



# Teaching Assistant Application Pack



CONCORDIA  
ACADEMY



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# Letter from Sir Steve Lancashire, Chief Executive, REAch2 Academy Trust

Dear Candidate

Thank you for your interest in this role within the REAch2 Academy Trust.

This is a hugely exciting time for our family of schools. The Trust has been recognised by the Department for Education as being well placed to raise standards and achieve excellence for pupils in a growing number of schools nationwide. We are presented with a rare opportunity to make a real difference to the lives and life chances of so many primary school children – many of whom haven't previously received the educational opportunities they deserve.

The Trust includes schools at all stages of development, from those requiring significant improvement through to existing outstanding schools. As a Trust we are clear about the importance of achieving long term sustainability for our schools. Our vision is to enable individual academies to flourish with real autonomy, whilst also ensuring a strong ethos of support and collaboration across our schools.

Teachers within REAch2 belong to a national community of professionals, and benefit from a wide range of networks and development opportunities across the Trust. In time, our best teachers are able to work across schools, develop specialisms and step up to leadership roles within and beyond their own academy. The Trust provides a strong culture of collaboration and support, together with high expectations for staff and pupils alike.

Those we recruit are able to demonstrate that they share our values, are highly motivated to work with colleagues within and beyond their school to continuously develop their skills and pursue professional excellence, and are committed to providing the highest standards of teaching for all children. If that is you then we would be delighted to receive your application.

**Sir Steve Lancashire**

**Chief Executive, REAch2 Academy Trust**



# Letter from Raheel Akhtar, Headteacher, Concordia Academy

Dear Candidate,

Children have only one chance at receiving a quality education and it is the job of everyone at Concordia Academy to ensure that it is the best it could possibly be. We have an ambitious and dynamic vision for our school that includes setting a record of high-quality outcomes for all of our students.

Our school is underpinned by a blend of values such as respect, hard work and high expectations, coupled with innovations in relation to teaching and learning. We work together to embed a culture of success, high aspiration and reflection in which children can thrive and achieve. We want our students to have the confidence and knowledge to not just live but prosper in a modern ever-changing society. We will equip them with the skills to succeed and the understanding that will enable them to make the most of the opportunities that they are given.

We are forward thinking in all we do. Our children will study a modern and innovative curriculum, our staff will have access to the very best and latest professional development that has the greatest impact on learning, and our school will be housed in outstanding facilities that are high-tech and custom built. Our goal will always be to improve on what we have done before.

As the headteacher of this vibrant, new school I am delighted to welcome you and I hope you will join us on our journey.

Mr Raheel Akhtar

Headteacher

# Our Cornerstones and Touchstones

REAch2 is the Cornerstone of the Trust: providing a strong, responsible foundation from which every academy develops and grows. A cornerstone provides a subtle yet paramount role in the construction of a building and ensures that REAch2 is a trustworthy, accountable and inspirational organisation, delivering the best possible learning experience.

REAch2 is defined by the values of **excellence, quality, delivery and standards** – these features give the Trust its enduring attributes and its inherent reliability.

However, what gives each REAch2 Academy its uniqueness are the Touchstones of the Trust (seen on the right). Just as 500 years ago touchstones were used to test the quality of the gold they marked, so too our touchstones find what is precious and set these things apart. They are used to express the values and ethos of the Trust and describe what the Trust wants to be known for and how it wishes to operate.

With good **leadership**, we aspire to develop children academically, emotionally, physically and spiritually. We notice talent and spot the ‘possible’ in people as well as the ‘actual’. Developing potential across our Trust becomes a realisation that there is a future worth pursuing for everyone.

Children deserve **enjoyment** in their **learning** and the pleasure that comes from absorption in a task and achieving their goals. Providing contexts for learning which are relevant, motivating and engaging, release in children their natural curiosity, fun and determination.

**Inspiration** breathes energy and intent into our schools: through influential experiences, children can believe that no mountain is too high and that nothing is impossible.

REAch2 serves a wide range of communities across the country and we celebrate the economic, social, cultural and religious diversity that this brings: embracing **inclusion** ensures that we are a Trust that serves all, believing that everyone can succeed.

We take our **responsibility** seriously. We act judiciously with control and care. We don’t make excuses, but mindfully answer for our actions and continually seek to make improvements.

