



BROADLEAF

PARTNERSHIP TRUST

APPLICATION PACK





WELCOME FROM THE HR DIRECTOR

Thank you for your interest in this opportunity. I hope you find this information pack helpful, and that it furthers your aspiration to work with us. Please do take some time to read our values statement, contained within, which very much sets the scene for our work ethic.

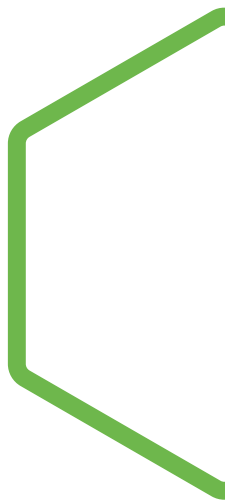
We are a small academy trust with big ambitions. We're here to give children and young people a lifelong love of learning and equip them with the skills they need to realise their personal ambitions. Our schools are places where children flourish, in environments that celebrate success, deliver academic excellence and foster curiosity, inclusivity and creativity.

If you join us, you can expect equal emphasis on your development as a professional. We will support you in continually developing your skills and career, which could take you anywhere within our expanding network of schools. To find out more about what else we have to offer, please see the 'Benefits Beyond the Classroom' information at the end of this pack.

We create exciting futures – both for our learners and our staff, and we'd love to welcome you on board.

I look forward to hearing from you.

Samantha Palmer
HR Director



JOB DESCRIPTION & SPECIFICATION

Job Title - Teaching Assistant Level 3

Post reports to - Headteacher

Status - 32.5 hours per week - Term time only

Salary - Grade 3 – Point 9-22: £26,409 – £32,654 per annum (pro-rata)

Actual Pro rata salary - £20,649 - £25,532

Closing Date - Monday 6th January

Job Purpose:

·This level is applicable to experienced teaching assistants whose working role calls for competence across a varied range of responsibilities.

·To support teaching staff in the development and education of pupils including the provision of specialist skills as appropriate.

Core Responsibilities:

Support for pupils (either individually or in groups)

- Support the activities of individuals or groups
- Establish and maintain relationships with individual pupils and groups.
- Contribute to individual Education Plans as appropriate.
- Support pupils during learning activities.
- Promote pupils' social and emotional development.
- Contribute to the health and well-being of pupils.
- Provide support for bilingual/ multilingual pupils (where appropriate to the focus of the role).
- Support children with specific needs (where appropriate to the focus of the role), for example, sensory and/ or physical impairment, cognitive or learning difficulties, behavioural, emotional and social development needs, communication and interaction difficulties.
- Support pupils with literacy and numeracy skills
- Support pupils to access the curriculum.
- Dealing with the personal care needs of children where appropriate in line with the guidance of the local authority

Support for the teacher(s)

- Observe and report on pupil performance
- Contribute to the planning and evaluation of learning activities.
- Assist in preparing and maintaining the learning environment.
- Contribute to the management of pupils' behaviour.
- Contribute to maintaining pupils' records
- Support the maintenance of pupils' safety and security.
- Supervise the whole class for a short time in an emergency (normally for a period less than a whole lesson until the teacher returns or alternative arrangements are made) or for a very short period of planned absence for less than a whole lesson
- Undertake routine marking in line with school policy
- Provide general administrative support, for example, administer coursework, produce worksheets etc.
- Undertake joint home visits as appropriate and in line with LEA policy

Support for the school

- Support the development and effectiveness of team work within the school environment
- Develop and maintain working relationships with other professionals
- Liaise with parents as appropriate
- Review and develop own professional practice
- Work as required across the curriculum and in all Key Stages within the school in accordance with the job

Further information including an Applicant's Guide, Privacy notices and our Recruitment and Selection Policy can be found on our career site.

If you would like to speak to someone in advance of your application, or arrange an appointment to visit us, please contact hr@broadleafpt.co.uk

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. Successful candidates will be subject to an enhanced DBS check.

We are committed to equality and value diversity, and therefore particularly welcome applications from under-represented groups.

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role.

This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020, which means certain spent convictions and cautions are 'protected', so they do not need to be disclosed to employers. If they are disclosed, they will not be taken into account.

Closing Date : Monday 6th January

Interview Date: Fri 17th January

*We reserve the right
to close the advert
early

Support for the curriculum

·Support the use of information and communication technology in the classroom

General

- Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
- To ensure their tasks are carried out with due regard to Health and Safety
- To participate in appropriate professional development including adhering to the principle of performance management.
- To adhere to the ethos of the school
- To promote the agreed vision and aims of the school
- To set an example of personal integrity and professionalism
- Attendance at appropriate staff meetings and parents evenings
- Any other duties as commensurate within the grade in order to ensure the smooth running of the school

Person Specification

Education/Qualifications NB: Full regard must be paid to overseas qualifications.

NVQ Level 3 for Teaching Assistants or equivalent.

