

Teaching Assistant (Maternity Cover)

Application Pack

Mildenhall College Academy
The Hub,
Sheldrick Way,
Mildenhall,
Suffolk,
IP28 7JX

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01. About Academy Transformation Trust

Our Mission

Transforming lives by *putting education first*.



Our Vision

Transforming Lives of **Our Learners**:

We seek to ensure that all our learners receive a high-quality education from expert staff and aspire to achieve the best they possibly can, no matter their background or ability. Our learners have a safe, supportive learning environments in which they develop, grow, and challenge themselves. We are determined that our learners will receive the very best enrichment and opportunities to help them reach their full potential and ensure they are prepared for the future, wherever it might take them.



Transforming Lives of **Our Colleagues**:

Our colleagues are supported with the very best professional development through our innovative ATT institute, allowing them to stay focused on learning and developing as practitioners whilst they progress in their careers. We share the very best practice across our community of academies to help build systems and processes that really work.



Transforming Lives of the **Communities We Serve**:

We are committed to actively engaging with and addressing inequality in our local areas. We understand that every one of our academies and their diverse communities are different, so we aim to build a supportive, collaborative, and nurturing relationship with each whilst sharing our key values across our Trust.

Our Values

Commitment to Education

Our core purpose is to positively impact the lives of all our learners. Education will always be at the heart of everything we do.



Transparency and Integrity

We are proud of our success whilst being open and honest about our areas for improvement. Our actions are always ethical and in the best interests of all our stakeholders.



Innovation and Improvement

We are committed to innovative education- always moving forward and never standing still. Our learners are ambitious and prepared for a future that is constantly changing and developing.



Dedication to Inclusivity

Our learners are all different and all important to us. We aspire to support, challenge, and help each one of them reach their full potential, regardless of their background or level of ability.



To learn more about our story/journey, please read our [ATT Magazine](#)

Fast Facts

Our cross-phase group of academies was founded in 2011 and since then we've grown to our current family of 21 academies (primary, secondary, post 16 and FE) operating across 10 English local authority areas. We are responsible for the education of over 13,000 learners, for the careers of almost 2000 colleagues and for the most effective spending of nearly £80 million of taxpayer income each year.

Our Priorities: Big Moves

Our Big Moves help solve a problem and achieve a step on our 2-to-5 year plan.

Aligned Autonomy

Shared Services

Improve Outcomes

Grow



ATT | 21 Academies
Local Authority Areas | 10

Staff | 1720
Primary | 409
Secondary | 1130
Special | 30
FE | 76
Other | 75

Learners | 13,334
Primary | 2711
Secondary | 9280
Special | 45
FE | 1298

Governance
People Engaged | 120+
Trustees | 10
Members | 4

Finance
£78 million in funding and other income

ATT Institute | Offering the very best PD opportunities for all our colleagues.

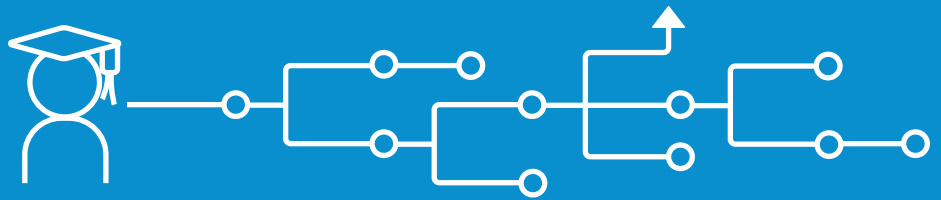


1 Outstanding

19 Good

1 Requires Improvement

02. Career Testimonials



Donovan Stansbury | Teaching Assistant

ATT has helped my career from the very beginning of my adult life. I started my career at Mildenhall College Academy on a Teaching Assistant Apprenticeship, provided by ATT FE. Now with my knowledge and understanding of my role I can succeed further with the support of ATT. I have completed my apprenticeship and now have a full-time role as Teaching Assistant at the academy. My next step is to start an OU degree, again something I will do with the full support of ATT.

Martin Sexton | Lead for Computer Science and STEM Coordinator

Working for ATT has given me many opportunities to progress my career. A move from Westbourne Academy to Mildenhall College Academy 5 years ago gave me my first step up from teacher to leading Computer Science. I received an ATT award for STEM which led to me becoming the STEM coordinator. To help develop my career further I now lead Team Network Group meetings with other Computing teachers from across the trust. ATT has also allowed me to develop my skills knowledge through attending a range of CPD with Computing at School, Barefoot, and Digital Schoolhouse all of which are helping to develop my practice.

