



CANDIDATE INFORMATION PACK

Teaching Assistant

with possible 1:1 support

Closing date: 07 July 2022, 12pm

Interview Date: w/c 11 July 2022

Start Date: 05 September 2022

Welcome from the Headteacher

It gives me great pleasure to welcome you to Belle Vue Girls' Academy.



Our incredibly high expectations and the outstanding quality of education we offer ensure that, on average, every girl makes nearly two-thirds of a grade better progress in every single subject at GCSE, when compared with all students nationally. The Academy is in the top five schools in Bradford and is consistently one of the top 15% schools in the whole country.

Although academic achievement is incredibly important, this is not our only focus. A broad and balanced curriculum and a wide range of extracurricular activities ensure that all girls have the opportunities to participate and excel in all areas - art, drama, sport, public speaking and music to name just a few.

Our pastoral care is outstanding and all students feel well looked after in the academy. The girls' physical and mental wellbeing is of paramount importance to us and, with our focus on excellent behaviour, we ensure that all girls have the best chances of success, thriving in a nurturing, well-disciplined and safe environment.

In order for our students to be the best they can be in all areas there needs to be a three-way relationship between the student, the academy and home. Good communication and strong partnerships with parents and carers is essential to provide the girls with all the support they need.

It is an honour and a privilege for me to be the Headteacher at Belle Vue Girls' Academy and I look forward with great anticipation to working with you to ensure that it grows from strength to strength over the coming years.

Mr S Mulligan

A handwritten signature in black ink, appearing to read 'S Mulligan'.

Headteacher

Teaching Assistant

with possible 1:1 support

32.5 Hours Per Week / Term Time Only

Band 4 (SCP 3-4) / FTE £19 100 Actual £13 992.04

The Governors and Headteacher are looking to recruit a resilient, determined and proactive Teaching Assistant to join our academy and work with a student in a 1:1 role, from September 2022. The purpose of this role is to assist in supporting a student with complex needs whether it be in the classroom or offsite.

As well as supporting 1:1 you will have the opportunity to support students in all subject areas across all year groups from year 7 to year 13. The needs of our students can include hearing impairment, visual impairment, physical difficulties and cognition and learning difficulties.

The successful candidate will have:

- Good qualifications in maths and English (grade 4 or above at GCSE or equivalent)
- Experience of working with children aged 11-16
- Good awareness of student SEND needs
- An inclusive approach to meeting students' needs
- Experience of working 1:1 with a student with complex needs

In return we will be able to offer:

- An attractive, very well-resourced working environment
- Effective and supportive colleagues
- Opportunities for personal and professional development
- A supportive Senior Leadership team

For full details, application form and information pack, please contact Karen Nixon, Head's PA karen.nixon@bvga.bdat-academies.org

Closing Date: 07 July 2022, 12pm

We are committed to safeguarding and promoting the welfare of children and expect all staff to share this commitment. All posts are subject to an enhanced criminal records check via the Disclosure and Barring Service (DBS).

Job Title: Teaching Assistant

Accountable to: SEND Coordinator

Purpose: As a member of the Inclusion team, to support us in our aim to provide a truly exceptional educational experience for all, enabling each of our learners to become academically, socially, culturally and emotionally fulfilled young people, ready to take their place in the world

Job role and responsibilities:

- To have the highest expectations of all students and to promote independence and ownership of learning
- Deliver intimate care as outlined in the academy intimate care policy
- Work 1:1 with a student with complex needs
- To be aware of the needs of students on the SEND register and be knowledgeable about the support they require to fully access the school curriculum.
- To support the learning of students in lessons, under the direction of the class teacher, to ensure all students are able to fully access learning and make progress.
- To support teachers and students by ensuring specialist aid, resources and equipment are provided, as appropriate
- To lead small group support and intervention, as requested
- To support students, as directed, to access assessments and examinations
- To provide support for students outside lessons, as appropriate, so they can participate fully and actively in all aspects of school life
- In the role of co-tutor, to support students in fully accessing the personal development curriculum
- To communicate effectively with teachers, pastoral staff and others to ensure students are well supported in their learning
- To promote and maintain good discipline in accordance with the whole school behaviour strategy
- To support the well-being of individuals and group of students; provide guidance and advice to students on educational and social matters
- To develop positive working relationships with students and their families in order to provide advice, training and guidance
- To provide first aid and support students with medical needs, including maintenance of relevant records and first aid boxes
- To engage fully in the appraisal process and take opportunities to develop by engagement in CPD opportunities
- To attend meetings and training and carry out administrative tasks and duties as specified on the school calendar
- To consistently implement all academy policies
- To report any safeguarding concerns immediately to a Designated Safeguarding Lead
- To carry out any other reasonable duties as requested by the Headteacher
- ***This job description is not necessarily a comprehensive definition of the post. It will be reviewed annually.***

