



COMMIT BELIEVE ACHIEVE

Corby Business Academy

DSP Assistant (Special
Needs TA) Level 2

Applicant Information Pack



A valued member of the







Contents

Academy Information

Welcome from the Principal
Academy Values

The Brooke Weston Trust

Our Trust
The Unit

Applicant Information

Job Description – DSP Assistant (Special Needs TA)
Person Specification – DSP Assistant (Special Needs TA)
How to Apply

Academy information



Welcome from the Principal

Dear Applicant

Firstly, thank you for your interest in our Academy and the exciting opportunity that this role presents. Our journey over the past five years has been full of high ambition, aspiration of success, and a collaborative team ethic.

As part of your own research, you will hopefully have observed significant improvements in both academic outcomes and Ofsted judgements. We are of course proud of those achievements, and we will continue to drive further progress; however, the relationship with our community and developing well rounded students are also important facets for us.

Our Unit Provision is a highly valued part of the Academy, it is also well established as a high-quality destination within the Local Authority. This appointment is a direct result of an exciting expansion our Unit Provision, as we move towards an increase in student numbers and support Special Educational Needs within Northamptonshire.

Please feel free to contact me directly if you have any questions:

simon.underwood@corbybusinessacademy.org

Please take the time to consider the specification and requirements to the role of DSP Assistant (Special needs TA). If you believe you can thrive in this role and you want to play a significant role in our journey, I look forward to receiving your application.

Yours sincerely



Mr. Simon Underwood
Principal





Our Values

Commit

Believe

Achieve

Our values at Corby Business Academy have been chosen by our students and are based on a vision of what they wish the Academy to represent.

This resulted in the new academy values being able to express a basic model of success, as well as a mantra that can be related to in all situations or challenges.

The new values also coincide with the Academy abbreviation of 'CBA', they are as follows:

Commit

Commitment is a human trait that drives success and enables progress. This value represents the importance to commit towards education and make positive contributions towards the Academy each day. It embodies the significance of a positive approach towards life and establishing a foundation to accomplish anything.

Believe

Belief enables the confidence to approach any situation with determination. It promotes a 'can do' attitude and encourages resilience. This value epitomises character, which empowers students to approach learning without a fear of failure. It is important that young people believe they will accomplish both short term tasks and long-term ambitions.

Achieve

Achievement is motivational and a recognition that progress has been made. To achieve a positive outcome displays an ability to develop and show personal, or collective, growth. Whether it is academic, creative, or emotional development, achievement allows an acknowledgement of progress and excellence.



The Brooke Weston Trust





Our Trust

“Our mission is to transform educational performance in communities where we work through our long-term commitment to improve student achievement and remove barriers to learning while providing opportunities for personal development.”



OUR APPROACH - ‘THE BWT WAY’

We are passionate and unrelenting in our desire to give all our students the best start in life academically and as citizens. Above all, we want them to be highly literate, able to access all the learning necessary to prepare them for a complex, changing, technological and competitive world. We want all our students to be ambitious for themselves and about their futures, whatever their starting point. We will provide the quality of opportunity and support for them to realise their ambitions.

To achieve this, all schools commit to the ‘BWT Way’ – a set of shared expectations of how our schools should be and how they should ‘feel’, defined by two questions we all ask ourselves frequently each day:

- 1. IS THIS GOOD ENOUGH FOR MY OWN CHILD?**
- 2. AM I CARING ENOUGH TO CHALLENGE ENOUGH?**

Through a strong culture of positive relationships built on core principles of ‘the BWT Way’, we will know all our students well and care about them enough to challenge them enough in the right way. We want our students to be healthy and happy. We want them to be confident and skilled communicators with the personal values to make good choices and build successful relationships with others from similar and different backgrounds. To do this we must provide them with the cultural capital to be responsible and tolerant individuals able to make a positive contribution to society.



Applicant Information



This section contains all relevant information for applicants.