Nicola Powling | Faculty Leader, Humanities

Since joining Mildenhall College Academy three years ago, I have been well-supported in my development as a middle leader and with the guidance and advice of senior leaders in the academy I have been able to demonstrate significant impact on the quality of teaching and learning in the Humanities subjects. Last academic year I chaired the Eastern TNG for History, which has given me the opportunity to work with colleagues across the Trust and share best practice. Most recently, I have been seconded to the senior leadership team with a responsibility for teaching and learning; this is an opportunity to continue my career development and to gain insight and experience in senior leadership.

Janye Sargent | SEND Assistant

My career at Bristnall Hall Academy began in 2004; throughout this time, I have been fully supported in developing my role as a SEND Assistant. The department has continued to grow over this time, with Mental Health and Safeguarding becoming prevalent, therefore I felt it paramount to develop myself within this area. The academy fully supported me in studying a Diploma in Counselling and Mental Health Awareness Course alongside additional courses; my role now incorporates me being a Mental Health Champion and Safeguarding Link for SEND. The professional development offered by the academy has allowed my passion in both SEND and nurturing to continue to support our most vulnerable students.

03. Academy Information



Mildenhall College
ACADEMY

For the past forty years, Mildenhall College Academy has taken a truly holistic view of education.

From an extensive range of academic visits to participation in national STEM challenges, a supportive Mindfulness Club and a varied programme of arts and sports activities, we go the extra mile every day to bring learning to life.

In our most recent Ofsted inspection, the Academy was again rated as Good, with inspectors noting that “pupils achieve well across a range of subjects in both the main school and sixth form”. Mathematics was confirmed as a particular strength, and inspectors were pleased to see that we “know which areas need to be improved to make the quality of education even better”.

The report went on to comment that “teachers know the key priorities for improvement and there are well-considered plans to achieve them” and are “proud to work at the school and feel well supported by the Principal and wider leadership team”.

That support will enable you to become the teacher or support staff you’ve always wanted to be, progressing your career here or anywhere within Academy Transformation Trust – and will help us on our exciting journey towards Outstanding.

To discover our holistic approach for yourself, you need to meet our Principal, teachers and students.



Our PD Curriculum is delivered through three pillars:

Transformational Leadership

[Click to Learn More](#)

Transformational Teaching

[Click to Learn More](#)

Transformational Services

[Click to Learn More](#)

Professional Development at ATT:

04. The ATT

What is our Institute?

Our ATT Institute is the cornerstone of ATT colleague professional development for all roles and career stages, bringing the best development opportunities from accredited courses to one off training sessions. All our courses are evidence-based and facilitated by extremely knowledgeable professionals, so we know that all our colleagues receive the best training available. Our offer is designed and delivered by a group of expert colleagues with the needs of all our stakeholders in mind. Whatever your current role and aspirations, there will be something in our offer to support you in reaching the next step of your career journey.

PD Opportunities for Our Colleagues

Our Academy Transformation Trust Institute (ATTI) has a suite of training opportunities and professional development pathways across all our directorates: Education, Finance, Governance, Trustees and operations.

These are promoted internally via our dedicated SharePoint and directed communications, and externally via the [ATTI webpage](#). Our ATTI offer is continually evolving to meet the ever-changing professional development needs of our colleagues and includes a range of accredited courses and bespoke training opportunities.

Strategic Collaboration

Collaboration is essential to the continued improvement of our academies and colleagues. We create a culture of collaboration through our professional networks and enable colleagues to drive our Trust priorities within their domains of expertise.

Find Out More Online:

academytransformationtrust.co.uk/institute

05. Job Description

Teaching Assistant (Maternity cover)

The following job description serves to indicate the range of duties and responsibilities involved and does not mean that all the duties must be undertaken. Agreement is reached between the SENCO and the Teaching Assistant on which of the duties he/she will perform.

Core Purpose:

To provide support to child(ren) with special needs within the care of the Teaching Assistant to enable them to:

- Gain maximum benefit from the curriculum alongside their peers.
- Integrate with other children.
- Adjust to and cope with the day-to-day experiences of life in a large secondary academy.

