



SUPPORT & TEACHING ASSISTANT RECRUITMENT PACK





Thank you for your interest in a career with The Futures Trust. We hope that this recruitment pack provides you with all the information you need to start your journey with us.

The Futures Trust is a growing Trust with four primary schools and four secondary schools located in Coventry, Warwickshire and Leicestershire. We have 6,000 pupils in our schools and nearly 850 colleagues work for the Trust supporting our school community.

The Trust is committed to building brighter futures for everyone. This commitment is underpinned by 3 clear values:

1. Students first

Teachers and leaders totally focused upon the educational benefit of our students.

2. It's about learning

Students, teachers and leaders focused upon developing and improving their learning.

3. No barriers

No excuses, only support to ensure student, teachers and leaders maximise their achievement.

It is an exciting time to join the Trust. We offer trust wide career paths and invest in outstanding opportunities for our staff to learn and grow.

If you join The Futures Trust team, you will be part of a professional learning community totally focussed upon learning and dedicated to ensuring learners achieve their potential and build their own bright future. We look forward to hearing from you.





Barr's Hill School is a thriving school that is committed to Building Brighter Futures for all of its students.

A crucial part of Building Brighter Futures is providing a high-quality educational experience delivered through an academic curriculum and an exceptional programme of enriching experiences. We are looking to expand our team of dedicated professionals who excel in their field.

Chris Jupp, Headteacher

JOB TITLE:	SUPPORT & TEACHING ASSISTANT
OPPORTUNITY:	<p>This is an exciting time to join The Futures Trust. We are seeking to appoint an excellent Support and Teaching Assistant to work directly with a Teacher of RE with visual impairment who works with a guide dog to provide appropriate support in all aspects of their work, including planning, preparation, the delivery of teaching and learning, classroom management and assessment.</p> <p>To facilitate the accessibility of resources and information to assist the Teacher, and under their direction, work with individual and small groups of students to remove barriers to learning and secure good progress.</p>
REPORTING TO:	Head of Humanities
LOCATION:	Based at Barr's Hill School
SALARY/HOURS:	Grade 4 - £19,277 - £22,299 per annum, pro-rata salary 37 hours per week, 39 weeks per annum
BENEFITS:	<ul style="list-style-type: none"> • Competitive rates of pay • Extensive professional development opportunities across the Trust • Career pathways across the Trust • Teacher/Local Authority Pension Schemes • Online retail discount • Employee Assistance Programme • Family Friendly policies to support family & carer commitments • Flexible Working Arrangements

and require all staff and volunteers to share this commitment.

JOB DESCRIPTION



To work directly with a Teacher of RE with visual impairment who works with a guide dog to provide appropriate support in all aspects of their work, including planning, preparation, the delivery of teaching and learning, classroom management and assessment.

To facilitate the accessibility of resources and information to assist the Teacher, and under their direction, work with individual and small groups of students to remove barriers to learning and secure good progress.

Duties and responsibilities

Overarching

- Work with the Teacher to assist them to access the resources and information they require to enable them to successfully carry out their role.
- Prepare and adapt resources and information to meet the needs of the Teacher and students, including using Tactile Adaptations, Auditory Methods and specialist IT equipment as required (training will be given)
- Ensure prompt maintenance and repair of all specialist VI equipment
- Support the Teacher where required to ensure their safety when moving around the school site.
- Assist with group/whole class activities within and away from the classroom/school, such as educational visits.
- Establish and maintain relationships with families, carers and other adults/external agencies, such as speech and language therapists as required.
- Support the role of parents/carers in student learning and contribute to meetings with parents/carers to provide constructive feedback on student progress.
- Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Support and contribute to the overall ethos/work/aims of the school.
- Attend training sessions in accordance with the requirements of the school.
- Undertake general duties, e.g. word processing, preparing and copying where required student assessment reports, instructions, materials or documents, photocopying and filing.
- Attend and participate in relevant meetings as required.

Classroom Support

- Support the Teacher to address the needs of students through classroom presence, support for individual and small groups of students and the use of resources to complement the learning process.
- Adapt materials to suit individual students with either specific or general learning needs.
- Implement agreed learning activities/teaching programmes using strategies in liaison with the Teacher, to support pupils to achieve learning goals.
- Establish productive working relationships with students providing feedback to them in relation to progress and achievement.
- Under the direction of the Teacher promote student independence in learning, social and mobility skills and employ strategies to recognise and reward achievement of self-reliance.
- Support the Teacher with class and behaviour management; observing students and alerting the Teacher to any health and safety or safeguarding issues.

