

The journey starts here...



... at Clayton St. John

THE CHURCH
OF ENGLAND
Diocese of Leeds

bdot
Bradford Diocesan
Academies Trust

Clayton St John C of E Primary School Recruitment Pack



Level 3 Apprentice Teaching Assistant - 2 Vacancies
(Fixed term apprenticeship of 18 months)

32.5 hours - Term Time Only

Required ASAP

Scale: Apprentice Hourly Rate £6.40/ hours

Closing date: 9.00am, Monday 2nd September 2024

Interview & Tasks: Friday 13th September 2024

The journey starts here...



... at Clayton St. John

Contents

Welcome letter from the Headteacher	Page 3
Clayton St John's Primary Vision and Values	Page 4
About BDAT	Page 5
Job Description	Page 6
Personnel Specification	Page 7 - 8
How to find us	Page 9
Selection Process Guidance	Page 10 - 11

The journey starts here...



... at Clayton St. John

Dear Prospective Applicant,

Thank you for taking an interest in this role. This is an exciting opportunity for apprentices who are highly motivated with a desire to succeed.

The ideal candidates will gain the skills, experience and knowledge to provide support to the school with aspirations to develop further. We are looking for someone with enthusiasm for all aspects of school life. In return we offer you the opportunity to contribute to the future of Clayton St John CofE Primary.

Clayton St John CofE Primary is a 2-form entry Church of England Primary School and part of the Bradford Diocesan Academies Trust (BDAT), a growing, Christian, Multi-Academy Trust based in Bradford.

Clayton St John is a pupil-centred place of learning, fully committed to providing all the children in its care with the highest quality of education. Our goal at Clayton St John CofE Primary is to become an outstanding school that delivers educational excellence. You will be fortunate to work with a new leadership team that demands the highest standards of teaching and learning and deliver this with commitment and enthusiasm. We are seeking to appoint an someone who has the drive and commitment to contribute to the success of our children.

Clayton St John is part of a Trust, a family of 20 schools. The 14 Primary schools have close working relationships supporting each other every day, you will become an integral part of the family. You will both support and be supported by the schools and the Trust central team both educationally and operationally, benefiting from the expertise within the Trust to challenge, support and give additionality.

This is an exciting opportunity for a talented and forward-thinking professional to make a sustained and substantial contribution to the growth and development of the school and the wider BDAT family.

We hope the enclosed information is helpful and encourages you to apply; we look forward to meeting you and reading your application.

Gemma Emsley

Gemma Emsley
Headteacher, Clayton St John CofE Primary School

The journey starts here...



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Clayton St John C of E Primary School

Vision and Values

Our vision and values are at the core of everything we do. They underpin our teaching and learning and provide an environment which prepares our pupils as confident, happy citizens.

Clayton St John 'School Values & Be Ready Rules'

Our School Values.....

RESPECT

R: Resilience - To take risks and be confident to have a go and not give up when mistakes are made.

E: Encouragement - We are motivated by our family, friends and teachers and rejoice in God's love.

S: Security - The love, care and responsibility we are given make us feel safe at school.

P: Pride – Achieving individual goals and successes to be the best we can be.

E: Empathy – The ability to understand and share the feelings of others..

C: Collaboration - Working together we respect our differences and listen to each other.

T: Trust - With faith in God's love and each other, we can live the life we want to live.

Our 'Be Ready Rules'.....

- ✓ Be Kind
- ✓ Be Safe
- ✓ Be Respectful
- ✓ BE YOUR BEST!

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About BDAT

Clayton St John CofE Primary School is an academy within Bradford Diocesan Academies Trust. The successful candidate will be employed by BDAT although their main place of work will be at Clayton St John CofE Primary school. BDAT strives to be diverse and inclusive employer a place where we can ALL be ourselves. We encourage and welcome applications from everyone.

General Information and Background

Bradford Diocesan Academies Trust (BDAT) is a Multi- Academy Trust (MAT) supporting a number of primary and secondary academies in Bradford. BDAT is the only Church of England MAT operating in Bradford and is part of the Diocese of Leeds. BDAT is a charity, governed by a board of trustees who are responsible for, and oversee, the management of the company. The Memorandum and Articles are available on the Trust's website at www.bdat-academies.org.

Our Mission Statement

"The Trust's mission is to provide an education of the highest quality within the context of Christian belief and practice." We believe every child only has one chance at a good education.