Key Responsibilities:

Student Progress

- Use data to inform targets for development.
- Work with children to assist with the development of communication, reading and writing skills, manual dexterity skills, basic educational skills and general curriculum activities as directed by the teacher or SENCO.
- Assist children to communicate with the teacher and to carry out the teacher's instructions.
- Reinforce what has been communicated during a lesson as agreed with the teacher.
- Assist with programs of physiotherapy, speech therapy etc. under the direction of the appropriate specialist.
- Liaise with members of staff to be able to plan appropriate interventions to make sure pupils make progress during specified times.
- Track and keep records of what the pupils are doing in the intervention.
- Report back to SEND team on progress made by pupils or any concerns they may have about the lack of progress being made.

Welfare Duties

- Assist students with feeding, toileting, changing clothes and cleaning up where appropriate.
- Receive children from and deliver them to transport.
- Accompany students when moving within the building, and be present during breaks, where appropriate.
- Assist students with specific needs, including intimate care (training provided).

Involvement in meetings

- Attend Learning Support department meetings to discuss and provide information on children's progress and meet with parents where necessary.

Preparation duties

- Prepare teaching resources and materials for children, class, and intervention groups.
- Assist teachers who are devising individual teaching programs.
- Ensuring all work is prepared and in place for students with a Visual impairment or other disability that require work to be modified.

Supervision of children

- Assist with the supervision of children during breaks, school trips and when the teacher is temporarily out of the classroom (normally no longer than 10 minutes) or when working with an individual group of children.

Any such other duties consistent with the overall level, nature, and grading of the post.

NOTE: The duties and responsibilities of this post may vary from time to time according to the changing demands of the academy. This job description may be reviewed at the reasonable discretion of the Principal in the light of those changing requirements and in consultation with the postholder. In any Event, the Principal reserves the right to review and amend the job description.

The Job Description is a description of the job to be undertaken and performed to the satisfaction of the Principal by the postholder. It does not form part of the contract of employment.

Mildenhall College Academy is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment by observing the academy's Safeguarding policies and procedures.

06. Person Specification

Teaching Assistant (Maternity Cover)

Associate Staff are expected to have the commitment and enthusiasm to contribute to an expanding organisation, raise standards and enhance the status of the Academy with external stakeholders including students, parents, local community, and businesses. The Academy has a strong commitment to equal opportunity, to provide access for the local community and progression for students. Mildenhall College Academy is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

	Essential	Desirable
Professional Qualifications and learning	<ul style="list-style-type: none"> GCSE qualification or equivalent in English and Maths. 	<ul style="list-style-type: none"> TA/HLTA qualifications.
Experience	<ul style="list-style-type: none"> Experience of working or desire to work with children in an educational setting. Knowledge of special educational needs. Proven experience of working under pressure and to deadlines. 	<ul style="list-style-type: none"> Knowledge of educational psychology, educational counselling, or another equivalent field. Knowledge of using IT and other methods of recording work.
Competencies	<ul style="list-style-type: none"> Ability to keep calm under pressure. Good communication skills. Good time-management. Organisational skills. Ability to work as part of a team. Ability to assist children with special needs, including intimate care. 	<ul style="list-style-type: none"> De-escalation/crisis management skills. Ability to prioritise work tasks and to be flexible. Ability to be resourceful and adaptable within the constraints of resources and time available.
Values	<ul style="list-style-type: none"> A professional approach to students, parents, and staff. An understanding of and commitment to the academy's Equalities and Safeguarding Policies. An understanding of and respect for the confidentiality required by the post. Willing to work outside of the post in times of emergency. 	<ul style="list-style-type: none"> A multi-tasker. Pays attention to detail. An understanding and empathy for the students you are working with considering their level of need and difficulties.

07. How to Apply

Teaching Assistant (Maternity Cover)

Applying:

Please apply by visiting
www.academytransformationtrust.co.uk/vacancies

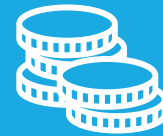


Status:

30 hours per week
Term time only (39 weeks per year)
Fixed-term contract ending 31st August 2025

Salary:

NJC Scale Points: 2 - 4
Actual Salary: £15,597 - £16,119
FTE Salary: £22,366 - £23,114



Closing Date:

Friday 16th August 2024 at 9am or sooner should we receive sufficient applications.

Start Date:

September 2024



Interviews:

To be confirmed





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