



APPLICATION PACK

Educational Teaching Assistant (VI)

Salary: Grade 6 (SCP7-11) £17,632.22

Hours: 30 hours term time only Fixed Term

Start date: March 2025

This post is initially until July 2025 but is likely to be extended to meet ongoing student needs



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- **Submit your application by 9am on 3rd February 2025**
- **If you have any queries regarding the application process please contact our HR on hr@moorend.spacademies.org**
- **Closing date for applications: 9am on 3rd February 2025**
- **Interviews: TBC**



WELCOME

Dear Potential Colleague,

Firstly, thank you for your interest in working at Moor End Academy, a proud member of the highly regarded South Pennine Academies. If you're impressed by our work, understand our vision, and want to be a part of our high performing and accredited world class academy, then we are keen to hear from you.

We are looking for a passionate, energetic and dedicated candidate with a strong character and someone who has the ability to motivate and inspire our students to achieve their full potential. Most importantly, we are keen to hear from candidates that are driven by a strong sense of purpose and the genuine ambition to help the academy maintain its high standards and world class ethos.

If this is a position that appeals to you and you have the passion to make a positive difference to the life chances of our students, we would very much look forward to hearing from you.

If you wish to discuss any of the opportunities we have on offer, please contact us at HR@edu.moorend.org or call 01484 222 230 and visit our website to learn more about life at MEA.

Yours faithfully,

Mr Kash Rafiq
Executive Principal

Mrs Natasha Carman
Principal

ABOUT MOOR END ACADEMY

OUR VISION AND VALUES

Our **vision** is to maximise every child's potential to ensure we can say

“WE GAVE EVERY STUDENT THEIR GCSE PASSPORT TO SUCCESS.”



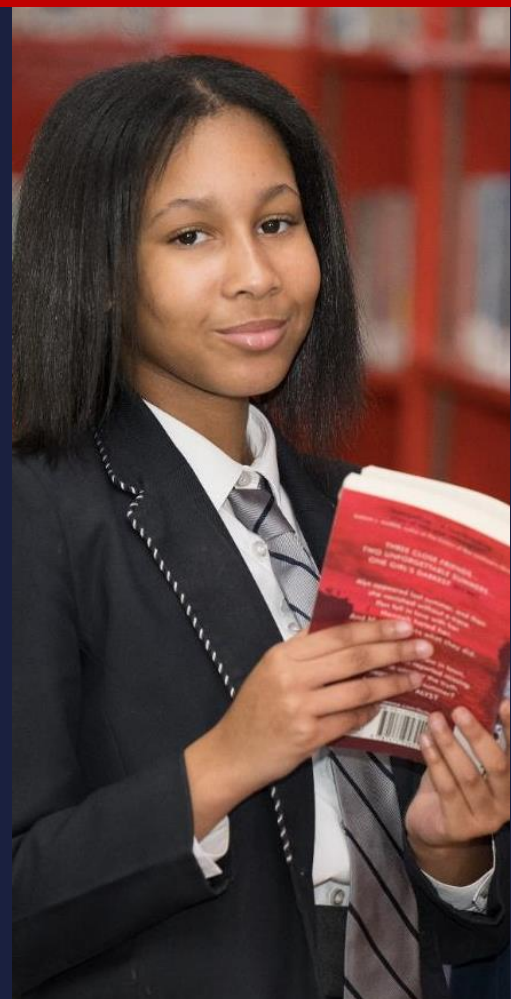
Our core **values** of Respect, Ambition and Responsibility underpin everything that we do, and we passionately believe that, as educators, we have the power and responsibility to inspire our students to be the best they can be - to enable our learners to pursue their dreams and become the leaders of tomorrow.

WHY JOIN US

1. **Relationships:** Positive relationships, mutual respect and the promotion of an ambitious school culture are at the core of what we do each and every day.
2. **Orderly environment:** The academy is a highly orderly environment and students conduct themselves well throughout the day embodying our three core values.
3. **High performing:** We are an exceptionally high performing school with a Progress 8 score which is well above national.
4. **Leadership:** Senior leaders are highly visible, supportive and have an open-door policy.
5. **Morale:** Our staff are buoyant in their attitudes and morale is high.
6. **High expectations:** There is a tangible culture of high expectations; teachers can teach, and students can learn.
7. **Attendance:** Students enjoy coming to school and attendance is well above national.
8. **World Class:** We are an accredited 'World Class' academy and have held this quality mark since March 2022.
9. **CPD:** We have achieved the 'Gold' CollectivED: Coaching, Mentoring and Professional Learning in Education Award.
10. **Wellbeing:** We take a whole school approach to mental health and wellbeing and have achieved the CollectivED 'Gold' accreditation in recognition of our holistic offer, and strong practice.



