitable disabled candidate.

Person Specification

		ESSENTIAL	DESIRABLE
<i>QUALIFICATIONS</i>	Level 2 qualifications in Maths/numeracy and English/literacy Level 3 or equivalent in a relevant subject i.e. Information Technology	✓	
	Able to demonstrate the ability to meet the STL Level 3 National Occupational Standards relevant to this post.		✓
<i>EXPERIENCE</i>	Experience of supporting planning, evaluation and delivery of behaviour strategies for children and young people in a formal setting.	✓	
	Proven track record of successfully working with disaffected students	✓	
	Experience of working with students aged 11-16		✓
<i>SKILLS AND ATTRIBUTES</i>	Ability and willingness to undertake professional development.	✓	
	Good interpersonal skills. ability to communicate effectively with students, parents and agencies	✓	
	Ability to effectively manage student behaviour in accordance with school policy and procedure	✓	
	Ability to work effectively autonomously and as part of a team	✓	

	Good organisation, time management, communication and interpersonal skills	✓	
	A clear understanding of strategies to remove barriers to learning	✓	
<i>KNOWLEDGE</i>	Knowledge of child protection and health and safety procedures and their application in a school setting.	✓	
<i>GENERAL QUALITIES</i>	An understanding of, and commitment to, Equal Opportunities, and the ability to apply this to strategic work and day-to-day situations	✓	
<i>PARENTS AND THE COMMUNITY</i>	Understanding the importance of the partnership with parents and Redmoor Academy	✓	

PERSONAL QUALITIES

Ability to keep to deadlines and achieve targets

Good analytical and planning skills

Ability to work under pressure

Enthusiasm and energy

Desire to contribute to a forward-looking, innovative school

Appropriate behaviour and attitude towards safeguarding and promoting the welfare of children and young people including:

- Motivation
- Ability to maintain appropriate relationships and personal boundaries
- Emotional resilience in working with challenging behaviour
- Effective use of authority and maintaining discipline

This post is eligible for a DBS check under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (i.e. it involves certain activities in relation to children and/ or adults) and is defined as regulated activity under Part 1 of the Safeguarding Vulnerable Groups Act 2006.