



BICESTER LEARNING ACADEMY

APPOINTMENT OF Teaching Assistant

Based at Glory Farm Primary School, Bicester OX26 4YJ





BICESTER LEARNING ACADEMY

Bicester Learning Academy is a multi-academy trust currently comprising The Cooper School and Glory Farm Primary School. The ambitions for the schools are high: that we should provide to all our students a first-class and improving education that enables them, in all aspects of their lives, to make the progress and achieve the standards that reflect their full ability. This reflects our ethos as schools which serve its community and will not alter by becoming an academy.

THE COOPER SCHOOL

Executive Headteacher - Mr Ben Baxter

Choosing the right school to work in can be a minefield. The current political climate has resulted in there being a huge variety of types of schools to select from and not all types are right for everyone.

At The Cooper School, we pride ourselves on being forward thinking in terms of curriculum decisions which support our students; focused on improving learning through the use of new technologies and determined to continuously refine our approaches to teaching and learning. Investing in the Media Suite reflects a small part of our approach to making learning engaging, relevant and active for our students.

Joining us as a member of staff at The Cooper School means being able to see the big picture for the students here. It means that whilst we always strive for academic excellence, we also place great value upon students becoming adaptable, resourceful and enquiring. These are the sort of skills that will enable them to become effective citizens, just as much as their academic results will. As such, we encourage independent learning, enrichment initiatives and House-based teamwork and co-operation.

Schemes exist not simply for students to help each other with reading or tutor each other for GCSE success but also to contribute to the wider community



Break and lunchtimes can often see the school courtyard filled with stalls selling cakes as fundraisers for chosen charities, stemming from issues that matter to the students themselves, for example.

We are a successful and oversubscribed school with over 1,300 students on roll, including a thriving, oversubscribed sixth form with a stunning £4.5 million Post 16 centre. We were rated as Outstanding by OFSTED in 2011 and Good in 2013 under the new framework.

In 2016 The Cooper School celebrated another good set of A-level results since changing status to become an 11-18 school in September 2011, with 68% of students achieving A*-C grades. At GCSE 66% of students achieved A*-C grades in English and Maths.

Working here is an opportunity to flourish as a professional. We 'grow our own' leaders. We offer full NQT, Middle Leader, good to outstanding, Key Stage 5 and new technologies development groups which allow staff to build skills in-house. Many new staff have taken on additional responsibilities which is a mark of their quality and commitment to making progress in their own careers as well as their desire to become part of a successful and positive organisation.

This is an immensely exciting time to join us, if we sound the right school for you. We have many opportunities ahead with the growth of Bicester and the potential for growth of the multi-academy trust in the near future. Most of all, however, it's an exciting place because we never stop working at getting better and better at what we do for our students. If we could be for you, we welcome your application to join us.



GLORY FARM PRIMARY SCHOOL

Headteacher - Mr Ian Elkington

Glory Farm is an extraordinary school, where adults and children work together in a warm, exciting and stimulating environment. Pupils aged between four and eleven from our richly mixed catchment area are taught in mixed ability classes, working under the care and guidance of their own class teacher. We are proud of our learning environment, the equipment and facilities we offer, and the way in which the children use, enjoy and respect them.



Aims and Values

Our core aim is to help children to develop their full potential for the benefit of themselves and the rest of society.

At Glory Farm School we aim to support our children to:

- Spend each day together in learning, laughter and love.
- Develop their powers of reasoning and logical thought.

- Encourage them to make an unselfish, but rewarding contribution to the society in which they live and work, and to value the contributions of others.
- Promote the skills and knowledge of science and technology in an ever changing world.
- Stimulate their curiosity and imagination, and thereby foster creative expression.
- Help them to know, appreciate and respect their environment in relation to the school, the local community and the wider world.
- Assist them in learning to control their movement and to achieve mastery over themselves in all situations.
- Promote their spiritual, moral and cultural development to prepare them for the opportunities, responsibilities and experiences of adult life.



We believe that every child can achieve personal excellence- our task is to ensure that they all do. Our teaching acknowledges that every child is an individual by including whole class work, small group, individual and independent study. We aim to provide children with an education which equips them to take a full, active and confident part in society, while developing personal and social skills through learning and enjoying a broad range of subjects.



THE VACANCY

Bicester Learning Academy is seeking to appoint a **Teaching Assistant** to work with a child with specific needs.

This is a fixed-term post until 31st August 2018. The working hours for this position are 15 hours per week for 38 weeks a year (term time only). The salary is £15,807 pro rata per annum (this equates to £5,322 per annum for the contracted hours and weeks).

The successful candidate will need to have:

- Good numeracy/literacy skills.
- NVQ 2 for Teaching Assistants or equivalent qualifications or experience.
- Worked with children.
- Worked in a similar role at a school/setting.
- Computer literacy across Microsoft products.
- Understanding of relevant policies/codes of practice and awareness of relevant legislation.
- General understanding of national/foundation stage curriculum and other basic learning programmes/strategies.
- Basic understanding of child development and learning.
- Ability to self-evaluate learning needs and actively seek learning opportunities.
- Ability to relate well to children and adults.
- Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.
- Flexibility in their working approach.
- Enthusiasm and commitment.
- The ability to maintain discretion and confidentiality and demonstrate sensitivity to the needs of all children.

