



**Outcomes Focused, Child Centred**



**Teaching Assistant  
Recruitment Pack**

# Contents

Welcome from the Chief Executive & Principal	03
Northern Education Trust	04
Our Academy & Academy Life	05
The Application Process & Further Information	06
Job Description	07
Person Specification	09

## Welcome from the Chief Executive

**On behalf of the Northern Education Trust Board, welcome to the Northern Education Trust.**

We are unswerving in our commitment to ensure that the outcomes our young people secure prepare them fully for life beyond school. Our Academies are happy and thriving communities where children both achieve and feel safe and cared for. As an inclusive Trust we strive to help young people overcome any barrier to learning.

We are a caring employer and invest heavily in professional development, allowing our staff opportunities to take the next steps in their career. We hope you find our website holds all the information you need to believe that whether you are a parent or prospective employee, your next steps should be taken with us.

## Welcome from the Principal

I am incredibly proud to be the Principal of Walbottle Academy. I feel privileged to lead such a talented, committed and hardworking community of pupils and staff.

At Walbottle Academy, our approach to education recognises that outcomes are paramount and also allows children to gain experiences and values which prepare them fully for life. We demonstrate a relentless daily commitment to our high expectations as we prepare our pupils for the challenges of a rapidly changing world. We are keen to share and for our community to understand our vision and how this underpins all that we do:

“We constantly focus on standards as we understand outcomes are paramount. Our decision making is driven entirely by what is best for children. By doing this we enhance the life chances of the children and young people in our care.”

It is a fantastic time to be part of our community and we firmly believe our staff will be incredibly successful as part of our academy and our Trust.

Mr M Wood

Principal

# Northern Education Trust

## Our Vision

We constantly focus on standards as we understand outcomes are paramount. Our decision making is driven entirely by what is best for children. By doing this we enhance the life chances of the children and young people in our care.

### The 10 values which underpin our vision:

1. We care passionately about the education and welfare of young people
2. We believe that all young people, irrespective of background or ability will be successful in our Trust
3. We are not and will never be selective. We believe that local schools are for all children
4. We are always inclusive. Our mechanisms to support the most vulnerable child to succeed and overcome barriers to learning are a key aspect of our work
5. Our approach to education recognises that outcomes are paramount and also allows children to gain experiences and values which prepare them fully for life in modern Britain. This includes workplace skills and appropriate advice for future progression
6. We have high expectations of behaviour
7. We adopt the local authority admissions protocol and work closely with them
8. We would always wish to act in such a way that has a positive effect on a neighbouring school or community. We care passionately about children in all schools, not just our own
9. That all employees act with integrity and embrace the value that 'we are the Trust'
10. We work regionally and nationally to develop approaches to MAT improvement that influence the wider school-led system

## Our Academy

### Transformational, Exciting and Proud.

Walbottle Academy has recently experienced significant changes, including improvements to the students' culture of learning. The academy has a fantastic praise culture that encourages students to be proud of their work, share their learning and to celebrate their achievements. The positive environment Walbottle Academy provides, ensures local children are proud of their academy, proud of themselves and are encouraged to do well.

As the largest academy within Northern Education Trust, staff at Walbottle Academy describe it as a sleeping giant. Despite having only joined Northern Education Trust in 2020, Walbottle Academy has seen rapid school improvement throughout. The huge impact of the Trust on the academy has resulted in systematic changes, structural alterations and enhanced leadership that has all worked together to drive phenomenal positive changes for both staff and students. Through the sharing of the Trust's vision and values, Walbottle Academy's staff and students have been united through a consistent, outcomes focused approach to teaching and learning that has helped progression to continue.

Overall, Walbottle Academy is still early in its journey but has already felt the overwhelming positivity that comes from being part of Northern Education Trust. Its community is united on improving outcomes and life chances for its students, maintaining a high culture of expectations and creating a positive space for students to thrive. Staff work together to do everything they can to raise students' aspirations and push individuals to achieve their potential – enhancing the life chances of the children and young people in their care.

Across our trust our support staff benefit from:

- High expectations and standards of all students
- Praise culture for staff and students
- Highly present and supportive leaders
- A dynamic enrichment programme for staff to be part of
- Bespoke CPD opportunities through the NET Staff College
- Succession planning and career development opportunities across the trust
- Staff make automatic progress up the pay scale within their grade
- Opportunities for career progression through our DEEPS model including being part of the senior leadership team
- A central team who provide strategic and operational support as well as training
- A large, dynamic and highly valued support staff team
- Access to Health Assured our wellbeing employee assistance programme

## Academy life

For the most recent updates on academy life visit:

**Web:** <https://wba.northerneducationtrust.org>

**Twitter:** [@NETWalbottle](https://twitter.com/NETWalbottle)

**Facebook:** <https://www.facebook.com/NET-Walbottle-Academy-100472772053946>

## The Application Process

Thank you for your interest in this role within Walbottle Academy.

The information, job description and person specification have been provided to help you decide whether you wish to apply and, if so make an effective, good quality application.

Please take the time to match your skills, experience and aspirations against these when reaching your decision.

### The Application Form

It is important that you complete all sections of the form and you provide full accurate information in each section. CV's will not be accepted.

After the closing date all applications will be examined and shortlisting will take place. You will be notified at this point if your application has been unsuccessful by email or you will be invited for interview. Details of interviews and any required tasks that you may need to prepare for will be sent to you. At this point references will be sought if permission has been given.

On the day of interview, you will also be asked to bring various forms of identification and original certification as declared on your application.

### Post interview

You will be contacted to advise if you have been successful or unsuccessful. If you are the successful candidate you will be made a verbal offer of employment which will be followed up with a conditional job offer.