- Support students in social and emotional well-being, reporting any problems to the Teacher as appropriate.
- Ensure that students are able to safely use equipment and materials provided.
- Support classes to ensure curriculum continuity if the teacher is absent

Supporting Planning, Preparation and Assessment

- Liaise with the Teacher and other staff at the school, to obtain, exchange and record information on student progress.
- Obtain and share sufficient student specific information to assist in meeting individual student needs.
- Support the Teacher with production of resources and planning learning.
- Support the Teacher with the assessment of student work, and alongside / under the direction of the Teacher, provide feedback in line with the school's Assessment Policy.
- Prepare/clear the classroom as directed before and after lessons, including the preparation of visual aids, and the display and presentation of student's work.

Line management

- The job involves no direct responsibility for the supervision, direction or co-ordination of other employees. The work may involve demonstration of own duties, or providing advice and guidance to new employees or others.

Professional Development

- Maintain personal professional development to ensure that the knowledge and skills required to fulfill the role of Support and Teaching Assistant are up to date.
- Be a professional role model, and understand and promote the aims of the School and the values of the Trust.

PERSON SPECIFICATION

	Essential Criteria	Desirable Criteria	Measured By
Education and Qualifications	<ul style="list-style-type: none"> GCSE English and Maths and at Grade C or above or equivalent Educated to Advanced Level / NVQ Level 3 or equivalent 	<ul style="list-style-type: none"> A level 4 qualification of specific relevance to role 	Application Form Certificates
Skills and Abilities	<ul style="list-style-type: none"> Highly organised; can prioritise and work well under pressure Good observation and listening skills Able to build positive professional working relationships with colleagues, students, parents and carers Able to assess situations and work creatively to solve problems Able to adapt and modify resources and information to make them accessible Able to communicate effectively both verbally and in writing with a range of audiences including students, teachers, other professionals, parents and carers IT literate including Microsoft word, excel and outlook Able to be proactive, pre-empting Teacher and student needs Able to understand curriculum content and make it accessible to students. Able to implement action plans for individual and groups of students. Able to support with the implementation of the school's Behaviour Policy 		Application Form Interview Written Test

	<ul style="list-style-type: none"> • Able to work as an effective team member and work on own initiative • Able to interpret and use data • Able to maintain confidentiality and data security • Able to consistently produce high quality work • Able to deal with situations calmly and efficiently, with tact and sensitivity where required • Able to follow the school's safeguarding policies and recognise when to report concerns. 		
Experience	<ul style="list-style-type: none"> • A minimum of 1 year's classroom experience, or relevant work with young people in one of a range of fields such as education, youth work, health and social work. • Problem solving • Building successful professional working relationships 	<ul style="list-style-type: none"> • Working with or supporting visually impaired adults or students • Working to support classes in a secondary school environment 	Application Form Interview
Knowledge and understanding	<ul style="list-style-type: none"> • Of the needs of a Teacher with a visual impairment • Knowledge of the different ways students learn. • Understanding of the needs and characteristics of young people. • Understanding of the roles played by various adults in the education of young people. 	<ul style="list-style-type: none"> • Basic knowledge of the nature of work undertaken by a secondary school. • Child protection and safeguarding 	Application Form Interview

Other requirements	<ul style="list-style-type: none">• A professional role model who is committed to their own professional development and to developing others.• Committed to and able to promote the aims of the school and the values of The Trust: Learners First, It's about Learning, No Barriers.• Able to work calmly under pressure and withstand stress.• Able to work flexibly, and to attend meetings and INSET days as required.		Application Form Interview
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HOW TO APPLY



CLOSING DATE:	Friday 22 nd September 2023
INTERVIEWS:	w/c Monday 25 th September 2023

If you wish to find out more about this role and a career within The Futures Trust please contact the Recruitment Team on tel: 02477 102134.

To apply for this post, please download an application form from [HERE](#) and return to recruitmentadmin@thefuturestrust.org.uk

On application please read the following policies found [HERE](#)

- Barr's Hill Safeguarding & Child Protection Policy
- Safer Recruitment Policy
- Suitability Policy
- GDPR Privacy Notice for Applicants

The Futures Trust are committed to safeguarding and promoting the welfare of children and young people and require all staff and volunteers to share this commitment. The successful candidates for all positions will be subject to an enhanced DBS check and Social Media check.