Video Link



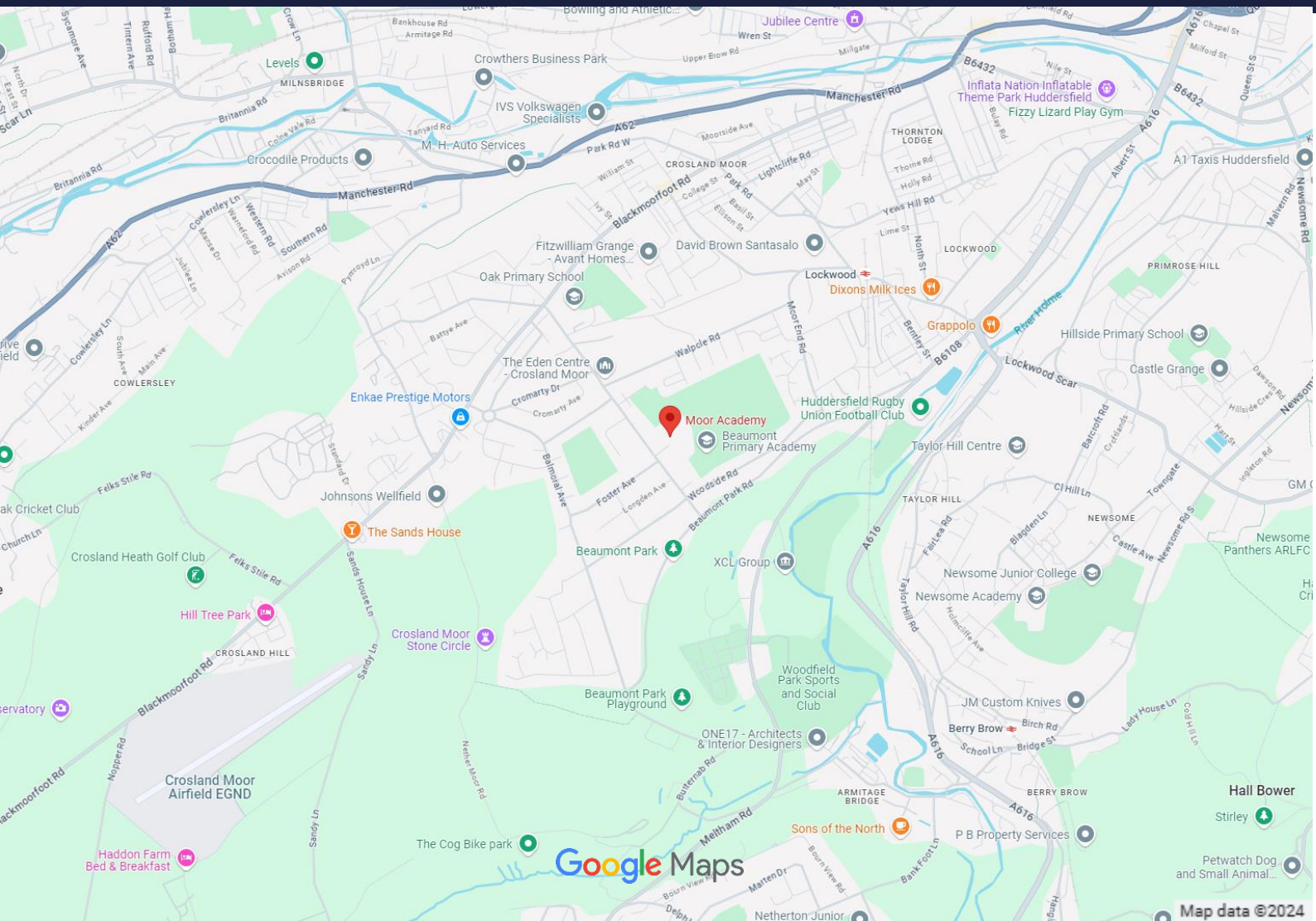
Moor End Academy's Educational Teaching Assistant's are a crucial part of our team providing in class, small group and one to one support across our faculties and age groups.