The Unit Provision

We are currently recruiting a DSP Assistant (Special Needs TA) in our Unit Provision, a specialist provision for students with SEND. The Unit Provision at Corby Business Academy currently caters for 77 students. Our students have a wide range of needs:

- Cognition and Learning – Learning Disabilities
- Communication and Interaction – Autistic Spectrum Disorder (ASD)
- Communication and Interaction – Speech, Language and Communication (SLCN)

We are offering an exciting new opportunity for a suitable candidate to join our expanding team which will cater for 100 students, increasing our intake in September 2024 and January 2025 when we will be at our new full capacity. We are looking to recruit a skilled and motivated individual to join our team in September 2024 who will support and help us prepare towards our expansion plans. The Unit Provision is undergoing building work in Term 6 and the summer to add two new classrooms and a sensory/therapy room.

The Unit Provision expansion will see us move from 7 to 9 teaching groups. The students are currently taught in Key Stages by a team of specialist staff. The curriculum provides students with breadth of both academic and life skills-based learning. Dependent on student levels we offer a range of different pathways and accreditation. Our students access a range of opportunities dependent on their individual pathway including sporting activities, work experience and off-site visits into the local community. These compliment the academic curriculum and develop functional skills, preparing our students for adulthood and lifelong learning.

The ideal candidate will be a positive individual who is a good communicator, with an ability to deliver planned lessons to a range of students. A flexibility and confidence to cover a range of subjects across the curriculum in KS3 through to KS5, adapting teaching dependent on individual needs.

In return for your commitment we can offer a modern working environment, a team of supportive colleagues, training, opportunities for professional development and work place benefits.

We actively encourage students to participate in all areas of academy life, motivating and inspiring them to unlock their potential and realise their ambitions. Staff have an uncompromising commitment to this and work closely with one another to support and develop students as well as one another.

Are you an individual who would love to make a difference to the lives and education of students? Are you enthusiastic, capable and flexible? The successful candidate will receive outstanding support from Leaders who are passionate about providing students high quality education. Experience working in a SEND or Primary educational setting is desirable.

Posts working with children and/or vulnerable adults will be subject to the disclosure of criminal records. This Academy is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.

If you have an unwavering commitment to safeguarding young people, high levels of personal resilience and thrive in an environment where no two days are the same, then we would like to hear from you. Applicants are required to complete an application form as CVs will not be accepted.

We look forward to hearing from you and wish you well with your application.

Kind regards

Claire Robinson, Unit Manager

DSP Assistant (Special Needs TA) Level 2

Grade & Salary: Grade 4, Actual Salary £17,833.09 per annum

Weeks per year: 39 week

Hours per week: 32 ½ hours

Role Information:

To work with teachers as part of a professional team to support teaching and learning for SEN pupils. Providing learning support to pupils who need particular help to overcome barriers to learning, such as those with moderate, severe, profound and multiple learning difficulties and/or behavioural, social, communication, sensory or physical disabilities.

1. Implement planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to pupils' responses as appropriate.
2. Participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress and behaviour.
3. Support the teacher in monitoring, assessing and recording pupil progress/activities.
4. Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher.
5. Support learning by arranging/providing resources for lessons/activities under the direction of the teacher.
6. Support pupils in social and emotional wellbeing, reporting problems to the teacher as appropriate.
7. Share information about pupils with other staff, parents/carers, internal and external agencies, as appropriate.
8. Understand and support independent learning and inclusion of all pupils as required.
9. Work with pupils on therapy or care programmes, designed and supervised by a therapist.
10. Attend to pupils' personal needs including toileting, hygiene, dressing and eating, as well as help with social, welfare and health matters, reporting problems to the teacher as appropriate. Physically assist pupils in activities.

Individuals in this role may also undertake some of the following:

1. Administer medication in accordance with an agreed plan under direction of healthcare practitioner and following appropriate training.
2. Update pupil records.
3. Assist with break-time supervision including facilitating games and activities.
4. Assist with escorting pupils on educational visits.
5. Support pupils in using basic IT.
6. Undertake moving and handling activities as required.

Assessment and Reporting

Standard of work will be assessed by the Line Manager and as such the DSP Assistant (Special Needs TA) will be observed and monitored both formally, through the Trust's Performance Development procedures and informally through daily discussions.

Pupil Care Role

The DSP Assistant (Special Needs TA) will follow the Trust's procedures for pupil contact & welfare. All issues arising from direct or indirect contact are to be taken to the appropriate Academy's Child Protection Officer.

