



# Candidate Information Pack

Part Time - Level 3 Teaching Assistant 15 hrs Fixed Term



L.E.A.D. Academy Trust



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## Welcome from the CEO

L.E.A.D. Academy Trust comprises primary and secondary academies across the East Midlands. Our mission is to be a pioneering, confident, high-performing Trust with national and international influence.

We are determined to bring about change and improvement to education standards in the East Midlands by appointing visionary leaders who believe in the Trust's vision and values and are committed to making a tangible difference to the lives of children and young people.

As a Trust, we pride ourselves on the support and advice we give to all our leadership staff, enabling them to be exceptional leaders and teachers who can inspire both pupils and staff.

This role represents an exciting opportunity to be part of something special; developing and supporting our Trust in improving educational outcomes while retaining the school's individual identity and specific needs of their children, young people and community.

If you are ambitious, determined, energetic and passionate about education and want to join us on our mission, then we look forward to receiving your application.

**Diana Owen CBE**  
**Chief Executive Officer**





## About the Trust

**Be part of an ambitious, high-performing Trust, committed to improving the lives of children and young people.**

L.E.A.D. Academy Trust comprises primary and secondary academies across Nottinghamshire, Derbyshire, Leicester, Lincoln and Sheffield. Established in 2011, our mission is to be a pioneering, confident, high-performing Trust with national and international influence.

*"We are determined to bring about change and improvement to educational standards in the region by appointing visionary leaders who believe in the Trust's vision and values and are committed to making a tangible difference to the lives of children and young people."*

**Diana Owen, CBE - Chief Executive Officer**

## Inspiring experience

Our Trust Executives have first-hand experience of working in education, so they know what it's like to be on the front line. We pride ourselves on the support and advice we give to all our staff, enabling them to be exceptional leaders and teachers who can inspire both pupils and staff. By choosing to work with us, you will be helping to improve educational outcomes for children, young people and the local community.

Within our Trust, all academies strive to achieve:

- The highest standards of behaviour and conduct
- Outstanding teaching and learning
- A fully inclusive approach where all children are equally important
- A climate of mutual respect between the children, staff and community
- A 'can-do' attitude - high aspirations for all involved with the school
- A wide range of enrichment opportunities for all to get involved in
- A celebration of all the cultures and faiths represented in the school
- An organisation in which there are no excuses for underachievement.

## Supporting external trusts and schools

As well as our core offer to L.E.A.D. academies, we offer additional areas of support to external trusts, schools and organisations through L.E.A.D. IT Services and L.E.A.D. Teacher Training Hub.

If you are ambitious, determined, energetic and passionate about education and want to join us on our mission, then we look forward to receiving your application.





L.E.A.D. Academy Trust  
comprises of:

**24**  
primary

..... and .....

**3**  
secondary  
academies

..... across .....

**5**  
geographical  
regions

..... with .....

**11,000**  
pupils

..... and .....

**1,500**  
members  
of staff



## A message from the Headteacher

At Birley Primary Academy, we aim to create a safe and **positive** learning environment that exhibits a sense of community and belonging, based upon **respect** for ourselves and others and through being mindful of beliefs, cultures and views.

I am enormously proud to be the Headteacher at Birley Primary Academy. We are a mainstream three-form entry primary school, situated in south-east Sheffield, that is committed to inclusive education and meeting the needs of all the children in our care.

We are a happy positive environment where diversity is truly celebrated.

This school is a special place where we are very ambitious for all of our pupils.



*Mrs D McAughey, Headteacher*

## Working at Birley Primary Academy

We have a team of talented, hardworking and committed staff who are dedicated to doing the best for all children.

In the classroom, we want to develop **inquisitive** minds, ask challenging questions and encourage thoughtful responses. Through high-quality learning experiences, we strive for our children to be **courageous** and to develop a strength of character that will enable and equip every child to achieve to their full potential in all areas of the curriculum.

Through a personalised, nurturing and fully inclusive approach to learning, our purpose is to take children on a journey of understanding through a knowledge-rich curriculum that will ensure children are capably **skilled** to tackle the next steps on their learning journey in addition to developing **responsible** citizens ready to meet the challenges of the future.

