

Da Vinci Academy

Teaching Assistant (Learning Support)

Candidate Information Pack



“One Team, Changing Worlds”



Da Vinci Academy
A L.E.A.D. Academy

@davincilead
www.davinciacademy.co.uk

Teaching Assistant (Learning Support)

Reporting to: SENDCO and Deputy SENDCO
Salary: NJC 7-12 (£20,092 - £22,183) Pro rata
Contract: Permanent, 35 hours
Location: Derby, DE21 4ET

Start Date: **Immediate**
Closing Date: **Friday, 8th January, 2021**
Interviews: **Wednesday, 13th January 2021**

Inspire our students to succeed – be part of something special

Having converted to academy status at the heart of the L.E.A.D. Academy Trust in May 2017, Da Vinci Academy is an increasingly successful secondary school with around 650 students and an increasing school roll. In Summer 2019, we were proud to be the most improved Progress 8 school in Derby. A student centred philosophy is supported by an unwavering commitment to the achievement of successful outcomes for each and every young person. Together with the L.E.A.D. Academy Trust, a strong and clear vision is in place - **one team changing worlds**. Our vision is achieved by supporting all to **Aspire, Believe, Learn, Achieve**. This is what we all firmly believe in and strive to achieve at all times. The benefit of our close-knit academy community is a real team environment where people genuinely care for each other and where students and staff alike can really shine.

We are looking to recruit a **Teaching Assistant (Learning Support)**. You will be an excellent classroom support practitioner with the skills and determination to ensure exciting learning and outstanding progress for students of all abilities. You will possess the energy and enthusiasm to share good practice and to achieve a high standard of education for students leading to excellent outcomes.

The successful applicant will work as part of a dedicated team who have a real passion for supporting our students to achieve their very best.

We are looking for someone who:

- has high expectations of pupil progress
- is passionate about education and developing a love of learning in students
- has the skills to work collaboratively with the learning support and teaching team
- can build positive relationships with pupils, staff and parents
- is willing to embrace or bring new ideas to the Academy
- has a commitment to developing their own skills

It is an exciting time at Da Vinci Academy and you will be part of our future development and the journey to securing improvement and raising standards across all areas.

The L.E.A.D. Academy Trust is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment. This post is subject to an enhanced DBS check.



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Safeguarding

The L.E.A.D. Academy Trust is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment.

This post is subject to an enhanced DBS check.

Da Vinci Academy adopts a rigorous Safer Recruitment Policy which is followed for every appointment.

If you are invited to interview, your suitability to work with children will be explored. As such you will be asked to declare any convictions, cautions or reprimands which you have incurred.

If you are then successful at interview, an offer of employment will be made. This offer will be subject to the L.E.A.D Multi-Academy Trust Receiving:

- Satisfactory background checks e.g. Enhanced Disclosure and Barring Service check, Prohibition Check and Medical Check
- Satisfactory References
- Proof of Eligibility to work in the UK

Staff will be expected to take part an induction day which has a safeguarding focus.

Staff will be expected to undertake CPD Safeguarding Training throughout every academic year.

There is a clear policy for staff conduct which all employees must adhere to.



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L.E.A.D. Academy Trust



L.E.A.D. Academy Trust

Lead • Empower • Achieve • Drive

Da Vinci Community School converted to academy status as part of the L.E.A.D. Academy Trust in May 2017. The school is now part of an Academy Trust, which was described by Ex-Ofsted's Chief Inspector, Sir Michael Wilshaw, as a "high performer" and was listed among the seven strong performing multi-academy trusts in an HMCI commentary report; stating that it should be used as an example to others.

The L.E.A.D. Academy Trust is a registered charity created in 2011. The Trust aims, through outstanding leadership, to provide the highest quality education to enable every pupil to realise their full potential. Further information about the Trust can be found here <http://www.leadacademytrust.co.uk/about-us>

'The L.E.A.D. Academy Trust is one of the strongest sponsors operating in the East Midlands, with a track record of successfully improving underperforming schools...' Department for Education, 29 May 2015, Leicester Mercury.