- An awareness of responsibilities for health and safety of themselves and others.
- Successful and satisfactory background check received from the Disclosure and Barring Service (DBS) after interview and before appointment.
- A commitment to safeguarding children.

Further details and an application form are available on the Academy website:

www.bicesterlearningacademy.co.uk

Please contact Human Resources with any questions:

Tel: (01869) 362697

Email: recruitment@thecooperschool.co.uk

Closing date for receipt of applications:

Friday 19th May 2017 at 4pm

Bicester Learning Academy is committed to safeguarding children. The successful candidate will be subject to a Disclosure and Barring Service check (formerly CRB) in line with Section 115 of the Police Act 1997.

Details of the Academy's policies relating to the Employment of Ex-Offenders and the Secure Storage, Handling, Use, Retention and Disposal of Disclosure and Barring Certificates and Disclosure information are included within this recruitment pack.





JOB DESCRIPTION

Job description:	Teaching Assistant
Grade:	4
Working hours per week:	15
Working weeks per year:	38
Permanent/Temporary:	Temporary (until 31 st August 2018)
Principal place(s) of work:	Glory Farm Primary School but the post holder will be expected to work flexibly across all Bicester Learning Academy sites.
Immediate line manager:	SENCo
Staff managed:	None
Job Purpose:	To work under the instruction and guidance of teaching and senior staff to undertake work, care and support programmes, to enable access to learning for pupils with Special Needs, within class and through one to one work.

Main Duties/Responsibilities:

1. SUPPORT FOR PUPILS

- To develop an understanding of the additional educational needs of the pupil concerned.
- To take into account the pupil's additional needs and ensure their access to learning.
- To build and maintain successful relationships with pupils, treat them consistently, with respect and consideration.
- To help promote independent learning.
- To help re-inforce learning.
- To assist pupils with physical needs.
- To help pupils record work.
- To help keep pupils on task and achieve learning goals.
- To model good practice.
- To help build pupils confidence and enhance self-esteem.

2. SUPPORT FOR TEACHERS

- To have formal and informal meetings with teachers/SENCo to contribute to planning lessons/activities.
- To prepare pupils beforehand for a task.
- To work on differentiated activities with identified pupil.
- To support the teacher in implementing specific teaching programmes.
- To supervise practical tasks.
- To carry out structured classroom assessment/observation and feedback outcomes.



3. SUPPORT FOR THE SCHOOL

- To work as part of the team in relation to individual pupils, liaising, advising and consulting where appropriate.
- 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 and aims of the school.
- Appreciate and support the role of other professionals.
- Participate in training and other learning activities and performance development as required.

4. ADDITIONAL DUTIES

- To be aware of their responsibilities for health and safety for themselves and others
- A commitment to safeguarding the welfare of children

The post holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed.

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PERSON SPECIFICATION

	Essential Criteria	Desirable Criteria
Education	<ul style="list-style-type: none"> • Good numeracy/literacy skills • NVQ 2 for Teaching Assistants or equivalent qualifications or experience 	<ul style="list-style-type: none"> • Completion of DfES Teacher Assistant Induction Programme • First aid training/training as appropriate • Training in the relevant learning strategies e.g. literacy
Relevant Experience	<ul style="list-style-type: none"> • Worked with children. • Worked in a similar role at a school/setting. 	
Relevant Knowledge	<ul style="list-style-type: none"> • Computer literacy across Microsoft products. 	<ul style="list-style-type: none"> • Knowledge of Health and Safety legislation as it relates to the work of a school
Relevant Skills/Aptitudes	<ul style="list-style-type: none"> • Understanding of relevant policies/codes of practice and awareness of relevant legislation • General understanding of national/foundation stage curriculum and other basic learning programmes/strategies • Basic understanding of child development and learning • Ability to self-evaluate learning needs and actively seek learning opportunities • Ability to relate well to children and adults • Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these. • Flexibility in their working approach. • Enthusiasm and commitment. • The ability to maintain discretion and confidentiality and demonstrate sensitivity to the needs of all children. 	<ul style="list-style-type: none"> • Effective use of ICT to support learning • Use of other equipment technology – photocopier etc.
Other	<ul style="list-style-type: none"> • An awareness of responsibilities for health and safety of themselves and others. • Successful and satisfactory background check received from the Disclosure and Barring Service (DBS) after interview and before appointment. • A commitment to safeguarding children. 	

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APPLICATION PROCESS

Please fill in the application form according to the instructions on the first page of the form.


Curriculum Vitae (CVs) will not be accepted without an application form. The form should be fully completed, accurate and clearly legible.