- Grade 4 and above (GCSE A*-C equivalent) in Maths and English

Experience

Experience of supporting children in a classroom environment, including those with special educational needs

Experience of using Information Technology to support pupils in the classroom

Skills & Ability

·An ability to fulfil all spoken aspects of the role with confidence using the English Language as required by Part 7 of the Immigration Act 2016

A good standard of education particularly in English and Mathematics

Knowledge of the legal and organisational requirements for maintaining the health, safety and security of yourself and others in the learning environment

Knowledge of SEN Code of Practice

Knowledge of strategies to recognise and reward efforts and achievements towards self-reliance that are appropriate to the age and development stage of the pupils

Ability to provide classroom cover – with agreed parameters – in the absence of the class teacher

Ability to consistently and effectively implement agreed behaviour management strategies

Ability to use language and other communication skills that pupils can understand and relate to

Ability to establish positive relationships with pupils and empathise with their needs

Ability to demonstrate active listening skills

Ability to provide levels of individual attention, reassurance and help with learning tasks as appropriate to pupils' needs, encouraging the pupils to stay on task

Ability to monitor the pupils' response to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes

Ability to carry out and report on systemic observations of pupils' knowledge understanding and skills

Ability to assist in the recording of lessons and assessment as required by the teacher

Ability to offer constructive feedback to pupils to reinforce self-esteem

Ability to work effectively and supportively as a member of the school team

Ability to work within and apply all school policies e.g. behaviour management, child protection, Health and Safety, Equal Opportunities

Training

Willingness to participate in further training and developmental opportunities offered by the school and county, to further knowledge

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AN INTRODUCTION TO OUR SCHOOL

COURT FARM PRIMARY SCHOOL

We are a school which is inclusive and caring for all of our community members, based in Erdington, Birmingham, we are a one form entry primary admitting 30 children per year into Reception and serving children through to Year 6.

We offer a broad and balanced curriculum which includes a variety of exciting activities and experiences. Our Early Years Foundation Stage focuses on developing social, speaking and listening skills, whilst an overall enthusiasm for learning is encouraged across KS1 and KS2.

Every child in our school is unique and learning opportunities are planned to meet individual needs and shared with parents and children. We believe all children learn and develop at different rates and we are committed to supporting them wherever necessary in their educational journey.

We have high expectations regarding pupil behaviour, with a Behaviour Policy based upon rewards and sanctions. We place a high value on forming a partnership with parents to work together effectively for the good of all our students.

Our ethos is that of teamwork and by working in partnership, we aim to achieve the best for every child. At Court Farm we celebrate success at all levels and in any interest. We want our children to be motivated and driven by enthusiasm and enjoyment and to strive for excellence and achievement in all they do. This will enable us to set firm foundations for their futures in the wider community.

We aim to provide both the best possible education and the most positive school experience that children can have. We want the Court Farm experience to be stimulating and hope to inspire children to continue with their learning when they leave us. If you have the same ideals and are up for the challenge we'd love to hear from you.

Madeleine Bromley
Head Teacher



COURT FARM
PRIMARY SCHOOL
Dream Believe Achieve

OFSTED - Good
Pupils - 240
Staff - 40

Tedbury Crescent, Erdington,
Birmingham, B23 5NS



AN INTRODUCTION TO BROADLEAF

Thank you for taking an interest in Broadleaf Partnership Trust.

The overarching purpose of growing our partnership of trust schools is to work in alliance with each other in order to ensure that our learners receive an exceptional educational experience.

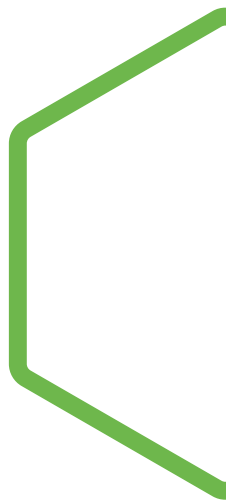
We passionately believe in the power of collaboration and look to ensure all staff across all of our schools benefit from shared expertise, understanding and opportunities for self progression - learning together and supporting each other.

Every academy has its own identity that enables it to best serve their community and I know that should you be successful in your application to join us, your dedication will continue to ensure that your children leave you with high aspirations and your families remain supportive of all that you do.

Thank you for your support and I look forward to seeing, and sharing the results of our new partnership.



