



Welcome to
St Ann's Well Academy

www.st-anns-well.co.uk

A L.E.A.D. Academy
Lead • Empower • Achieve

Candidate Information Pack

Level 2 Teaching Assistant



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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 St Ann's Well Academy we believe that every child can succeed and we aim to provide the right conditions to ensure that every child does succeed! We strive to create a happy, harmonious learning community which provides education and care of the highest quality for every pupil.

During the time you spend at St Ann's Well, you will notice that every child is known and valued as an individual so that they feel safe and secure, and enjoy their time at school. We are a school where everyone really does matter and we work hard to nurture confidence, self-esteem and independence in order for the children to move on in their lives as successful, self-motivated learners.



As a culturally diverse school serving an inner-city area, we place great emphasis on the successful acquisition of the basic skills of Literacy and Mathematics as a springboard for future success. We also know that the promotion of every child's self-esteem, sense of responsibility and curiosity are vital building blocks to the development of rounded, successful young people.

The key to this development is providing outstanding teaching which reflects and responds to both the academic and the social and emotional needs of the children. Through high expectations, personalising the learning experience and providing accurately targeted support, which is clear about the intended outcomes, we can maximise the progress which can be made by children of all abilities and backgrounds.

Since its creation in 2008, St. Ann's Well has improved year on year and we continue to look at how we can further improve what we provide. We have a strong commitment to work in collaboration to ensure that we provide the very best outcomes for the families we serve.

We welcome you to St Ann's Well and joining us on our continuing journey.

Mrs E Thorne, Headteacher





Our Academies

Within our Trust, all academies strive to achieve:

- The highest standards of behaviour and conduct.
- Outstanding teaching and learning.
- A fully inclusive approach in which all children are equally important.
- A climate of mutual respect between the children, staff and community.
- Positive relationships.
- High aspirations for all involved with the school – a ‘can-do’ attitude.
- 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.

"The headteacher is a visionary leader. Leaders, including subject leaders, are a united team."

Witham St Hughs Academy
Ofsted Report, 2012

L.E.A.D. Teaching School Hub

'Working together to lead the highest outcomes for all.'

L.E.A.D. Teaching School Hub Lincolnshire was launched in 2021 as one of the 87 organisations to be awarded Teaching School Hub status by the DfE. The Teaching School Hub is designated to work with schools across Lincolnshire and throughout our Trust. It supports every school type and phase, including nursery, primary, secondary, special and alternative provisions.

The role of the Hub and the Trust is to promote the importance of high-quality continuing professional development, from Initial Teacher Training through to executive leadership, supporting teachers throughout their career in a sequential and cohesive way. During 2021/2022 the TSH delivered 167 days of CPD to 2,163 participants, supporting 233 schools in total. The ability to access this high-quality professional support is therefore a significant opportunity associated with joining our Trust.



Benefits of being part of the Trust



Annual leave



Teachers enjoy up to 13 weeks annual leave during school holidays. This is in addition to any bank holidays or statutory holidays.

Support staff benefit from an enhanced holiday allowance, starting at 26 days up to a maximum of 36 days, pro-rata for term time only staff. The allowance is dependent on the role and amount of service increasing after 5 and 10 years service.



Competitive salary

All Trust roles (except apprentices) offer a minimum hourly rate above National Living Wage, with salary progression.



Pension scheme

Teacher's Pension Scheme or LGPS, with generous minimum employer contribution of 17.4% plus life cover.



Online GP service

24/7 access to online GP consultations, providing advice, diagnosis, referrals, and ongoing support for all staff.



Flu vaccinations

Free seasonal flu vaccinations for employees who are not otherwise eligible, ensuring health and wellbeing.



CPD

Individual development plus high quality professional development through the L.E.A.D. Teaching School Hub for teachers.



Employee Assistance Programme

Free 24/7 support for employees, offering counselling and resources for emotional, financial, and legal issues.



Free eye test

Free eye test every two years for regular computer users, reimbursed through expenses to promote wellbeing.



Occupational Health

FREE services available to support employee well-being and promote a healthy work environment.



Physiotherapy services

Access to free physiotherapy to aid recovery, support physical health, and promote overall employee wellbeing.



Access to discounts

Exclusive discounts and cashback on travel shopping, insurance and utilities through the Blue Light Card, Discounts for Teachers and Teacher Perks.



Travel expenses

Business travel expenses reimbursed at the HMRC maximum mileage rate to support staff travel needs.

Ofsted Report 2024: <https://stannswellacademy.co.uk/content/uploads/sites/18/2024/09/Ofsted-Report-St-Anns-Well-Academy-137526-Final.pdf>

St Ann's Well Academy continues to be a 'Good' School

- Pupils at St Ann's Well are "happy and feel safe"; they "approach their learning with resilience and determination".
- Relationships "are at the heart of everything the school does", with pupils showing "courtesy and respect to each other and the staff".
- The report also notes how "the school considers aspirations in every single subject area."
- The reading curriculum was praised for being "well organised", with pupils being supported to develop a love of reading.
- Pupils also enjoy an "ambitious and well developed" maths curriculum. During their lessons, "pupils enjoy working collaboratively to reason and problem solve".
- Children in the early years at "get off to a secure start", with a "clear focus on supporting children to develop their early language and communication skills" and supporting them with their transition to key stage 1.
- Inspectors also noted that pupils with special educational needs and/or disabilities (SEND) "receive the support they need to thrive" with "suitably ambitious lessons that meet their individual needs".
- Moreover, pupils at the school enjoy "access to a wide range of after school clubs" and "enjoy taking on extra responsibilities" such as being a school councillor or mental health ambassador.
- Staff at St Ann's Well "feel supported with their workload" and "highly value the training opportunities available to them", as well as "being able to network with other professionals across the trust".