REAch2 is a Trust that has a strong moral purpose, our **integrity** is paramount. Our mission is to change children's lives by providing the very best quality education we can. Through this, children can fulfil their potential, become happy, successful adults and contribute effectively and meaningfully to society. We welcome the fact that all our decisions and actions are open to scrutiny. You can learn more about REAch2 at our website: [www.reach2.org](http://www.reach2.org)



# The role

## SEND Teaching Assistant at Concordia Academy

### Do you want to join an outstanding new school looking to appoint an ambitious and inspirational teaching assistant?

Concordia Academy opened as a new free school in 2016. We have moved into our superb new purpose-built site on Union Road in Romford. We are offering you:

- the opportunity to work in a brand-new state-of-the-art building
- fantastic opportunities for career development and progression
- the opportunity to get in on the ground floor of an exciting new project and to help shape the direction of a new school
- extensive professional development to enhance your knowledge and skills

We are looking for:

We are looking for an enthusiastic and committed applicant who:

- has experience of working with children (essential) with specific needs in class, small groups and in 1:1 situations
- has English and Maths Grade C GCSE or equivalent (essential)
- has NVQ Level 2 (or above)
- is firm, kind, patient, consistent and approachable
- is friendly, ready to join in and engage with learning with the children

We would welcome applications from people who have experience in the following, although training would be available for the right candidates:

- Cognition & Learning
- Language & Social Interaction
- Autistic Spectrum Disorder
- Social Communication Difficulties
- Sensory Processing

We will invest in developing you as a member of our staff – this is a unique opportunity to work with senior leaders who have been part of successful school improvement elsewhere in London. Visits to the school are warmly welcomed so you can have a chance to meet the students, staff and Senior Leadership. Please contact Raheel Akhtar on 01708 932710 to arrange a visit, or for further information.

We are committed to safeguarding and promoting the welfare of children. Successful applicants will be required to undertake a DBS check. We are an equal opportunities employer.

## The application

You are invited to submit an application form to Raheel Akhtar, Headteacher at [info@concordiaacademy.co.uk](mailto:info@concordiaacademy.co.uk)

REAch2 Academy Trust have an Equal Opportunities Policy for selection and recruitment. Applicants are requested to complete the Trust's online [Equality & Diversity Monitoring Form](#) separately.

In accordance with our Safeguarding Policy the successful candidate will be required to have an enhanced DBS check.

To arrange an informal discussion please contact Raheel Akhtar, Headteacher 01708 932710.

### The application process and timetable

<b>Application deadline:</b>	Friday 12 November 2021 at midday
<b>School visits:</b>	On request and in line with guidance
<b>Interviews:</b>	Week beginning Monday 15 November 2021
<b>Contract details:</b>	Fixed term contract for a year with a strong chance of becoming permanent
<b>Salary:</b>	SCP 1-5 (£20,658-£22,185 FTE)
<b>Start date:</b>	November 2021

The candidates selected for interview will be informed after shortlisting and full details of the interview programme will be provided.

**There is no parking available with this position.**

# Safeguarding, Safer Recruitment and Data Protection

At REAch2 we recognise that academies and academy personnel are in a unique position in their care of children. The responsibility for all staff to safeguard pupils and promote their welfare, as stated in Section 175 of the Education Act (2002) is one that is central to our ethos, our policies and our actions. All children are deserving of the highest levels of care and safeguarding, regardless of their individual characteristics or circumstances, and we are committed to applying our policies to ensure effective levels of safeguarding and care are afforded to all of our pupils.

We have a principle of open competition in our approach to recruitment and will seek to recruit the best applicant for the job. The recruitment and selection process aims to ensure the identification of the person best suited to the job based on the applicant's abilities, qualifications, experience and merit as measured against the job description and person specification. The recruitment and selection of staff will be conducted in a professional, timely and responsive manner and in compliance with current employment legislation, and relevant safeguarding legislation and statutory guidance.

All information is stored securely and any information supplied by unsuccessful candidates will be destroyed through a confidential waste system after six months from notifying unsuccessful candidates, in accordance with our information and records retention policy.

The Trust ensures all applicant data is stored and processed appropriately. For further details on how your details will be managed during the recruitment process please refer to our [Privacy Notice for Job Applications](#).

## Job Description

<b>Post:</b>	Teaching Assistant  (Special Educational Needs)
<b>Salary:</b>	Grade 1/2 SCP 1-5 Pro Rata £16,499 – 17,718 (FTE £20,658 to £22,185) NJC Outer London 2020
<b>Responsible to:</b>	SENDCo/SLT

### Core Purpose

To work in partnership with class teachers to assist pupils' **with significant needs and/or Education and Health Care Plans**, and to support their learning in line with the national curriculum, codes of practice and school policies and procedures.

