

Primary

Academy  
Transformation  
Trust

Apprentice Teaching Assistant  
and Midday Supervisor

# Application Pack

Pheonix Academy,  
Odell Rd, Leamore  
Walsall WS3 2ED

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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.



# 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

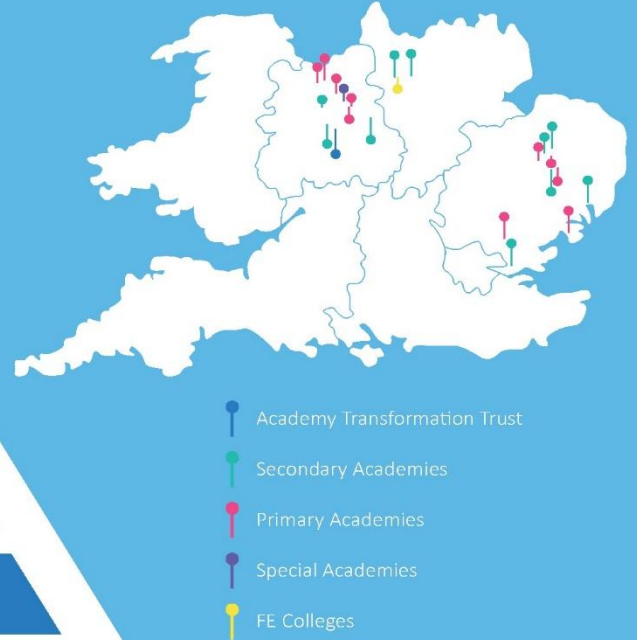
Our Big Moves help solve a problem and achieve a step on our 2-to-5 year plan.

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.

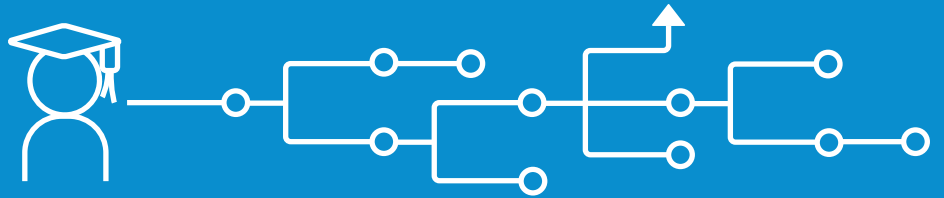


1 Outstanding

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.

## **Sarah Tranter** | Teacher in Charge of Teaching and Learning for RSE

Bristnall Hall Academy has been a great place for me to work for over 25 years. I started here as a teacher of Music and Religious Education and then progressed to Leading Year 10, Work Experience and taking many whole school rewards trips. I even led the Religious Education department for a while. However, careers do not always have an upwards projection and for the last few years Bristnall Hall Academy has allowed me to take a step back from being a busy Year Leader to focussing on classroom teaching, which I greatly enjoy and becoming teacher in charge of teaching and learning for RSE. As I enter my final years of my teaching career, I find the younger teachers and leadership team are gifted, full of enthusiasm and importantly fun to work with.

## **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.

## **Cat Rushton** | Director of ATT Institute

ATT has offered me the exciting opportunity to experience a wider scope of influence over academies, to collaborate with other leaders, and to work with a range of colleagues and stakeholders in various contexts.

# 03. Academy Information



Phoenix Academy is a SEMH special school that supports primary age pupils who have a range of social, emotional and behavioral difficulties. We have a clear ethos which promotes Every Child Matters agenda and a strong sense of Community.

We want our children to develop an enquiring mind, become independent, life-long learners and achieve individual goals to reach their unique potential. We believe it's important that they are self-motivated and able to listen to the views of others.

At Phoenix Academy, we help children be respectful, well-mannered and tolerant citizens of the local and wider community.

Pupils at Phoenix Academy are encouraged to have tolerance of difference - either religious or other - through a broad and balanced curriculum and through assemblies. They are taught to have respect for the law and British institutions and about personal and social responsibility and freedom within the rule of Law.

Phoenix Academy aims to prepare its pupils to become tolerant and law-abiding citizens with respect for themselves, others and the British community as a whole.

As an academy, we want to ensure that the new curriculum is exciting, enjoyable and challenging. Therefore, we have introduced a new Thematic Curriculum with a new topic being introduced each half term. Using a thematic approach will support this vision while still being skill based and knowledge supported.





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:

[ATT Institute](#)

# 05. Job Description

## Apprentice Teaching Support Assistant and Midday Supervisor

### **Main Purpose of the Role:**

To work in partnership with class teachers to support learning in line with the national curriculum, SEND Code of Practice and academy policies and procedures.

