

INSPIRE

INCLUDE

INTEGRITY

EXCEED



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help provide
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Recruitment Pack – Teaching Assistant

Sandringham Primary School



Exceed Learning Partnership
• EVERY CHILD • EVERY CHANCE • EVERY DAY •

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Exceed Learning Partnership

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A message from the CEO...

Dear Applicant,

Thank you for taking an interest in developing your career with Exceed Learning Partnership.

As a trust, we are passionate about improving the life chances of the children and families we serve.

When any of us choose to work in education, I think we do so for three major reasons; we want to make a difference and inspire others; we want to pass on our enthusiasm for learning to the next generation; and we believe that a good education is the greatest means of helping establish a fairer society where everyone has the opportunity to make the most of their lives.

When we created Exceed Learning Partnership in April 2017, we did so in order to improve the life chances of pupils in and around Doncaster - particularly the most disadvantaged pupils.

Having grown out of Edlington, the academies within the Trust have demonstrated that with the right provision, support and highest aspirations - all pupils can and will succeed. This is the ultimate goal within our Trust - making sure all our academies are exceptional places of learning where everyone is able to thrive.

In our Trust, we believe that colleagues need the freedom to develop and perform to the highest standards - dovetailed with leadership and support that comes from an organisation that is passionate about removing any barriers to outstanding teaching and learning.

We are delighted to welcome colleagues who share in our vision to help our academies to thrive. We support our staff in their learning, with the latest research and innovation, as well as contribute to their growth by sharing our experiences. All of us within Exceed Learning Partnership continue to grow our expertise so that we can make a difference to the lives of our pupils.

We look forward to meeting with you and warmly welcome you to visit our Trust and all our academies to find out more about the role and the difference you can make!

Beryce Nixon OBE
Chief Executive Officer
and National Leader of Education



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1. Our Ethos



Children within our Trust will always be our main priority, with personalised learning as our starting point, making the challenges of 'Helping Children Achieve More' a reality.



Every child will have the opportunities to expand their horizons, and build the confidence, talents, interests, skills and qualifications to succeed as they make their way towards a fulfilling and prosperous adulthood.



The amount of time children spend in education is finite. We have a responsibility to ensure every moment a child is in an Exceed Learning Partnership School, must be spent productively. Once wasted, it is gone forever and cannot be given back.

Every Child | Every Chance | Every Day

Our Vision

'To equip young people with the knowledge, skills and mindset to thrive and then take on the world!'

We will achieve our vision by:

Every child developing...

- a greater understanding of themselves as a learner
- Recognition of what their strengths are
- How they can share their strengths with others
- An understanding of what steps they need to undertake for their continual learning journey

Pupils will be encouraged and inspired to believe in themselves, build dreams and aspirations and strive to achieve these.

At Exceed Learning Partnership we believe in social justice through exceptional schools, creating and sustaining the best schools in which to learn and work by pursuing social justice for all.

Every child will be given the same opportunity to succeed, whatever his or her prior attainment.

A key feature of the Exceed Learning Partnership will be a learning curriculum which builds the characteristics of Learning across all schools within the trust.

This will focus on our learning philosophy skills:

- **Resilience**
- **Motivation**
- **Collaboration**
- **Creativity**
- **Investigation**
- **Teamwork**



Our Values

Inspire

Embodied in the Trust motto, "Every Child, Every Chance, Every Day", all members of our organisation aim for excellence in their individual professional roles, in our innovative, evidenced-based practice and in our pupils so that we can all fulfil our potential in whatever we aspire to do or be!

Include

At Exceed Learning partnership we are concerned with achieving equitable, diverse and quality education for all pupils. Social justice includes a vision of society in which the distribution of resources is equitable and all members are physically and psychologically safe and secure.

Integrity

We respect the individuality of our academies and their communities and always act with integrity. By allowing high levels of autonomy wherever possible, we are able to nurture personalised learning approaches and focus on developing holistic people.