Working with individuals or small groups of children under the direction of teaching staff. Provide support to pupils with moderate learning, behavioural, communication, social, sensory or physical difficulties.

### Responsibilities

- Interact with, and support pupils, according to individual needs and skills
- Implement planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to pupils' responses as appropriate
- Establish positive relationships with pupils supported
- Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher
- Support pupils with activities which support literacy and numeracy skills
- Support the use of IT in the classroom and develop pupils' competence and independence in its use
- To attend to pupils' personal needs including help with social, welfare, care and health matters, as well as intimate care
- Promote positive pupil behaviour in line with school policies and help keep pupils on task
- Participate in planning and evaluation of learning activities with the teacher, writing reports and records as required
- Assist with the development and implementation of IEPs
- Monitor and record pupil responses and learning achievements, drawing any problems which cannot be resolved easily to the attention of the teacher
- Assist the teacher and other staff in the implementation of care programmes

- To support learning by selecting appropriate resources/methods to facilitate agreed learning activities
- To assist with the preparation, maintenance and control of stocks of materials and resources
- Liaise with staff and other relevant professionals and provide information about pupils as appropriate
- To assist with the display and presentation of pupils' work
- To supervise pupils for limited and specified periods including break-times when the postholder should facilitate games and activities
- To assist with escorting pupils on educational visits
- To assist pupils during activities e.g. swimming, PE
- To understand and apply school policies in relation to health, safety and welfare
- Attend relevant training and take responsibility for own development
- Attend relevant school meetings as required
- To respect confidentiality at all times
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- To comply with individual responsibilities, in accordance with the role, for health, safety and well-being in the workplace
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

The duties above are neither exclusive nor exhaustive and the postholder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

### **ADDITIONAL REQUIREMENTS**

1. REAch2 has a strong commitment to achieving equality of opportunity in its services to the community and the employment of people and expects all employees to understand, comply with and promote its policies in their work and to undertake any appropriate training
2. The post holder is expected to undertake any appropriate training, including recognised professional qualifications, considered necessary to fulfil the role
3. The post holder is expected to demonstrate a flexible approach in the delivery of work. Consequently, the post holder may be required to perform work not specifically identified in the job description.

# Person Specification

	Essential	Desirable
Right to work in the UK	*	
<b>Knowledge/Qualifications and experience</b>		
English & Maths GCSE at grade D or above	*	
Successful experience working with SEN children in a school/early years environment OR  Educated to NVQ Level 2 in learning support/early years, NNEB or equivalent qualification/experience OR  Completion of DCSF induction programme	*	
Basic knowledge of First Aid and understanding of school		*
Good reading and writing skills	*	
Good numeracy skills	*	
Knowledge of basic ICT to support learning	*	
Ability to write basic reports	*	
Ability to use clear language to communicate information unambiguously  Ability to listen effectively	*	
Overcome communication barriers with children and adults	*	
Consult with children, colleagues, families and carers and other professionals	*	
Understand and implement the school's behaviour management policy	*	
Ability to understand and support children with developmental difficulty or disability	*	
Good understanding of the school curriculum  Knowledge of literacy/numeracy strategies		*

Good understanding of the general aspect of child development	*	
Ability to assess progress and performance		
Understand and support the importance of physical and emotional wellbeing	*	
<b>Skills, abilities and personal attributes</b>		
Evidence of a commitment to safeguarding and promoting the welfare of children and young people	*	
Commitment to promote and support the aims of REAch2	*	
Effective communication skills with a range of audiences, both written and oral	*	
Excellent numeracy/literacy skills	*	
Ability to recognise the range and implications of factors that impact on the behaviour of students, e.g. age, gender and culture		*
Ability to establish rapport and respectful and trusting relationships with children, colleagues and other professionals, their families and carers and other adults	*	
Know when, how and with whom to share information	*	
Ability to follow instructions accurately		
Good organisational skills	*	
Ability to remain calm under pressure		
Awareness of and commitment to equality	*	
Basic understanding of Health, Safety and Well-Being	*	
Understand and implement child protection procedures	*	
Understand procedures and legislation relating to confidentiality	*	
Understand the role of others working in and with the school	*	
Understand and value the role of parents and carers in supporting children		

Demonstrate a positive attitude to learning and a commitment to professional development	*	
Ability to manage own time effectively	*	
Ability to teach a structured activity to a group	*	
Excellent interpersonal skills	*	
Work constructively as part of a team, making important contributions	*	
Be prepared to develop and learn in the role	*	