The role involves supervising and assisting small groups of students in activities, developing student's social skills, implementing behaviour management policies and helping the inclusion of all children. A good teaching assistant will be able to assist the classroom teacher with the implementation of lesson plans and make it possible for more ambitious learning activities to be used in the classroom.

We are seeking to appoint an Educational Teaching Assistants who is passionate about education and understand the importance of students receiving excellent teaching and support to achieve their potential.

The successful candidates will join a team of staff working at this Outstanding Academy and could be based in our Student Support Team supporting students exhibiting behaviour difficulties or within Special Educational Needs or within one of our faculties across the academy

HOW TO FIND US



HOW TO APPLY

Thank you for taking time to read about the academy and Trust. If you wish to apply you should:

- Complete the application form fully, via My New Term www.mynewterm.com ensuring all details are accurate and all declarations are signed.
- Please ensure you enclose at least two professional referees with one being your current employer and any other employers in the last two years (with professional email addresses if possible).
- Do not enclose additional CVs.
- Ensure you fully complete the relevant skills and experience section of the form, addressing the key characteristics and experiences outlined in the person specification and the unique contribution that you could make to the future success of our Trust.
- Please ensure that you also include information on how you will develop the role and how your previous experience has equipped you for this.

The academy is committed to safeguarding and promoting the welfare of all students, and staff must share this commitment. Appointment is subject to a satisfactory enhanced Disclosure & Barring Service check and the Academy's Safer Recruitment policy and procedures. Please note two references will be taken up prior to the interview process; please ensure your referees are prepared and aware of your application.



JOB DESCRIPTION

SEND ETA (VI)

Reporting to: Educational Teaching Assistant

Salary: Grade 6

Term: Part time 30 hours

Location: School Based

PURPOSE OF POST

To work under the guidance of teaching/senior staff to implement and oversee agreed work programmes with individuals/groups, in or out of classroom. This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting the teacher in the whole planning cycle and the management/preparation of resources.

- Families/carers of children receiving support from the specialist provision are regularly contacted and are involved in the identification of needs, setting of targets and monitoring of progress in all areas.
- Children, families are provided with support and advice to achieve positive outcomes and meet needs.
- Appropriate communication and access arrangements are in place and used effectively to enable access to learning and communication
- Relevant and appropriate support processes are in place under the direction of the teacher or advanced educational teaching assistant.

KEY AREAS

1. Teaching Support
2. Student Support
3. Curriculum Activities
4. General

DUTIES AND RESPONSIBILITIES

1. Teaching Support

- 1.1 To undertake duties in accordance with Academy practices and procedures, ensuring the postholder actively upholds and promotes the philosophies of the Academy.
- 1.2 To work under the guidance of the class teacher/line manager to plan and monitor students learning. Ensuring the progress is clearly recorded in the relevant systems and relates to the learning objectives/goals for students.
- 1.3 Under the guidance of the teacher, supervise activities and assist with the general management and control of students in the Academy.

- 1.4 As appropriate to assist with the induction and mentoring of new staff within the remit of the role.
- 1.5 Under the guidance of the teacher provide one to one support to students or working with groups of students on pre-planned activities, to reinforce the teachers approach.
- 1.6 To assist where required in the planning of learning activities, adapting material to the needs of visually impaired students and working on a 1 to 1 basis with students when required.
- 1.7 Under the guidance of the teacher ensure equipment or materials are suitable for the learning activities. Prepare materials and teaching aids where necessary.
- 1.8 Under the guidance of the teacher work with individuals or groups of students in accessing Academy library and in the use of ICT.
- 1.9 To participate in and assist in supervision of educational visits, in conjunction with the teacher/line manager which will include residential/overnight trips.
- 1.10 Promote good behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour.