Claire Pritchard, CEO



ABOUT OUR TRUST

Our Vision

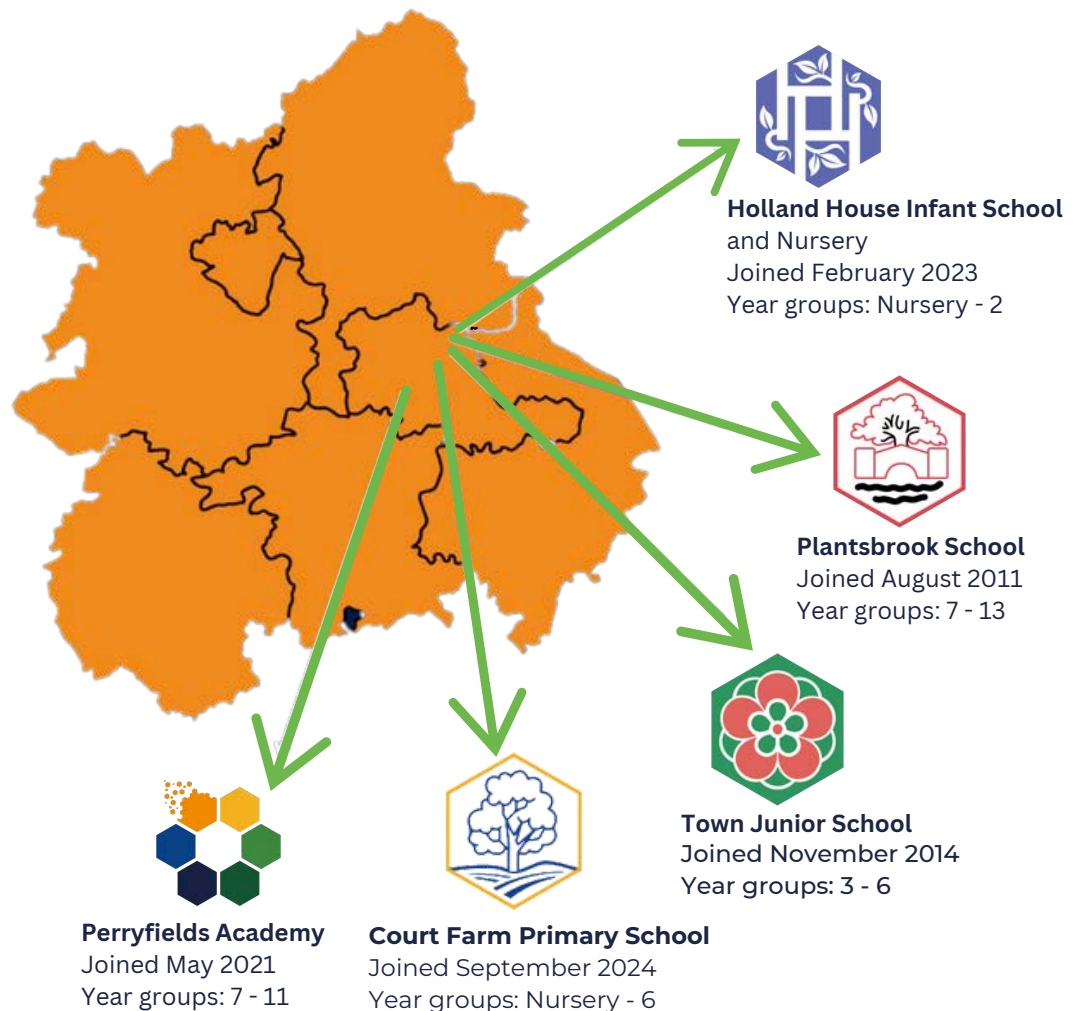
Broadleaf Partnership Trust will lead and enable community centred schools that raise and realise aspirations, celebrate successes, and promote a lifelong love of learning.

Our Values

Aspiration- We celebrate a culture of continuous improvement, where all stakeholders are motivated to achieve the very best for every child. We aspire to create learning environments that foster curiosity, inclusivity, talent and creativity so that every child is encouraged to recognise their potential and develops ambitions that reflect their future goals.

Alliance- Working in partnership across our schools and in affiliation with stakeholders, across the education sector and beyond, we can access information and networks that help to continually develop our people, communities and practice. Our collaborative approach enhances the strength of unity across our Trust whilst simultaneously recognising the uniqueness of our schools. We align many of our operational aspects whilst empowering learning leaders to meet the curriculum needs of their community.

Agility- We are agile in our approach, embracing change, and focused on excellence. We ignite and harness people's passion by encouraging experimentation and innovation to make learning meaningful, build organisational resilience and ensure our approach stays current. We adopt a culture of shared and servant leadership across our Trust that enables action and provides the flexibility to respond and adapt to the ever-changing climate.



BENEFITS BEYOND THE CLASSROOM:



Employee Assistance Programme

This provides 24/7 access to a range of health and wellbeing services either by phone or online, including a helpline operated by trained counsellors to provide 'in the moment' support, wellbeing resources and webinars, structured counselling sessions and financial and legal advice.

24/7 GP service

As a Trust employee you and your immediate family have access to a private GP service available at any time of the day or night worldwide. Telephone or video appointments can be booked at a time to suit you, allowing you easy access to medical diagnosis, reassurance advice, private (payable) prescriptions, fit notes and open referrals.

Cycle to Work Scheme

This salary-sacrifice scheme allows you to purchase up to £1,000 of bicycle and safety equipment tax-free, spreading the cost over either 12 or 18 months.

Health Cash Plan

Our optional health cash plan allows you to reclaim costs related to dental, optical, therapeutic and other health-related expenses, including diagnostic consultations, screening, hearing aids, surgical appliances and NHS prescriptions. Personal accident cover is also included as standard. Contact HR for more detail.

Shopping and Lifestyle Discounts

Wider Wallet is an online discounts platform providing a range of offers and discounts from well-known retailers and high street brands as well as discounts on dining, travel, technology, entertainment and days out.

Pension

Plan for your future with a generous and secure pension scheme for teaching and support staff, ensuring financial wellbeing during retirement. .