Exceed

Excellence and enjoyment should be an entitlement for all children and adults working in our Trust. We are developing cutting-edge, research-informed and highly engaging pedagogies that ensure high levels of progress and rapid development of staff; leading to the highest levels of achievement for all!

Our Aims



SO1. Outstanding Professionals

- To develop winning teams of Governors, leaders, staff and other stakeholders who are forward thinking, highly skilled, open, hardworking and determined to enable success for others



SO2. Innovative Systems Enabling Creative Schools

- To create innovative and sustainable schools that are creative, vibrant, safe, compliant, financially healthy, well resourced and exceptionally well governed and led



SO3. Strong Partnerships and Communities

- To work closely with our local communities and parents to secure the best outcomes and opportunities for our learners.
- To develop a network of partnerships across all our academies, our local area and across the country which are powerful in supporting the development of all.



SO4. Exceptional Learners

- To develop learners who are highly successful with attributes, skills and qualifications for a fulfilling life.
- To ensure all our learners have a high quality school experience and enjoy an abundance of opportunities.

People Vision

We create exceptional, inclusive and enjoyable places to work

We are passionate about our purpose and inspire each other to deliver high performance

We act with integrity and our values drive our behaviours and decision-making

We strive to exceed in all we do and learn from every opportunity

...to deliver on our motto

*Every **Child***
*Every **Chance***
*Every **Day***



Exceed Learning Partnership
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A Message for the Candidate...

Letter from the Principal

Dear Applicant,

Thank you for your interest in the position of Teaching Assistant at Sandringham Primary School.

Sandringham Primary School is a Primary Academy and we have around 430 pupils on roll. Our age range is 3-11 years inclusive and we have a 52-place nurse.

We value every pupil's wellbeing and aim to give every pupil an opportunity to reach their potential, with the help of a very dedicated team of staff, governors, directors and parents. Our aim is that when our children leave Sandringham, they will have experienced a full, rich, broad and balanced curriculum and fair opportunities to reach their full potential. This should be the case whatever their starting point, needs or social/economic situation. This will reflect pupils' personal interests and talents, and will allow them to enter an ever-changing world feeling prepared and excited.

At Sandringham Primary School we strive to appoint highly-motivated individuals who can take the Academy forward and ensure that we can deliver our vision and ethos.

This is an exciting opportunity for the successful applicant to use their skills and individuality to support our Academy through its continuing journey of improvement.

We foster a positive climate and strive for all staff at our Academy to develop and pursue a successful career. In order to achieve this, we put the maximum amount of effort into creating the very best professional development opportunities. As part of the Exceed Learning Trust we have National Leaders in Education.

I hope that this will inspire you to apply for this unique opportunity and I look forward to receiving your completed application. Once again, thank you for your interest in our position.

Chris Metcalfe
Principal
Sandringham Primary School



Job Description

Exceed Learning Partnership is a multi-academy sponsor, specialising in the development of Innovative Education which sets high standards and gives pupils access to opportunities through excellent teaching and inspirational leadership.

ELP academies are at the heart of their communities and community learning, and work with local authorities, employers and high-performing educational institutions

Job Title	Teaching Assistant
Job Grade	Grade 5 scale point 4 – 6 £23114 to £23893 (PAY AWARD PENDING)
Working Hours	32.5 hours per week term time only
Contract Type	Permanent
Annual Salary	Pro rata actual salary £17202 to £17782 pay award pending
Primary Location	Sandringham Primary School
Responsible to	Principal and Leadership Team

Purpose of the job

The position of Teaching Assistant is evaluated by the National Standards for Teaching Assistants and will work under the guidance of teaching staff in the academy within an agreed system of supervision.

To implement agreed work programmes with individual or groups of pupils in the classroom or out of the classroom. This work could involve supporting pupils requiring specific needs and support as well as general classroom support.

Assisting the teacher in the planning of curriculum delivery and the management/preparation of resources.

To provide supervision and active activities for pupils during lunchtime periods.