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Job Description

Purpose of Role

- To work with children as part of a team under the overall direction of the SENDCO / Deputy SENDCO 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 SEND Team 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

Principal duties and responsibilities

Key Duties

- Assist with 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.
- Planning, delivering and monitoring interventions within the Learning Centre and the classroom.
- Support at break, lunchtime and before/after school (dependant on rota)

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.



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Job Description

In Class Support

- 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.

The above duties are not exhaustive and post holders may be requested to undertake activities reasonably assigned to these by SLT.



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Person Specification

L.E.A.D. Teaching Assistant 2 Person Specification

This person specification lists the competencies expected of an experienced/fully trained Teaching Assistant 2.

The two right hand columns provide guidance for the appointment of new Teaching Assistant 2. (E= Essential criteria, D=Desirable criteria).

Skills, knowledge and aptitudes	The L.E.A.D. Teaching Assistant 2 should be able to provide evidence of the following:		
	• knowledge of Teaching Assistants' contribution to raising standards by the promotion of independent learning	E	
	• an appreciation of the National Curriculum and how this is applied to planning, preparation and delivery of learning activities		D
	• knowledge and understanding of pupil assessment, progress, evaluation and reporting of attainment		D
	• knowledge of stages of child development and individual needs	E	
	• understanding and awareness of individual needs and ability to adjust communication methods accordingly	E	
	• developed communication skills, both orally and in writing	E	
	• ability to establish positive relationships with pupils, families and colleagues	E	
	• awareness of techniques necessary to support individual learning needs and development	E	
	• initiative in dealing with day to day issues	E	
	• ability to contribute to the planning and delivery of learning activities	E	
	• knowledge of appropriate behaviour management practices	E	
	• knowledge of Health and Safety policies and procedures that contribute to the maintenance of pupil safety and security	E	
	• knowledge of safeguarding procedures and protocols	E	
	• ability to organise classroom resources and assist with the maintenance of pupil records	E	
Qualifications and Training	The L.E.A.D. Teaching Assistant 2 should have:		
	• hold a relevant qualification as listed below or significant demonstrable experience in a similar role	E	
	• GCSE pass level or equivalent qualifications in maths/numeracy & English/literacy	E	
Experience	The L.E.A.D. Teaching Assistant 2 should be able to produce evidence of:		
	• experience of working within an education setting or equivalent	E	
	• direct experience of working with pupils to raise attainment through personal intervention		D
	• proven experience of working with children and young people, including children with individual needs and from a range of backgrounds	E	
	• innovative use of resources and materials including ICT software and equipment		D
	• relevant experience of building positive relationships with all stakeholders	E	
	• understanding the role of parents/carers and the wider community in education		D
	• experience of working with children or young people with SEND	E	
Personal Attributes	The L.E.A.D. Teaching Assistant 2 should:		
	• have an openness to learning and change	E	
	• have a positive attitude to personal development and training	E	
	• be able to work in ways that promote equality of opportunity, participation, diversity and responsibility	E	
Special Requirements	The L.E.A.D. Teaching Assistant 2 should:		
	• be able to work at times and locations convenient to the service provision	E	

Qualifications

Teaching Assistant (Learning Support) 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

QTS

BTEC National Learning Support

Children's Care and Education Diploma (CCE)

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

3563 Special Needs Assistant Qualification

NVQ3 Teaching Assistant



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How to Apply and Visits

Should you have any questions regarding the role please contact Jenny Linthwaite jenny.linthwaite@davinciacademy.co.uk

To apply please visit our website:

<http://davinci.prod.leaditservices.co.uk/support-staff/>

Please submit a fully completed application form, supported by a covering letter (no more than 2 sides of A4) which details your reasons for applying and how your experience meets the requirements outlined in this pack.

Completed application forms should be sent to vacancies@davinciacademy.co.uk

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