2. Student Support

- 2.1 Provide support and guidance on a one to one basis or to teams of students in their core skills and curriculum needs as per Academy policies/practices.
- 2.2 Actively encourage the inclusion of all students to participate in the life and activities of the Academy and access the national/appropriate curriculum to the best of their ability.
- 2.3 To provide individual assistance or assistance within small groups through implementing behaviour plans, Individual Education Plans and teaching strategies etc, to maximise their achievements.
- 2.4 As required, deal with the personal care and comfort of students, ie. Toileting and intimate care issues (as per Academy guidance and direction).
- 2.5 Contribute to plans, reviews and evaluations for students by writing reports on student' progress and attendance at meetings.
- 2.6 To provide lunchtime cover as required.

3. Curriculum Activities

- 3.1 To maintain stock of resources, ordering new replacements as agreed with colleagues, to support the work across the team in its delivery of service.
- 3.2 To contribute in the presentation of students' work and maintenance of display areas.
- 3.3 To assist with the preparation and tidying of the classroom and upkeep of resources.
- 3.4 To attend and contribute to duty related meetings as required.
- 3.5 To assist in the planning and implementation of structured and agreed learning activities/teaching programmes.

4. General

- 4.1 To undertake such other duties and responsibilities of an equivalent nature, as may be determined by the postholder's supervisor from time to time, in consultation with the postholder.
- 4.2 The postholder's duties must at all times be carried out in compliance with the Academy's Equal Opportunities Policy and other policies designed to protect employees from harassment.
- a) Take reasonable care of the health and safety of self, other persons and resources whilst at work.
 - b) Co-operate with management of the Academy as far as is necessary to enable the responsibilities placed upon the Academy under the Health and Safety at Work Act to be performed, eg operate safe working practices.
 - c) It is the duty of the postholder not to act in a prejudicial or discriminatory manner towards employees. The postholder should also counteract such practice or behaviour by challenging or reporting it.
- 4.3 As appropriate to assist with the induction and mentoring of new staff within the remit of the role.
- 4.4 To undertake relevant training and development as required from time to time by the Principal, and be involved in ongoing development reviews of skills and competencies.

As part of your wider duties and responsibilities you are required to promote and actively support the Academy's responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn't just about the very old and the very young, it is about everyone who may be vulnerable.

RESPONSIBLE TO:

Senior Teaching Assistant - VI

PERSON SPECIFICATION

E = Essential
D = Desirable

A = Application Stage
I = Interview and Assessment stage
R = References

Relevant Experience

Experience of working with children age 11-16	E	A,I
Experience of working in a school setting	E	A,I

Education & Training Attainments

Numeracy and Literacy skills to a level to assist student's with their work	E	A
GSCE or equivalent at Grade C and above in Maths, English and Science	E	A
Level 3 for Teaching Assistants or equivalent qualifications or experience	E	A
Qualification in braille or a willingness to undertaken the qualification	E	A

General & Specialist Knowledge

Understanding of Child Development and Learning	E	A,I
Understanding and commitment to Equal Opportunities.	E	A,I
Displays commitment to the protection and safeguarding of children and young people	E	A,I

Skills & Abilities

Effective use of ICT to support learning	D	A,I
Ability to assist the teacher in planning class activities.	D	A,I
Ability to relate to children and adults	E	A,I
Ability to work as a team member	E	A,I

E = Essential
D = Desirable

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Any additional factors

Understanding of relevant policies/codes of practice and awareness of relevant legislation

E

I

Willing to undertake training and development as required

E

A,I



SAFEGUARDING NOTICE

Important Safeguarding notice/ Statement of Intent

As part of your wider duties and responsibilities you are required to promote and actively support the Trusts 'responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn't just about the very old and the very young, it is about everyone who may be vulnerable

South Pennine Academies is committed to ensuring a culture of safer recruitment and as part of that implement recruitment procedures that deter, reject or identify people who might abuse children. All Academies across the Trust adopt a consistent and rigorous approach in the recruitment and selection processes, with the aim of ensuring that those recruited are suitable for such an important and responsible role. The purpose of safer recruitment is ultimately to:



- **Deter:** From the beginning of the recruitment process, it is important to send the right message – that the organisation has a rigorous recruitment process and does not tolerate any form of abuse. Wording in adverts and recruitment information must aim to deter potential abusers.
- **Identify and Reject:** It will not always be possible to deter potential abusers. Therefore, careful planning for the interview and selection stage, in terms of asking the right questions, setting appropriate tasks and obtaining the right information can assist in finding out who is suitable for the role and who is not.
- **Induct:** Induction is an essential part of our recruitment process, we ensure that comprehensive induction processes are in place, together with appropriate policies and procedures, raising awareness through staff training and generally developing and maintaining a safe culture within the organisation will all help to prevent abuse or identify potential abusers. Academy is committed to safeguarding and promoting the welfare of all students and staff must share this commitment. Appointment is subject to a satisfactory enhanced Disclosure & Barring service check and the Academy's Safer Recruitment policy and procedures. Please note two references will be taken up prior to the interview process, please ensure your referees are prepared and aware of your application.