Email: recruitment@thecooperschool.co.uk

or by post to:

Human Resources
Bicester Learning Academy
The Cooper School
Churchill Road
Bicester
Oxfordshire
OX26 4RS



	Policy statement on Secure Storage, Handling, Use, Retention and Disposal of Disclosure and Barring Service certificates and Disclosure Information at Bicester Learning Academy			Written By: E Le Brun
	Applicable to: ALL STAFF	Accountable Officer: B J Baxter I Elkington	Date Adopted: July 2014	Date To Be Reviewed: July 2017 (Every 3 Years)

Bicester Learning Academy is a Multi-Academy Trust which incorporates The Cooper School and Glory Farm Primary School. It is a company limited by guarantee, registered in England and Wales with registered company number 09053713 and its registered address at Churchill Road, Bicester, Oxon, OX26 4RS.

General principles

As an organisation using the Disclosure and Barring Service (DBS) checking service to help assess the suitability of applicants for positions of trust, Bicester Learning Academy complies fully with the Code of Practice regarding the correct handling, use, storage, retention and disposal of certificates and certificate information. It also complies fully with its obligations under the Data Protection Act 1998 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of certificate information and has a written policy on these matters, which is available to those who wish to see it on request.

Storage and access

Certificate information should be kept securely, in lockable, non-portable, storage containers with access strictly controlled and limited to those who are entitled to see it as part of their duties.

Handling

In accordance with section 124 of the Police Act 1997, certificate information is only passed to those who are authorised to receive it in the course of their duties. We maintain a record of all those to whom certificates or certificate information has been revealed and it is a criminal offence to pass this information to anyone who is not entitled to receive it.

Usage

Certificate information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

Retention


Once a recruitment (or other relevant) decision has been made, we do not keep certificate information for any longer than is necessary. This is generally for a period of up to six months, to allow for consideration and resolution of any disputes or complaints. If, in very exceptional circumstances, it is considered necessary to keep certificate information for longer than six months, we will consult the DBS about this and will give full consideration to the Data Protection and Human Rights of the individual before doing so. Throughout this time, the usual conditions regarding the safe storage and strictly controlled access will prevail.

Disposal

Once the retention period has elapsed, we will ensure that any DBS certificate information is immediately destroyed by secure means, i.e. by shredding, pulping or burning. While awaiting destruction, certificate information will not be kept in any insecure receptacle (e.g. waste bin or confidential waste sack). We will not keep any photocopy or other image of the certificate or any copy or representation of the contents of a certificate. However, notwithstanding the above, we may keep a record of the date of issue of a certificate, the name of the subject, the type of certificate requested the position for which the certificate was requested, the unique reference number of the certificates and details of the recruitment decision taken.

uCheck acting as an Umbrella Body

uCheck acts as an Umbrella Body on behalf of Bicester Learning Academy (an Umbrella Body being a Registered Body which countersigns applications and receives certificate information on behalf of other employers or recruiting organisations). A copy of uCheck's Policy statement on Secure Storage, Handling, Use, Retention and Disposal of Disclosure Certificates and Disclosure Information is available on request.

	Policy statement on the recruitment of ex-offenders to a post within Bicester Learning Academy			Written By: E Le Brun
	<u>Applicable to:</u> ALL STAFF	<u>Accountable Officer:</u> B J Baxter I Elkington	<u>Date Adopted:</u> July 2014	<u>Date To Be Reviewed:</u> July 2017 (Every 3 Years)

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As an organisation using the Disclosure and Barring Service (DBS) checking service to assess applicants' suitability for positions of trust, Bicester Learning Academy complies fully with the Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subjects of a DBS check on the basis of a conviction or other information revealed.

Bicester Learning Academy is committed to the fair treatment of its students, staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.

This written policy on the recruitment of ex-offenders is made available to all disclosure applicants at the outset of the recruitment process through inclusion on The Cooper School and Glory Farm Primary School websites. The policy is also sent to applicants with the DBS application pack after acceptance.

We actively promote equality of opportunity for all with the right mix of talents, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.

A disclosure is always requested for those who are offered a post within Bicester Learning Academy. Disclosures will also be requested for all members of the Governing Body of Bicester Learning Academy Trust, and for all volunteers where applicable. Where a job is advertised by Bicester Learning Academy, all application forms, job adverts and recruitment briefs will contain a statement that a DBS check will be requested in the event of an individual being offered the position.

As a disclosure is to form part of the recruitment process, Bicester Learning Academy encourages all applicants for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover to the Human Resources Manager for Bicester Learning Academy, and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

Posts within Bicester Learning Academy are exempt from the Rehabilitation of Offenders Act, 1974. This means that the Academy can ask questions about your entire criminal record, including unspent and spent convictions, cautions and bind overs.

Bicester Learning Academy will ensure that all those who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. It will also ensure that these members of staff have received appropriate guidance and training in relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

At interview, or in a separate discussion, Bicester Learning Academy will ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

We make every subject of a DBS check aware of the existence of the Code of Practice and make a copy available on request.

We undertake to discuss any matter revealed in a DBS check with the person seeking the position before withdrawing a conditional offer of employment.

Bicester Learning Academy has a policy on the Secure Storage, Handling, Use, Retention and Disposal of Disclosures and Disclosure Information, and a copy of this policy is available on request.