To achieve this, the academy strive towards a **collaborative** approach, which includes working closely with our families and local community. Working together, we have a shared responsibility to encourage **aspirations** and to create **life-long learners**.





## Benefits of being part of L.E.A.D. Academy Trust

We recognise that successful people place value on a range of benefits associated with their careers, including receiving professional recognition, commensurate financial reward, job satisfaction, opportunity to innovate and a balanced approach to work and personal time. We place value on these aspects too.

### Competitive salary

All Trust roles\* are subject to a minimum hourly rate, which is currently above the National Living Wage amount. All our support staff roles are subject to a competitive 6-point salary range, allowing for progression within the role.

### Pension scheme

Automatic entry to the Local Government Average Salary (LGPS) pension scheme. Benefits include generous employer rate of contribution at minimum 17%, life cover, lower tax, survivor benefits and ill health cover.

### Enhanced annual leave

Holiday allowance starts at 26 or 31 days, up to a maximum of 36 days. Term time only workers also benefit from the same annual leave entitlement paid as part of their usual monthly payroll. This varies on the role and amount of service, increasing after 5 and 10 years' service. Holiday is in addition to Bank or Public holidays.

### Employee assistance programme

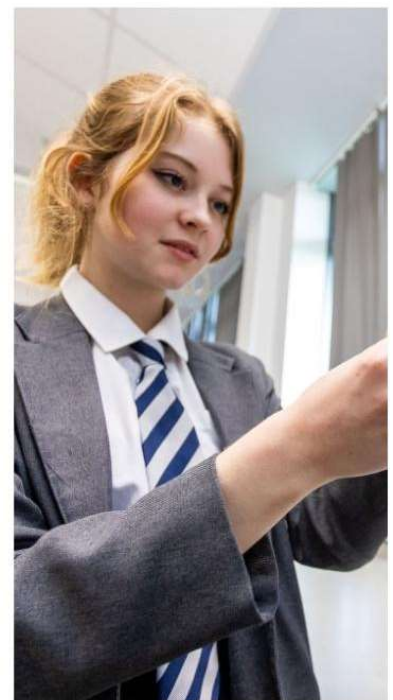
The Trust is committed to supporting staff wellbeing and partner with Health Assured to offer a comprehensive Employee Assistance Programme to all Trust employees and extends to dependent adults living the same household. This includes access to a 24/7 free phone helpline 365 days per year to access advice and support on emotional, financial, legal or other lifestyle matters.

### Continuing professional development (CPD)

We provide excellent training and development opportunities within the Trust, including a full induction programme for all staff.

### And more!

- Access to free Trust Occupational Health service, including physiotherapy
- Access to staff discounts and cashback for a huge range of products, including travel, shopping, insurance, motoring and utilities.
- Travel expenses for business travel at maximum HMRC mileage rate.
- Free eye tests for VDU users.
- Free seasonal flu jabs.



*"Everyone is valued, everyone is supported, and if you hold the same values that L.E.A.D. has, then really consider coming to work with us."*

**Becky Hyder,**  
Safeguarding Compliance  
Lead

*\*With the exception of  
Apprenticeships*



## **Ofsted Quotes**

**'Birley Primary is a warm welcoming school'**

**' Pupils told us that they enjoy coming to school because they learn a lot, they feel safe and cared for'**

**'School Leaders are ambitious about the school and want every pupil to achieve their best'**

**'Leaders, including governors and the trust, show great consideration for the well-being of everyone working in the school. Staff workload is considered in every decision senior leaders make'**

**'The school curriculum is well planned'**

**'The curriculum provides a wide range of opportunities for pupils to broaden their horizons'**

**'The headteacher and her senior leaders make sure that there is a strong culture of keeping children safe'**





## How to apply

Please send a completed application form and covering letter explaining your interest in the role and how you meet the person specification to: [carolinebennett@birleyprimaryacademy.co.uk](mailto:carolinebennett@birleyprimaryacademy.co.uk)

### CLOSING DATE:

**INTERVIEWS:** We expect interviews to take place **w/c 16<sup>th</sup> December 2024**

Applications will be reviewed upon receipt, therefore shortlisted candidates may be contacted in advance of the closing date.