In practice, as a Trust, we seek to work with and alongside the academies in our Trust to provide a good quality of education to all children in our academies. The Trust does this through operating a light touch support role for academies at times of challenge and by establishing collaborative structures and processes to enable them to work together and share good practices. As our family of academies continues to grow, we are constantly looking at how we can continue to improve to establish effective and efficient ways of partnership working. We believe this means we are big enough to achieve business economies of scale whilst being small enough to retain our family of schools approach where we are truly able to know, understand and support each other.

Our Christian ethos

BDAT is a proudly Christian organisation committed to providing high-quality education for all within an ethos which encourages academic, vocational, mental, physical, and spiritual opportunities and development for each member of its academies. Whilst robust Christian principles underpin the work of the academy, everyone is encouraged to explore their own spirituality and to recognise and understand that of others. It is for this reason that we choose to support and sponsor Non-Church of England academies, as well as those within the faith.

ICARE

At BDAT we have considered the importance, effectiveness and sustainability of how we tackle issues like racism and other types of discrimination across all areas of our MAT and within each of our schools. We have led a Trust wide consultation to ensure we understand what we mean by inclusion and to look at what we can do differently centred around the Trust values: "ICARE". To download our ICARE consultation documents please [click here](#)

BDAT People: Our Faculty of Professional and Career Development

The BDAT Faculty of Professional and Career Development brings together into a single entity all that we currently do to recruit, develop and retain our staff. The Faculty provides the strategic direction to ensure that our professional and career development supports school improvement and drives our vision of BDAT as an employer of choice. By bringing all our work in this area under 'one umbrella' it ensures our staff know about BDAT's development offers and how they can be accessed. <https://bdat-people.org/>

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Job Title: Apprentice Teaching Assistant

Scale: Apprentice £6.40/ hour

Hours: 32.5 hours per week, 8:15am – 3:15pm Term Time Only

Job Purpose

- The main purpose of this role is to offer children a safe, secure, caring and supportive environment, providing opportunities to foster their growth and development within the school.

Support for pupils

- be ready to receive pupils on arrival to school and from break or lunchtime
- support individual pupils' learning activities, attend to additional learning needs, and help in development
- help with the care and support of pupils including those with SEND
- contribute to the health and well-being of pupils;
- establish and maintain relationships with individual pupils and groups;
- be an effective model for pupil behaviour;
- support pupils in achieving daily targets
- support pupils' in their individual learning and development, for example, in their acquisition of cognitive and learning skills;
- help pupils to develop their literacy and numeracy skills, and thus to improve their attainment across the curriculum.

Support for the teacher

- help to prepare classroom resources and records for pupils
- contribute to the management of pupils' behaviour, both in the classroom and on the playground, as required;
- support the school curriculum, especially literacy and numeracy activities;
- provide support for learning activities;
- support the use of ICT in the classroom;
- assist in the maintenance of a safe environment for pupils and staff;
- assist in the presentation of display materials;
- support teaching staff or senior colleagues with routine administration.
- contribute to the planning and evaluation of learning activities
- support teachers in planning and preparing lessons, resources and the classroom during weekly planning meetings; assist in the recording of pupils' progress



Support for the school

- monitor effective working relationships with colleagues and parents;
- attend weekly staff Briefing Meeting;
- contribute to the maintenance of pupils' safety and security;
- review and develop their own professional practice;
- recognise confidentiality, child protection procedures, Health & Safety, and the policies of the Governing Body and the MAT.
- Provide first aid to children (after training)
- assist the teaching staff in the smooth transition between educational phases;
- liaise effectively with parents and other parties, as required

Personnel Specification

PLEASE NOTE: When completing your application please demonstrate evidence of impact for each of the attributes below as appropriate.

Qualifications	Essential	Desirable
Good level of general education.	✓	
Food Hygiene Training		✓
Experience & Skills	Essential	Desirable
Experience of working with children in an educational setting or similar.		✓
Understanding of and commitment to following all safeguarding procedures of the school.	✓	
Ability to communicate in an appropriate manner with children/adults.	✓	
A good level of spoken and written English.	✓	
Commitment to enhancing pupils' experiences	✓	
Ability to deal with challenging behaviour.		✓
Ability to act upon own initiative.	✓	
Training	Essential	Desirable
Willing to undertake any relevant training and attend courses.	✓	
Special Knowledge	Essential	Desirable
Knowledge of basic Health & Safety in the workplace.		✓
Ability to maintain confidentiality and understand data protection.	✓	