Training and Development

Training and development will be given to ensure that the DSP Assistant (Special Needs TA) is able to carry out their job and will play a full and active part in the performance of the Brooke Weston Trust.

Communication



The DSP Assistant (Special Needs TA) will:

Seek to respond to work-related matters within the same working day wherever possible represent the Trust in a range of situations including communicating and co-operating with persons or bodies outside the school environment.

Discipline, health and safety

All staff share an obligation to maintain good order and discipline among the pupils and safeguard their health and safety both when they are authorised to be on Academy premises and when they are engaged in authorised Trust activities elsewhere.

Care and respect for others are the values that lie at the heart of our Trust. The Trust is an Equal Opportunities employer and is committed to safeguarding and promoting the welfare of young people. It expects all staff to share this commitment. All posts working with children and young people will be subject to an enhanced disclosures barring service check.

Collegiate Role

In addition to the specific responsibilities of this post, every member of staff at Corby Business Academy will commit to:

- ✓ *Providing a courteous and efficient service to pupils at all times.*
- ✓ *Using their influence with other staff and pupils to promote high standards of behaviour and order within the Academy.*
- ✓ *Working to maintain the Academy at the forefront of educational practice.*
- ✓ *Fostering and sustaining a culture of independence and creativity in all aspects of the Academy's operation.*

Performance Management

All staff will participate in Corby Business Academy's PDD cycle as outlined in the Academy's pay and CPD policies.

Role Review

This job description sets out the main duties of this post at the time of drafting. It cannot be read as an exhaustive list. It may be altered at any time in consultation with the post holder subject to the Principal's approval.

Person Specification DSP Assistant Level 2

Post Title :	DSP Assistant (Special Needs TA)	
Education and Qualifications	Criteria	Assessment
Qualified to GCSE or equivalent.	E	A
Further qualifications relevant to the post, e.g. Learning Support training, NVQ, communication, PMLD, autism courses.	D	A
First Aid at work training or willingness to train	D	I
Professional Experience	Criteria	Assessment
Experience of work with children; this can include voluntary or professional experience working in a school or a similar environment.	D	A/I
Ability to work collaboratively in a variety of team settings as part of a multi-disciplinary team; this will include professionals within Education, Health and Social care.	D	A/I
Abilities and Knowledge	Criteria	Assessment
General understanding of national curriculum and other basic learning programmes	D	I
Good understanding of school policies and procedures relating to health and safety, behaviour, attendance, equal opportunities and child protection.	D	A/I
Knowledge of SEND needs and appropriate approaches towards children with various needs.	E	I
Ability to maintain clear and concise notes and records.	E	I
Ability to communicate effectively with a range of adults and children including; alternate schools, families, colleagues and professionals.	E	I
Good organisational and time management skills.	E	I
Personal Qualities	Criteria	Assessment
Have a passion for education and developing the whole child.	E	A/I
Be able to demonstrate a commitment to personal professional development.	D	I
Positive and enthusiastic approach towards work.	E	I
Be able to work on own initiative, as well as part of a team, and under the direction of the Principal, Assistant Principal or Teaching staff.	E	I
High expectations of self and others.	E	I
Resilient, Flexible and adaptable.	E	I
Patience, empathy and understanding	E	I
Good communication skills	E	I

The application process

Visits:

We are very proud of our Academy and welcome visits prior to application. If you wish to request a visit or telephone conversation please contact our HR Administrator Natalie Alberto HR@corbybusinessacademy.org and this can be arranged at a mutually convenient time prior to the closing date.

Application:

To apply you will need to complete an application form together with a covering letter on My New Term.

Shortlisting:

Shortlisting for interview will take place and those candidates selected for interview will be informed shortly after the closing date of this advert.

Interviews:

Interviews will take place normally within a week of the advert ending. Further shortlisting may take place at the end of the first day of the process.





Corby Business Academy
Academy Way, Gretton Road
Corby, Northamptonshire NN17 5EB



T: 01536 303120

E: principalsupport@corbybusinessacademy.org

E: enquiries@corbybusinessacademy.org