Person Specification

Category	Essential	Desirable
Qualification and Training	Good qualifications in maths and English (grade 4 or above at GCSE or equivalent)	Educated at degree level Relevant qualification linked with role
Experience	Willingness to work 1:1 with a student with complex needs and deliver intimate care Experience of working with young people aged 11-16 Experience of intervention programmes Experience of literacy and numeracy support for students Experience of effective tutorial work Experience of working as a teaching assistant	Experience of taking responsibility on trips out of school or extra-curricular activities in school Experience of effective tutorial work Experience of working 1:1 with a student with complex needs and delivering intimate care
Knowledge and Understanding	Ability to make and sustain good relationships with students An inclusive approach to meeting students' needs A track record of developing students' independence A track record of excellent record keeping Effective behaviour management skills A track record of effective communication with teachers Competence in using ICT	A sound knowledge of health and safety

Attitudes and Responsibilities

A desire to make a difference for young people

Being able to inspire

Enthusiastic, flexible, team player who enjoys hard work and takes constructive criticism

Good oral and written communicator

How to Apply

Our aim is to ensure that we recruit the right person for the job. We will ensure that the selection process is fair and without discrimination for or against any candidate based on age, ethnicity, sex, marital status, or sexual orientation. The person specification sets out the criteria used to assess candidates through the selection process.

We are committed to safeguarding our pupils and will assess the candidate's suitability for working with children as part of the selection process. We will check the accuracy of all information and investigate any perceived anomalies. We take up references prior to interview and use these to verify the information you have given us. Firm offers of employment are never made without satisfactory references. All potential employees are subject to an enhanced disclosure form the Disclosure and Barring Service.

Applications

Please ensure that all parts of the application are completed. We do not accept CVs as part of the selection process. Please ensure that you demonstrate how your experience and skills make you suitable for the position. Applications can be submitted online, via email or via paper copy.

Shortlisting

We assess all applications against the person specification criteria using the evidence you provide in your application. This is done by a panel of senior staff and governors. We carefully check all applications for anomalies.

Candidates who best meet the person specification will be invited to an interview. We will notify you by telephone with e-mail confirmation to follow. If you have not heard from us within 3 days of the shortlisting date, you have not been successful at this stage.

References

We request references for all candidates who are invited to interview. Requests will be made at the same time that candidates are invited to interview. Your first referee should be your current or last employer.

Interview Process

The interviews will be held at Belle Vue Girls' Academy. The interview will consist of several tasks and activities including a formal interview. These are designed to allow you to demonstrate your skills and abilities. You will be asked to bring proof of qualifications and identity on the first day.

Final Selection

Following the tasks and formal interview, we will use the person specification as a guide to select the most suitable candidate for our school. We will then telephone each candidate to inform them of the outcome. We will give brief feedback during this telephone conversation.

Offer of Employment

We will make a verbal offer of employment by telephone on the day of the interview, and this will be confirmed in writing. Any offer is made subject to:

- References satisfactory to us
- A satisfactory DBS check
- Provision of proof of identity and qualifications

Probationary Period

The first school term of your employment will be a probationary period

Timeline

Closing date: 07 July 2022, 12pm

Interview date: w/c 11 July 2022

Please return your completed application form via email to:

Karen.nixon@bvga.bdat-academies.org

About BDAT

General Information and Background



Bradford Diocesan Academies Trust (BDAT) is a Bradford based Church of England Multi-Academy Trust. BDAT is a charity and company limited by guarantee, governed by a Board of Directors who are responsible for, and oversee the management of the company. BDAT was established in 2012 to sponsor academies in Bradford on behalf of the Diocese of Leeds. BDAT operates as an Exempt Charity and is governed by a Board of Trustees who are responsible for, and oversee, the management of the company.

The mission statement of BDAT

"The Trust's mission is to provide an education of the highest quality within the context of Christian belief and practice." In practice as a Trust we seek to work with and alongside the schools in our Trust to provide a good quality of education to all children in our schools. We believe every child only gets one chance at education and they have a right to a good education.

Trust development and growth

The MAT was established in 2012 to support both primary and secondary Church schools needing support within an academy model. As of January 2022, the BDAT family of schools consists of 17 schools: thirteen primaries and four secondaries. We expect a further primary school to join in the summer of 2022 and we are actively considering further slow and steady growth following several years of consolidation.

For more information on BDAT, visit www.bdat-academies.org or visit [#wearebdat](https://twitter.com/wearebdat)

Our Christian ethos

BDAT is a proud Christian organisation committed to providing high-quality education for all within an ethos which encourages academic, vocational, mental, physical and spiritual opportunities and development for each member of its academies.

Whilst robust Christian principles underpin the work of the academy, everyone is encouraged to explore their own spirituality and to recognise and understand that of others. It is for this reason that we choose to support and sponsor non-Church of England School, as well as those within the faith.



Our mission, vision and values

BDAT's mission is:

"to provide high quality education within the context of Christian belief and practice so that every child can fulfil their academic potential and accomplish their individual goals".

Our rationale or reason for doing this is:

".... because we believe that every child has only one chance at a good education".

Our vision is:

"That every student in a BDAT academy gets a happy and high quality education enabling competence, confidence and character to thrive; and that our Academies become the schools of choice in Bradford."

The Trust, our family of schools and our pupils are driven by a set of shared values which guide how we operate, how we teach and how we support each other.



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Confident Learners, Confident Communicators,
Confident Future Citizens