Once all clearances are in place a start date will be confirmed and followed up with a final offer letter

## Further Information

Please return completed application forms to [wba-recruitment@northerneducationtrust.org](mailto:wba-recruitment@northerneducationtrust.org) by 31<sup>st</sup> October 2021.

For further information contact Sophie Martin on telephone number 0191 2678221 or email [s.martin2@northerneducationtrust.org](mailto:s.martin2@northerneducationtrust.org)

Walbottle Academy is committed to Safer Recruitment. Pre-Employment Checks will be undertaken prior to appointments being confirmed. Positions are subject to Enhanced DBS Checks. We expect all adults who work in our academy to share our commitment to Safeguarding and the Health and Well-Being of our Students.

## Job Description



### Northern Education Trust – Job Description

<b>Job Title:</b>	Teaching Assistant		
<b>Base:</b>	Academy		
<b>Reports to:</b>	Inclusion Coordinator	<b>Grade:</b>	SCP 5-8
<b>Service responsibility:</b>		<b>Salary:</b>	
<b>Additional:</b>		<b>Term:</b>	35 Hrs / 39 Wks

#### JOB PURPOSE

- To work as part of the Academy/Department to support interventions with students who require additional mentoring to achieve GCSE
- To work with other small groups and individual students across Key Stage 3 and 4 as required
- To promote the learning and welfare of students by providing practical and learning support to students, including those with special needs under the direction of a class teacher/Inclusion Manager

#### JOB SUMMARY

1. Deliver intervention programs to individuals and small groups, preparing relevant and appropriate learning experiences in conjunction with the Academy/Department staff, enabling them to achieve maximum access and participation in the National Curriculum
2. Discuss reasons for underperformance with students, through interview
3. Assist in the development of suitable intervention material and keep a log on students who undertake intervention, providing assistance on the recording and reporting procedures
4. To work under the direction of the class teacher and to assist in the planning, monitoring and evaluation of the student's learning ensuring that progress is clearly recorded and related to the learning objectives for that student
5. Liaise regularly with the Head of Department and teachers, informing them of progress and providing relevant feedback.
6. Help students to further develop literacy skills. To help students develop their language and reasoning skills and to assist students in the organisation, preparation and display of set assignment tasks
7. To establish productive working relationships with students, acting as a role model and setting high expectations
8. Support the Expectations for Learning system to ensure high standards of student behaviour
9. Under the direction of the teacher, to assist in maximising the use of ICT in the learning process

10. Contribute to the formulation of measures that are directly connected to student achievement, in partnership with parents and under the direction of the relevant professionals
  
11. To aid the student to learn as effectively as possible both in-group situations and individually by:
  - Clarifying and explaining instructions
  - Ensuring the child is able to use equipment and materials provided
  - Motivating and encouraging the student as required
  - Helping students to concentrate on and finish work
  - Liaising with subject teachers about IEPs
  - Developing appropriate resources to support the children if required
12. To encourage acceptance and inclusion of the student with special needs
13. To develop methods of promoting/reinforcing the child's self-esteem
14. To assist in the development of a suitable programme of support (IEP) for students who need learning support
15. To supervise whole classes occasionally during short-term absences of teachers
16. Liaise sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings with parents or as directed
17. Play an appropriate part in child protection procedures, such as relating relevant factual information and recording/reporting disclosures to the designated teacher/relevant professional
18. To comply with Academy / Trust policies and procedures at all times

## GDPR

19. To adhere to GDPR and Data Protection Regulations, whilst maintaining confidentiality

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and the post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

NET is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.

Signed: .....

Date: .....



## Person Specification

**Northern Education Trust**  
Post: Teaching Assistant  
**PERSON SPECIFICATION**

No	Categories	Essential / Desirable	Assessed by:	
			App Form	Interview / Task
<b>QUALIFICATIONS</b>				
1.	5 GCSE's or equivalent, including English and Maths	E	✓	
2.	Willingness and ability to obtain and/or enhance qualifications and training for development in the post	E	✓	
3.	Evidence of continuous professional development and training	E	✓	
<b>EXPERIENCE</b>				
4.	Experience of working in a school environment	E	✓	
5.	Experience of using Microsoft Office packages, SIMS, databases and web technologies	E	✓	✓
<b>ABILITIES, SKILLS AND KNOWLEDGE</b>				
6.	Excellent communication and listening skills	E	✓	✓
7.	Ability to respect and maintain confidentiality	E	✓	✓
8.	ICT literate with a working ability to use key IT software to present work to a high standard	E	✓	✓
9.	Ability to relate to students in a pleasant the sympathetic manner and to recognise potential child safeguarding issues	E	✓	✓
10.	Efficient and effective organisational skills	E	✓	✓

No	Categories	Essential / Desirable	Assessed by:	
			App Form	Interview / Task
11.	Excellent customer service skills and ability to respond quickly as circumstances dictate	E	✓	✓
12.	Ability to work effectively as part of a team, understanding Academy roles and responsibilities and your own position within these	E	✓	✓
13.	Ability to adapt own approach in accordance with pupils needs	E	✓	✓
14.	Advanced understanding of national curriculum and other basic learning programmes/techniques	E	✓	✓
15.	Experience of resources preparation to support learning programmes	E	✓	✓
<b>PERSONAL QUALITIES</b>				
16.	A strong commitment to the Trust values and ethos	E	✓	✓
17.	Commitment to support the Trust's agenda for safeguarding and equality and diversity	E	✓	✓
18.	A flexible approach and strong work ethic	E	✓	✓

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