- Establish positive relationships with all students.
- Support the use of ICT in the classroom and develop students' competence and independence in its use.
- Implement planned learning activities/teaching programs as agreed with the teacher, SENCO or Assistant SENCO, adjusting activities according to students' responses as appropriate.
- Promote positive student behaviour in line with academy policies and help keep students on task.
- Interact with, and support students, according to individual needs and skills.
- Promote the inclusion and acceptance of children with special needs and disabilities within the classroom ensuring access to lessons and their content through appropriate clarification, explanation and resources.
- To participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress and behaviour.
- Monitor and record student activities as appropriate, writing records and reports as required.
- To support learning by arranging/providing resources for lessons/activities under the direction of the teacher.
- Assist with the development and implementation of pupil passports and pen portraits.
- To attend to pupils' personal needs including help with social, welfare, physical and health matters, including minor first aid.
- To assist with the preparation, maintenance and control of stocks of materials and resources (in lessons).
- Liaise with other staff and provide information about students as appropriate.
- To supervise pupils for limited and specified periods including break-times when the postholder should facilitate games and activities (if applicable).
- To assist with escorting pupils on educational visits.
- To support with examinations and assessments as required.
- To undertake midday supervisor duties as required
- To liaise in a professional manner with parents.
- To liaise with attendance officer.
- To maintain confidentiality at all times.

### **Employee Commitments:**

- The vision, values and key principles of the Trust.
- Equality, Diversity and Inclusion.
- In anyway possible, in accordance with the role, support Pupils to achieve their potential.
- In anyway possible, in accordance with the role, improve standards of education.
- Support the inclusion agenda.



## Performance Management:

Participation in the Trust's arrangements for performance management, professional development and the Trust's arrangements for quality assurance and internal verification.

## Other

All staff are part of the whole Trust team. All staff are required to support the values and ethos of our Trust and Trust priorities. This will mean focusing on the needs of colleagues, parents and pupils and being flexible in a demanding environment.

The post is one that carries responsibility for the wellbeing and welfare of children and the post holder should be aware of this and the need to act accordingly.

Our Trust will endeavour to make any necessary reasonable adjustments to the job and the work environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

It is a requirement of the post holder to make positive efforts to maintain his/her personal safety and that of others by taking reasonable care, carrying out requirements of the law and following recognised codes of practice. The post holder is also required to be aware of and comply with policies on health and safety.

# 06. Person Specification

## Apprentice Teaching Support Assistant and Midday Supervisor

|  | Essential  | Desirable |
|--|--|-----------|
| Professional Qualifications and learning | <ul style="list-style-type: none"> <li>• Good basic education to GCSE level (to include English and Maths)</li> </ul>  |           |
| Experience                               | <ul style="list-style-type: none"> <li>• Experience would be an advantage, however training and enrolment onto an NVQ will be provided.</li> </ul>   |           |
| Competencies                             | <p>Applicants should have knowledge and understanding of:</p> <ul style="list-style-type: none"> <li>• Excellent interpersonal skills</li> <li>• Good communication skills, oral and written</li> <li>• Good ICT skills</li> </ul>   |           |
| Values                                   | <ul style="list-style-type: none"> <li>• Inclusive</li> <li>• Ambitious for all learners</li> <li>• Dedicated to raising the life chances of students</li> </ul>   |           |
| Other                                    | <p>Applicants should have the ability to:</p> <ul style="list-style-type: none"> <li>• Excellent attendance and punctuality.</li> <li>• Hard working, flexible and reliable.</li> <li>• Honesty and integrity</li> <li>• Good personal presentation.</li> <li>• Able to cope under pressure, meet deadlines and deal with stressful situations.</li> <li>• Able to operate in a professional and tactful manner.</li> <li>• Ability to self-evaluate learning needs and actively seek learning opportunities.</li> <li>• Highly motivated and able to use own initiative.</li> <li>• A genuine commitment to and liking for young people, and high expectations for their progress and welfare.</li> <li>• Act as a First Aider</li> </ul> |           |

*This job description can be altered, with the agreement of the post holder and will be reviewed on an annual basis. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the post holder's professional responsibilities and duties.*

# 07. How to Apply

## Apprentice Teaching Support Assistant and Midday Supervisor

Applying:

Please apply by visiting  
[www.academytransformationtrust.co.uk/vacancies](http://www.academytransformationtrust.co.uk/vacancies)



### Status:

35 hours per week  
Term Time Only  
Fixed Term: 16-18 months

### Salary:

National Apprenticeship wage (currently £6.40 per hour)



### Closing Date:

Friday, 10 January 2025 at 12PM

### Start Date:

As soon as possible



### Interviews:

To be confirmed




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