L.E.A.D. Academy Trust is committed to safeguarding and promoting the welfare of children and young people and we can expect all staff and volunteers to share this commitment. This post is subject to an enhanced DBS check.

For an informal, confidential discussion about this opportunity, please email: [carolinebennett@birleyprimaryacademy.co.uk](mailto:carolinebennett@birleyprimaryacademy.co.uk)



*"I wanted to be part of an organisation that works in partnership, believes in collaboration and invests and understands the importance of high-quality leadership and management."*

Rebecca Riley, Head of School,  
Huntingdon Academy



## Job description

***The Governors are looking for a Level 3 Teaching Assistant to join our school community within our EYFS nursery provision. This position is for 15 hours spread over 2 days 8am-4pm for a fixed term from 6<sup>th</sup> January 2025 to the end of the academic year in the first instance.***

- Contract type: Fixed Term – Part Time (Term Time only)
- Salary payscale and range: £9,734.66-£10,559.85
- Working hours: 15hrs

### Key responsibilities and accountabilities

#### Job purpose:

- To work with children as part of a team under the overall direction of the Headteacher who will be responsible for the policy and educational programme and for matters of control and discipline within the National Curriculum Framework.
- To foster the participation of pupils in the social and academic processes of the school by recognising individual pupils' needs and identifying and implementing appropriate responses.
- Working independently in accordance within guidelines, to encourage pupils to become more independent learners and help to raise the standard of achievement and attainment for all pupils.
- Providing short term cover, without responsibility for planning and assessment (including PPA).
- To develop, plan, deliver and review learning activities for individuals and groups of pupils in accordance with best practice and national guidelines.
- To carry out specified duties with individuals, groups or classes under the direction of a qualified teacher in accordance with The Education (Specified Work & Registration) (England) Regulations 2003.
- To be aware of your responsibility for promoting and safeguarding the welfare of young persons whom you have contact with during the course of your duties.

#### Duties and Responsibilities:

##### Key Duties

- Through effective learning strategies, support all pupils to participate in learning activities. This will involve being aware of pupils' needs, using appropriate equipment and materials and modifying resources as necessary to support pupils to participate and progress.
- Contribute to the planning and evaluation of teaching and learning activities by being clear of own role in delivery, sharing realistic ideas, offering constructive suggestions and giving feedback where appropriate
- Support pupils by having an awareness of individual needs, learning targets, and the relevant support required to assist pupils' development, offering encouragement and feedback where appropriate.
- Contribute to the implementation of an effective behaviour management strategy, applying it fairly and consistently within clear boundaries and reinforcing positive aspects of behaviour.  
Provide literacy and numeracy support to individuals and groups to enable them to access the wider curriculum, whilst monitoring progress and dealing with challenges as they arise.



## **Specified Work**

- Carry out specified work in order to assist or support the work of a qualified teacher. This is an on-going and regular requirement of the post and is an integral element of the role at this level.

Including:

- Collaborative planning and preparing lessons;
- Delivering lessons to group of pupils;
- Assessing the development, progress and attainment of pupils;
- Feedback on the development, progress and attainment of pupils.

## **Support for the Pupil**

- Support learning activities for all pupils, being aware of stages of development, individual needs and giving positive encouragement and feedback to ensure pupils are reaching their full potential. The learning activities may be for individual pupils, groups of pupils, or the whole class and may be delivered in the absence of the teacher.
- Give care and support for pupils by providing a safe and secure environment, responding to accidents, emergencies and following procedures where appropriate.
- Contribute to the safeguarding of all pupils by having an awareness of signs of abuse, an understanding of relevant procedure and protocol and ensuring any concerns are addressed in a calm and sensitive manner.
- Establish and maintain positive relationships with pupils by communicating effectively, allowing them to feel valued and listened to, encouraging questions and ideas.
- Support children and young people through transitions that occur in their lives, enabling them to manage them in a positive manner.
- Contribute to the personal and intimate care of pupils.
- Support pupils with behaviour, emotional and social development needs and report any issues to the appropriate senior member of staff.
- Provide support to pupils where English is an additional language.
- Support learning activities for high achieving pupils.
- Support pupils in a specialist area e.g. ICT, Literacy, Numeracy.
- To support children and young people with SEND, supporting them to actively participate in learning activities. To liaise with parent/carers/outside agencies as required.

