

“Working Hard, Achieving More.”



SARUM
ACADEMY

Teaching Assistant

Candidate Information Pack



Dear potential future colleague

Thank you for taking the time to find out about our Salisbury school and the possibility of working here with us. Sarum Academy are welcoming applications for the position of Teaching Assistant to join our fantastic Pastoral team.

You would be joining a team of committed and supportive staff and the school can offer a wide variety of opportunities to develop and enhance your skills through training and support.

Sarum Academy is a Voluntary Controlled Church of England Academy founded in 2010 delivering high quality, non-selective, personalised education to students aged 11-19 years. Sarum Academy is a successful school with a good reputation; part of the Magna Learning Partnership Academy Trust. Sarum Academy students make progress above the national average and the Academy secured another Good Ofsted judgement in February 2023.

As a Church of England School our ethos is underpinned by Christian values and principles. Sarum Academy recognises and celebrates diversity, welcoming students of all faiths and none. A strong partnership with young people and their families is the lifeblood of a warm and happy school, knowing together we can build the foundation of a successful and boundless future for the pupils we serve.

We are a happy school, one where students feel nurtured and challenged, one that values all members of the community and our growing success and reputation is built on professionalism and the strong partnership of students, staff, parents, governors and schools within the Salisbury learning community.

To apply, please download the application form via www.sarumacademy.org. If you have any further questions or queries please contact Mrs Dixon in Human Resources on 01722 342437 or recruitment@sarumacademy.org.

Here are the links to our recent videos which will hopefully give you a flavour of what a great place to work Sarum Academy is.

<https://youtu.be/YjuGnSSVH0g>

<https://youtu.be/6ARdRee49e4>

<https://youtu.be/mQE8acYOvPM>

Thank you again for taking the time to consider Sarum Academy – I look forward to receiving your application and meeting you in person.



Mrs Jennifer Moore
Headteacher



The benefits of working at Sarum Academy

The Academy offers:

- A very real chance of making a difference to the lives of young people.
- Leadership that cares for its staff and places huge importance on trying to achieve a “work life balance”.
- An enthusiastic and driven team of teachers and support staff.
- Ongoing professional development of the highest standard.
- Work with professionals across the Magna Learning Partnership and the professional development opportunities this enables.
- A strong support network both within the school and within the Magna learning Partnership Academy Trust.
- A fantastic working environment and wealth of resources including full access to ICT.



Job Description for:

Teaching Assistant

Salary Range: Pay Scale E (£24,094 - £24,702 depending on experience)

35.5 Hours a week –Term Time only, Mon/Fri

Responsible to: SENCO

Core Purpose:

The post holder will assist and support the learning and inclusion of target students and groups of pupils within the Academy.

Key accountabilities:

- Provide in class support for students with special educational needs.
- Supervise classes as required.
- Be familiar with a range of teaching resources and strategies suitable for the needs of individuals or small groups and to use them effectively.
- Personalise teaching resources and strategies to meet the needs of an individual or a small group.
- Liaise with the other Academy staff regarding progress made, problems arising, and any difficulties with accessing work and/or resources.
- Actively support the teacher in behaviour management and to reinforce agreed rules in working with students.
- Work effectively as part of the SEN team and other teaching staff in addressing the special needs of students
- Act upon guidance provided by members of the SEN team and other professionals.
- Work within the performance management process of the Academy, to evaluate performance and take full advantage of the training and development available.
- Train in basic first aid and appropriate specialist treatment which SEN children may require during their time in the Academy.
- Assist on Academy visits and activities and attend staff meetings as required within contractual hours.
- Invigilate examinations and scribe for students as required.
- Carry out student supervision duties at break and lunchtime and immediately after the core day.
- Take an active role as a mentor within the Academy's mentoring programme.

Other responsibilities:

- Act at all times as an ambassador for the Academy in a manner which upholds its Christian values and ethos and to model behaviour consistent with the Academy's standards and aspirations.
- Take an active role in the Academy's pastoral care of students and fulfil a pastoral and mentoring role.
- Promote high expectations of behaviour, dealing promptly and restoratively with conflict and incidents and encourage students to take responsibility for their own behaviour.
- Foster good relationships with parents and the wider community
- Have an agreed flexible working pattern to ensure that all relevant functions, including extra-curricular activities are fulfilled.
- Demonstrate a commitment to personal professional development.
- Be subject to performance objectives agreed annually and will be responsible for providing evidence of progress for key accountabilities.
- Carry out such other duties as may reasonably be assigned by the Headteacher.
- Recognise that duties of a post may vary from time to time without changing the general character of the post or level of responsibility entailed.

Person specification:

Pastoral Assistant

	Essential	Desirable
Qualification	Minimum of 5 GCSE including English and Maths	Teaching Assistant Qualification
Professional Development	Evidence of a commitment to own professional development Ability to improve your own practice	Recent relevant training Training in relevant learning strategies e.g. literacy / numeracy. Willingness to undertake appropriate first aid training
Experience	Experience of working effectively as part of a team Evidence of independent work Experience of effectively working in a child focused environment Experience working with young people, preferably in a school setting	Previous experience of supporting students in small groups and in the classroom Experience working with KS3/4 students General understanding of national curriculum and other basic learning programmes/techniques
Knowledge	Proficient in the use of IT	Knowledge of Class Charts
Skills	Ability to provide support for students, including those with special needs, ensuring their safety and access to learning activities Capability to utilise strategies to support students in achieving learning goals Able to promote good students behaviour, and deal promptly with conflict and incidents Support the change process, remaining positive during times of change Aptitude to build and maintain successful relationships with students Prepared to work as part of a team appreciating and supporting the role of other people in the team Ability to show initiative and flexibility	

Safer recruitment and equality

Sarum Academy Safer Recruitment Procedure

Sarum Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All applicants will be subject to a full Disclosure and Barring Service check (DBS) before any appointment is confirmed.

Disclosure

Sarum Academy requires all employees to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal record will not necessarily debar you from employment - this will depend upon the nature of the offence(s) and when they occurred.

Shortlisting

Only those candidates meeting the requirements of the Person Specification (evidenced in the Application Form) will be taken forward from application.

Interview

Those shortlisted will be invited to attend an interview process which may include (post dependent) lesson observations, tasks or role specific activities; further shortlisting may take place after lesson observations prior to moving forward to formal interviews with the Headteacher.

During the interview process candidates will be asked to address any discrepancies, anomalies or gaps in their application form.

Reference checking

References from current employers will be taken up for shortlisted candidates, and where necessary employers may be contacted to gather further information.

Probation

All support staff will be subject to a probation period of six months which may, in certain circumstances, be extended by up to 10 weeks. The probation period is a trial period, to enable the assessment of an employee's suitability for the job for which they have been employed. It provides the academy with the opportunity to monitor and review the performance of new support staff in relation to various areas, but also in terms of their commitment to safeguarding and relationships.

A commitment to encourage diversity

Sarum Academy is committed to eliminating discrimination and encouraging diversity. Our aim is that our workforce will be truly representative of all sections of society and that each employee feels respected and able to give their best. To that end we are committed to provide equality and fairness for all in our recruitment and employment practices and not to discriminate on any grounds.