Personal Circumstances	Essential	Desirable
Flexible in terms of working evenings on occasion in line with school calendar	✓	
Eligible to work in the U.K.	✓	
No contra-indications in personal background/criminal record indicating unsuitability to work with children/young people	✓	
Not required to take holidays during school term time.	✓	
Emulate the RESPECT values of Clayton St John:- <i>Resilience - Reliability Enjoyment – Passion for Teaching & Learning Security – Safeguarding & Wellbeing Pride – Celebrating the successes of our school Excellence – Strive for excellence Collaboration – Working as a team Trust – Honesty & Integrity</i>	✓	
Disposition/Attitude	Essential	Desirable
Be a good team player.	✓	
Be a good communicator with pupils, staff and visitors.	✓	
A calm and caring nature.	✓	
Be productive and work with enthusiasm.	✓	
Be willing to be supportive of the Christian Ethos and distinctive nature of our church school.	✓	
Reliable, dependable and calm in difficult circumstances.	✓	
Practical / Intellectual Skills	Essential	Desirable
Punctual, reliable and trustworthy.	✓	
Able to manage time effectively.	✓	
To be thorough and pay attention to detail.	✓	
Physical / Sensory	Essential	Desirable
Must be able to perform all duties and responsibilities in work location with reasonable adjustments where appropriate	✓	
Equality & Safeguarding	Essential	Desirable
Candidates should indicate an acceptance of, and a commitment to, <ul style="list-style-type: none"> the principles of the school’s equal opportunities policies and practices as they relate to employment issues and to the delivery of services to the community”. 	✓	
Be committed to Safeguarding and promoting the welfare of children and young people	✓	

The journey starts here...



... at Clayton St. John

How to Find Us MAP



Clayton St John C of E Primary School, Bradford Rd, Clayton, Bradford BD14 6DD

T: 01274 815862

W: www.claytonce.co.uk

The journey starts here...



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Selection Process Guidance

Safeguarding

We are committed to safeguarding and promoting the welfare of children and expect all staff to share this commitment. All posts are subject to an enhanced criminal records check via the Disclosure and Barring Service (DBS) and an online check. We will assess the candidate's suitability for working with children as part of the selection process. We will check the accuracy of all information and investigate any perceived anomalies. We take up references prior to interview and use these to verify the information you have given us. Firm offers of employment are never made without satisfactory references.

Inclusion

As a Trust we are an inclusive employer. We welcome applications from candidates of all backgrounds, faith, ethnicities or with any protected characteristics. We are simply looking for the very best candidate for the job and will assess your application only on the information in your written application or your performance at interview should you be successfully shortlisted.

We will ensure that the selection process is fair and without discrimination for or against any candidate based on age, ethnicity, gender, religious beliefs, marital status, sexual orientation or disability. The person specification sets out the criteria used to assess candidates through the selection process.

Visits to the school

Visits to the school are warmly welcomed by prior arrangement, you will not be disadvantaged if you are unable to visit. Please contact Maryam Ahmed (Office Manager), via email: office@claytonce.bdat-academies.org to arrange a mutual appointment. The visit will give you an opportunity to ask questions about the role and the school to assess if this is somewhere you would like to work.

Applications

Please ensure that all parts of the application are completed via MyNewTerm. We do not accept CVs as part of the selection process. Please ensure that you demonstrate how your experience and skills make you suitable for the position.

Shortlisting

We assess all applications against the person specification criteria using the evidence you provide in your application. This is done by a panel of senior staff and governors. We carefully check all applications for anomalies.

Candidates who best meet the person specification will be invited to an interview. We will notify you via MyNewTerm with e-mail confirmation. If you are unsuccessful, you will also be informed.

References

We request references for all candidates who are invited to interview. Requests will be made at the same time that candidates are invited to interview. Your first referee should be your current or last, employer.

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... at Clayton St. John

Interview Process

The interviews will be held at the school and will consist of tasks and a formal interview. These are designed to allow you to demonstrate your skills and abilities. **You will be asked to bring proof of qualifications and identity with you.**

Final Selection

Following the tasks and formal interview, we will use the person specification as a guide to select the most suitable candidate for our school. We will then telephone each candidate to inform them of the outcome. We will give brief feedback during this telephone conversation.

Offer of Employment

We aim to make a verbal offer of employment by telephone on the day of the interview and this will be confirmed in writing. Any offer is made subject to:

- References satisfactory to us
- A satisfactory DBS check
- Provision of proof of identity and qualifications

Timeline

Closing date: 9.00am, Monday 2nd September 2024

Interview & Tasks: Friday 13th September 2024