## **Support for the Teacher**

- To assist with writing and monitoring pupil plans reviewing and implementing interventions enabling pupils to understand and meet their targets.
- Support with the delivery of learning activities in the absence of the teacher, e.g. when providing cover supervision or working with pupils outside of the classroom.
- Contribute to maintaining accurate pupil records, following relevant procedure and ensuring confidentiality at all times.
- Working alongside the class teacher, ensure the learning environment, learning resources and materials are ready for use in activities whilst recognising and minimising potential hazards and making adjustments where necessary.
- Develop positive relationships with families, taking a partnership approach so that support is provided both at the school and at home and sharing information where appropriate.
- Escort and supervise pupils on educational visits and out of school activities.

## **Support for the Curriculum**

- Support pupils in activities to develop their literacy and numeracy skills by having an awareness of individual needs, learning targets, and the relevant support required to assist pupils' development, offering encouragement and feedback where appropriate.
- Prepare and effectively use ICT within the classroom environment to support and promote pupils' learning in ways that are stimulating and enjoyable for pupils according to age, needs and abilities.

## **Support for the School**

- Develop and maintain effective working relationships with other practitioners, drawing on their strengths and expertise in order to best support teaching and learning.
- Support children and young people through transitions that occur in their lives, enabling them to manage them in a positive manner.
- Willingness to keep up to date with professional practice by maintaining an up-to-date understanding of the requirements of the role and individual responsibilities.
- Contribute to maintaining accurate pupil records following relevant procedure and ensuring confidentiality at all times.

## **Influencing and Managing Relationships:**

- Headteacher
- L.E.A.D. Central Support
- External agencies
- Parents and carers
- Governors
- Senior Leadership Team
- Staff

## **Other Academy Specific Responsibilities:**

- Experience of working within a nursery setting or early years provider

As job descriptions cannot be exhaustive, the post-holder may be required to undertake other duties which are broadly in line with above key responsibilities.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and individually take responsibility for doing so.

At L.E.A.D we have a strong vision and four core principles, to lead, empower, achieve and drive, which you will be expected to demonstrate in your working practices.





|                                |   |   |  |
|--------------------------------|---|---|--|
|                                | <ul style="list-style-type: none"> <li>• Experience of working within an education setting or equivalent</li> <li>• Direct experience of working with pupils to raise attainment through personal intervention</li> <li>• Proven experience of working with children and young people, including children with individual needs and from a range of backgrounds</li> <li>• Innovative use of resources and materials including ICT software and equipment</li> <li>• Experience of planning and delivering learning activities for group and individual need</li> <li>• Understanding the role of parents/carers and the wider community in education</li> <li>• Experience of working with children or young people with SEND</li> </ul> | E<br>E<br><br>E<br><br>E<br>E<br>E<br>E |  |
| <b>Personal Attributes</b>     | <ul style="list-style-type: none"> <li>• Have an openness to learning and change</li> <li>• Have a positive attitude to personal development and training</li> <li>• Be able to work in ways that promote equality of opportunity, participation, diversity and responsibility</li> </ul>   | E<br>E<br>E                             |  |
| <b>Additional Requirements</b> | <ul style="list-style-type: none"> <li>• This role is subject to an enhanced DBS</li> <li>• May be required to work out of school hours to support the Academy</li> </ul>   | E<br>E                                  |  |

### **Teaching Assistant Qualifications**

Level 3 Certificate and Diploma in Supporting Teaching and Learning (STL)

Level 3 NVQ Supporting Teaching and Learning (STL)

Level 3 NVQ Childcare Learning and Development (CCLD)

Level 3 CACHE Diploma in Childcare and Education

Open University Certificate in Early Years Practice

Relevant Foundation Degree (relating to childcare and education)

QTS

Relevant degree in education studies accompanied by demonstrated practical experience as detailed in the person specification above.

National Nursery Nursing Board Award (NNEB)

BTEC National Learning Support

Children's Care and Education Diploma (CCE)

NVQ Level 3 in Early Years and Childcare

NVQ Level 3 Caring for Children and Young People

Open University Specialist Teaching Assistant Certificate (STAC)





# L.E.A.D. Academy Trust

Lead • Empower • Achieve • Drive

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