Job Description

General Responsibilities

- Model our Trusts core values of Inspire, Include, Integrity, Exceed and uphold the overall vision, mission and ethos of Exceed Learning Partnership
- Recognise your own strengths and areas of expertise and use these to inspire and support others.
- Promote teamwork, working in partnership to ensure effective working relations.
- Treat all users of the Academies within the Trust with courtesy and consideration.
- Be aware and comply with equal opportunities and all Trust policies, at all times.
- To assist with the development of policies and procedures as may be required outside your own remit of role.
- To maintain a presence in local and national professional networks and through these, and other means, ensure a continuous overview of appropriate policies and developments to keep abreast of current and best practice.
- To produce and respond to complex correspondence from stakeholders and external agencies.
- To participate in training and other learning activities and performance appraisal as required
- To maintain confidentiality at all times in respect of Trust-related matters and to prevent disclosure of confidential and sensitive information.
- Other duties commensurate with the nature of the post as directed by the Line Manager

The duties and responsibilities highlighted in this job specification are indicative and may vary over time.

Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.



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Job Description

Support for Pupils

- Use specialist (curricular/learning) skills/training/experience to support pupils
- Assist with the development and implementation of Personal Education Support plans
- Establish productive working relationships with pupils, acting as a role model and setting high expectations
- Promote the inclusion and acceptance of all pupils within the classroom
- Support pupils consistently whilst recognising and responding to their individual needs
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities
- Promote independence and employ strategies to recognise and reward achievement of self-reliance
- Provide feedback to pupils in relation to progress and achievement

Support for the Teacher

- Work with the teacher to establish an appropriate learning environment
- Work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate
- Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives
- Provide objective and accurate feedback and reports as required, to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence
- Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested
- Undertake marking of pupils' work and accurately record achievement/progress
- Promote positive values, attitudes and good pupil behavior, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behavior
- Liaise sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings with parents with, or as directed
- Administer and assess routine tests and invigilate exams/tests
- Provide general clerical/admin. support e.g., administer coursework, produce worksheets for agreed activities etc.

Support for the Curriculum

- Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs
- Implement local and national learning strategies e.g., literacy, numeracy, KS3, early years and make effective use of opportunities provided by other learning activities to support the development of relevant skills
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- Help pupils to access learning activities through specialist support
- Determine the need for, prepare and maintain general and specialist equipment and resources



Job Description

Support for the Academy

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils
- Attend and participate in regular meetings
- Participate in training and other learning activities as required
- Recognise own strengths and areas of expertise and use these to advise and support others
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
- Undertake planned supervision of pupils' out of school hours learning activities
- Supervise pupils on visits, trips and out of school activities as required

Safeguarding

It is the responsibility all members of staff to follow the correct safeguarding procedures in school.

- All staff have a duty to attend child protection training every three years
- All staff have a duty to read and follow the safeguarding policies in school

All staff have a duty to report any concerns about a child or potential breach of safeguarding procedures by an adult to the designated person for Child Protection

Health and Safety

- Be trained in procedures for Health & Safety & First Aid
- To administer first-aid as agreed in the procedures within the Policy

Equal Opportunities

- To ensure that all pupils are respected and treated equally at all times
- Being aware of cultural differences between pupils, dealing with any incidents of racism or sexism in accordance with agreed procedures.

Performance Appraisal

- To set key targets for development
- To work towards achieving targets for development
-



Job Description

Professional Learning

- To undertake professional learning opportunities
- To complete all statutory training within the allocated timescales set by the Academy/Trust.

Conditions of Employment

- The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract of Employment).
- The post holder is required to support and encourage the academy's ethos and its objectives, policies and procedures as agreed by the Governing Board.
- To uphold the academy's policy in respect of safeguarding and child protection matters.
- To be subject to all relevant statutory and institutional requirements.
- The post holder may be required to perform any other reasonable tasks after consultation.
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least annually and may be subject to modification after consultation with the post-holder.
- All staff participate in the academy's performance appraisal scheme

These duties and responsibilities should be regarded as neither exclusive nor exhaustive as the post holder may be required to undertake other reasonably determined duties and responsibilities within the school commensurate with the grading of the post at the discretion of the Academy Principal/Business Manager



Person Specification

This person specification is related to the requirements of the post as determined by the job description. Short-listing is carried out on the basis of how well you meet the requirements of the person specification. You should refer to these requirements when completing your application.