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 : **FAO Mrs E Thorne, Head Teacher**
email: admin@stannswellacademy.co.uk

CLOSING DATE: THURSDAY 17TH APRIL 2025

INTERVIEWS: We expect interviews to take place on **Thursday 24th April 2025**

SHOWAROUND: Wednesday 2nd April 2025 – Please telephone the school office on 0115 9155808 to book an appointment to view St Ann's Well Academy

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.



"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

Job Title: Teaching Assistant 2

Pay Scale: NJC 7 – 12

Location: St Ann's Well Academy

Line Manager: Deputy Head/Headteacher

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 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 under the overall management and guidance of the class teacher.
- To work independently in accordance within guidelines in order to encourage pupils to become more independent learners and help to raise the standard of achievement and attainment for all pupils.
- Activities undertaken by colleagues at this level would be monitored by the class teacher or more senior colleagues and the content of learning activities would be planned by the teacher/more senior staff, although there would be an expectation that the post holder would contribute to this process.
- 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

- Assist the class teacher in the planning and evaluation of teaching and learning activities.
- Provide support to individuals and groups on teacher planned activities to enable them to access the curriculum, whilst monitoring progress and dealing with challenges as they arise.
- 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 implementation of an effective behaviour management strategy, applying it fairly and consistently within clear boundaries and reinforcing positive aspects of behaviour.
- Develop positive relationships with parents, carers and families by taking a partnership approach, maintaining and sharing accurate information where appropriate.

Support for the Pupil

- Support learning activities for all pupils by maintaining awareness of the stages of development and individuals' specific needs and giving positive encouragement and feedback to ensure pupils are reaching their full potential.
- Care and support pupils by providing a safe and secure environment, responding appropriately to accidents, emergencies and following established procedures wherever appropriate.
- Contribute to the health and well-being of pupils through the support of safeguarding for pupils by ensuring a safe environment, and following policies & procedures at all times.
- Develop and promote positive relationships with pupils by communicating effectively, allowing them to feel valued and listened to and encouraging questions and ideas.
- Assist with the personal and intimate care of pupils.
- 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

- 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 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; however learning activities should take place under the direction and supervision of a qualified teacher in accordance with arrangements made by the Headteacher of the school.
- Working alongside the class teacher to ensure that learning resources and materials are ready for use in activities whilst recognising and minimising potential hazards and making adjustments where necessary.
- 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

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.



Teaching Assistant 2 Person Specification

The person specification listed below outlines the competences, knowledge and behaviour of candidates who would be suitable for this role. The two right-hand columns provide guidance as to whether these items are essential (E) or desirable (D) criteria.

		E	D
Qualifications and Attainments	<ul style="list-style-type: none"> GCSE pass level or equivalent qualifications in maths/numeracy & English/literacy or significant demonstrable experience in a similar role Hold a relevant qualification as listed below or significant demonstrable experience in a similar role 	E E	
Skills and knowledge	<ul style="list-style-type: none"> Knowledge of Teaching Assistants' contribution to raising standards by the promotion of independent learning An appreciation of the National Curriculum and how this is applied to planning, preparation and delivery of learning activities Knowledge and understanding of pupil assessment, progress, evaluation and reporting of attainment Understanding and awareness of individual needs and ability to adjust communication methods accordingly Developed communication skills, both orally and in writing ability to establish positive relationships with pupils, families and colleagues Awareness of techniques necessary to support individual learning needs and development Initiative in dealing with day to day issues Ability to contribute to the planning and delivery of learning activities Knowledge of stages of child development and individual needs Knowledge of appropriate behaviour management practices Knowledge of Health and Safety policies and procedures that contribute to the maintenance of pupil safety and security Knowledge of safeguarding procedures and protocols Ability to organise classroom resources and assist with the maintenance of pupil records 	E E E E E E E E E E	D D D D D
Experience	<ul style="list-style-type: none"> Experience of working within an education setting or equivalent Direct experience of working with pupils to raise attainment through personal intervention 	E	D D

	<ul style="list-style-type: none"> • Proven experience of working with children and young people, including children with individual needs and from a range of backgrounds • Innovative use of resources and materials including ICT software and equipment • Relevant experience of building positive relationships with all stakeholders • Understanding the role of parents/carers and the wider community in education • Experience of working with children or young people with SEND 	E E E	D
Personal Attributes	<ul style="list-style-type: none"> • Have an openness to learning and change • Have a positive attitude to personal development and training • Be able to work in ways that promote equality of opportunity, participation, diversity and responsibility 	E E E	
Additional Requirements	<ul style="list-style-type: none"> • This role is subject to an enhanced DBS • May be required to work out of school hours to support the Academy 	E 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)

Specialist Teaching Assistant Award (STA)

City and Guilds Certificate in Learning Support combined with NCFE



L.E.A.D. Academy Trust

Lead • Empower • Achieve • Drive

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