The intention of this policy is to ensure that all stages of the recruitment process contain measures to deter, identify, prevent and reject unsuitable people from gaining access to pupils within the organisation. The policy and the practical implementation of recruitment and selection processes also aim to meet all legislative requirements, any statutory or other guidance that may from time to time be issued in order to keep children safe and safer recruitment in education, as well as principles of general good practice.

As part of our shortlisting process, in accordance with KCSIE Guidance, an online search will be completed on all shortlisted candidates.

Equality

The Board of Trustees and school are committed to a policy of equality and aims to ensure that no employee, job applicant, pupil or other member of the school community is treated less favourable on grounds of sex, race, colour, ethnic or national origin, marital status, age, sexual orientation, disability or religious belief. Any behaviour, comments or attitudes that undermine or threaten an individual's self-esteem on these grounds will not be tolerated.

We aim to provide equal access to high quality educational opportunities and to ensure that everyone feels that they are a valued member of the school community. We seek to provide a safe and happy environment where all can flourish and where cultural diversity is celebrated.

Disabled applicants

Disabled applicants are guaranteed an interview if they meet the essential requirements of the Personnel Specification. As an equal rights employer our school is committed to make any necessary reasonable adjustments to the selection process, the job role and the working environment that would enable access to employment opportunities for disabled people. Where a disabled applicant is being assessed the selection panel's decisions will be based on an assessment of that person's expected capabilities once reasonable adjustments have been made.

Privacy notice

Our school aims to ensure that all personal data collected about staff, pupils, parents, governors, visitors and other individuals is collected, stored and processed in accordance with the General Data Protection Regulation (GDPR) (EU 2016/679) and the provisions of the Data Protection Act 2018 (DPA 2018). This policy applies to all personal data, regardless of whether it is in paper or electronic format. For further information please see the full privacy policy on our school website.



Moor End Academy
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Crosland Moor
Huddersfield, HD4 5JA

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Website: www.moorend.org

PARTNERS OF THE SPA TRUST

South Pennine Academies is a charitable multi academy trust established in 2012. We currently work with eleven primary and secondary converter and sponsored academies located in Calderdale, Kirklees and Oldham. The Trust also operates Huddersfield Horizon SCITT, rated a good ITT provider by Ofsted.

The team at South Pennine Academies are committed to delivering school improvement through the development of effective partnerships with our academies, the communities we serve and external organisations. Our academies are an integral part of their local communities. We value the diversity and distinctive opportunities that working within our local communities brings. Development of local solutions to meet local needs is a key aspect of our work.

BENEFITS OF JOINING THE TRUST:

- **Professional Development** - The Trust is committed to developing all staff within their roles and creating continued fantastic opportunities for further career progression.
- **Pension** – Every employee of South Pennine Academies has access to the Teachers' Pension Scheme or the Local Government Pension Scheme.
- **Wellbeing Benefits** – Through our wellbeing provider, Smart Clinic, staff can access a number of generous wellbeing benefits including physiotherapy, 24-hour GP helpline, cancer support, stress counselling support and weight management.
- **Free Will writing service** – Provided via solicitors Dunham McCarthy – a free and completely confidential service for all SPA employees. The free service is provided remotely, either by telephone or video call, at a time to suit you. You will have an adviser to help you complete each step from start to finish.
- **Cycle to Work Scheme** – The Trust has registered to join this scheme as a provider for staff to be able to take advantage of the salary sacrifice tax-relief arrangement. For more information, eligibility criteria and details of how to apply, please contact the central HR team.
- **Annual Flu Vaccinations** – Annual Flu vaccinations offered to staff either by visit from nurse on site or via vouchers, accepted at various GP surgeries or pharmacies
- **Flexible Days** – Our Trust is trialing a Scheme which allows all staff up to 2 days paid time off during term time for life events



Moor End Academy