	CRITERIA	ESSENTIAL OR DESIRIBLE	DOCS	INT
Education Qualifications and Vocational training	Willingness and ability to obtain and/or enhance qualifications and training for development in the post	E	✓	✓
	GCSE's in Math's and English or an equivalent or an NVQ level 2	E	✓	
	First Aid Certificate	D	✓	
	NVQ level 2/3 for Teaching Assistants or willing to work towards	D	✓	
	Training in the relevant strategies e.g. multi-lingual, sign language, dyslexia, ICT, CACHE etc.	D	✓	✓
	Other specific courses and qualifications	D	✓	✓
Relevant Experience	Ability to work with children to meet their individual targets	E		✓
	Previous experience working in an educational environment with children	E		✓
	Use of ICT/other equipment to support learning	E		✓
	Positive Handling Training	D		✓
	Experience of children in as many age groups as possible	D		✓
	Experience of working using own initiative as well as being part of a team	E		✓



Person Specification

Knowledge and Skills	Good understanding of school policies and procedures and awareness of relevant legislation	E		✓
	Excellent literacy/numeracy skills	E		✓
	Knowledge of safeguarding and child protection procedure	E		✓
	Knowledge of National Curriculum and other learning programmes/strategies	D		✓
	Understanding of principles of child, of child development and learning processes	D		✓
	Knowledge of SEND	D		✓
	Ability to maintain confidentiality at all times	E		✓
Personal Characteristics	Ability to relate well to children and adults and work as part of a team	E		✓
	Ability to self-evaluate practice and learning needs and actively seek learning opportunities	E		✓
	A calm, flexible, pleasant and sympathetic manner	E		✓
	Personal interests and skills which can be used to enhance a specific delivery of either a curriculum area or an activity	E		✓
	Be responsible, honest and reliable	E		✓
	Be well organised and capable of prioritising work	E		✓
	Be flexible and hardworking	E		✓
	Confidence and commitment	E		✓
	Ability to communicate effectively with people at all levels	E		✓
	A willingness to be flexible where the need arises to meet the needs of the Academy	E		✓
	Approachable, caring and empathetic	E		✓
	Commitment to making learning fun	E		✓



How To Apply

Guidance Notes for Applicants

If you have the qualities we are looking for and want to be part of a high-performing team, dedicated to providing the best possible educational opportunities for the young people of Doncaster, then please send your completed application form to: Email: recruitment@exceedlp.org.uk

By Post:

Lorraine Burton
Personnel Manager
Exceed Learning Partnership
Edlington Lane,
Doncaster,
DN12 1PL

Closing Date for Applications: Monday 4th November 2024

Shortlisting for Candidates: Thursday 7th November 2024

Interviews: Friday 15th November 2024

References will only be taken for shortlisted candidates who will be notified beforehand. If you are shortlisted, please contact each of your named referees to inform them that, we will request a reference prior to the interview.

Please note that providing false information as part of your application may lead to a withdrawal of any conditional offer of employment, or disciplinary procedures potentially leading to dismissal without notice.

The Directors and Governors of Exceed Learning Partnership are committed to safeguarding and promoting the welfare of children and applicants will undergo child protection screening appropriate to the post, including checks with past employers. The role is exempt from the Rehabilitation of Offenders Act 1974 and therefore candidates will be subject to an enhanced DBS certificate, the role is engaged in regulated activity and will therefore require a children's barred list check. Shortlisted Applicants will be required to complete a self-disclosure.

If you have not heard from us within three days of the shortlisting date, then unfortunately on this occasion your application has been unsuccessful.



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