



Candidate Information Pack

High Needs Support Assistant

28.75 hours per week, Point 3 FTE £24,027 (actual salary- £16,312)

Waddington All Saints Academy, Lincoln



L.E.A.D. Academy Trust

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Welcome from the CEO

L.E.A.D. Academy Trust comprises primary and secondary academies across the East Midlands. Our mission is to be a pioneering, confident, high-performing Trust with national and international influence.

We are determined to bring about change and improvement to education standards in the East Midlands by appointing visionary leaders who believe in the Trust's vision and values and are committed to making a tangible difference to the lives of children and young people.

As a Trust, we pride ourselves on the support and advice we give to all our leadership staff, enabling them to be exceptional leaders and teachers who can inspire both pupils and staff.

This role represents an exciting opportunity to be part of something special; developing and supporting our Trust in improving educational outcomes while retaining the school's individual identity and specific needs of their children, young people and community.

If you are ambitious, determined, energetic and passionate about education and want to join us on our mission, then we look forward to receiving your application.

Diana Owen CBE

Chief Executive Officer





L.E.A.D. Academy Trust
comprises of:

24
primary

..... and

3
secondary
academies

..... across

5
geographical
regions

..... with

11,000
pupils

..... and

1,500
members
of staff





Our Academies

Within our Trust, all academies strive to achieve:

- The highest standards of behaviour and conduct.
- Outstanding teaching and learning.
- A fully inclusive approach in which all children are equally important.
- A climate of mutual respect between the children, staff and community.
- Positive relationships.
- High aspirations for all involved with the school – a ‘can-do’ attitude.
- A wide range of enrichment opportunities for all to get involved in.
- A celebration of all the cultures and faiths represented in the school.
- An organisation in which there are no excuses for underachievement.

"The headteacher is a visionary leader. Leaders, including subject leaders, are a united team."

Witham St Hughs Academy
Ofsted Report, 2012

L.E.A.D. Teaching School Hub

'Working together to lead the highest outcomes for all.'

L.E.A.D. Teaching School Hub Lincolnshire was launched in 2021 as one of the 87 organisations to be awarded Teaching School Hub status by the DfE. The Teaching School Hub is designated to work with schools across Lincolnshire and throughout our Trust. It supports every school type and phase, including nursery, primary, secondary, special and alternative provisions.

The role of the Hub and the Trust is to promote the importance of high-quality continuing professional development, from Initial Teacher Training through to executive leadership, supporting teachers throughout their career in a sequential and cohesive way. During 2021/2022 the TSH delivered 167 days of CPD to 2,163 participants, supporting 233 schools in total. The ability to access this high-quality professional support is therefore a significant opportunity associated with joining our Trust.



A message from the Headteacher (Zoe Jepson)

“If they have wings, why make them walk?”

At Waddington All Saints Academy we aim to provide an exceptional learning environment and experience that enables children to thrive and develop as learners and leaders.

We want to inspire and motivate all children to have a wonderful desire to learn and grow as individuals and as a collective. To empower and support them to become life-long learners who are prepared to take risks, learn with growing independence and develop skills that enable them to fly high academically, socially, emotionally and physically.

Through the delivery of irresistible learning opportunities and rich experience, we strive to give children the ability and confidence to work and speak as experts; progressively building transferable knowledge and understanding that is memorable, broad and empowering. This, alongside the relentless drive for high quality outcomes and progress, underpinned by excellence and pride, exemplifies our ambition for our pupils.

We expect pupils to behave as role models and good citizens and support them to understand the choices and behaviours that will enable them to make positive decisions. We do this within a culture of mutual respect for all within our community, encouraging kindness, tolerance and care for others.

We measure our success in our ability to support pupils to have the skills, knowledge, personal qualities and drive to be successful within the next stages of their life and beyond and to make a positive contribution to life in modern Britain.

Zoe Jepson

Headteacher

Our community

The academy serves a wonderful community made up of a busy village on a main route into Lincoln and a significantly important RAF base. The school was formed as a primary school in 1987, amalgamating St Clements Junior School, on the site of the present school, and St Michael's County Infant School. To overcome disagreement at the time about which name should be given to the new school, it was renamed 'All Saints'.

The behaviour and attitude of the children of All Saints is excellent. It is an inclusive and welcoming place to be, making it easy for new pupils and staff to feel welcome and settle quickly.





Developing staff, developing leaders

Learning and success is at the heart of our culture, so we invest in the development of our staff as learners and developing leaders. There is a rich programme of CPD which include leadership opportunities, in house training, National College courses and working with the L.E.A.D. Teaching School Hub.

As a Teaching Assistant, within the Trust, you also have access to high quality professional development and a wealth of support, including from the Senior Leadership Team and the Headteacher.

The academy is fortunate to have a strong and supportive governing body, who share our commitment to further strengthen teaching and learning and ensure that all children reach their full potential.

Applications are invited from those who have experience of working within early years and Key Stage 1 and we would encourage you to visit the school to meet our children and staff.

Our values

To always try to be:

- Respectful, tolerant and kind
- Resilient and determined to succeed
- Positive and enthusiastic
- Responsible, caring and safe
- A good role model and a team player.





Benefits of being part of L.E.A.D. Academy Trust for Teaching staff

We recognise that successful people place value on a range of benefits associated with their careers, including receiving professional recognition, commensurate financial reward, job satisfaction, opportunity to innovate and a balanced approach to work and personal time. We place value on these aspects too.

Employee benefits from day 1

1. National teacher pay and conditions, including generous TPS scheme with minimum 23% employer contribution rate.
2. Superb CPD opportunities via various established routes including dedicated Teaching School Hub.
3. Access to Trust EAP service: 24/7 free advice on range of issues and wellbeing counselling.
4. Free eyecare vouchers and flu jabs.
5. Access to free Occupational Health Service, including physiotherapy service.
6. Access to free staff discounts and cashback for a huge range of products.

Ofsted feedback

"Leaders and staff are highly ambitious for all pupils. They take their responsibility to the pupils and the community very seriously. This is seen in their careful work to develop a knowledge-rich curriculum that promotes character development and raises aspiration."

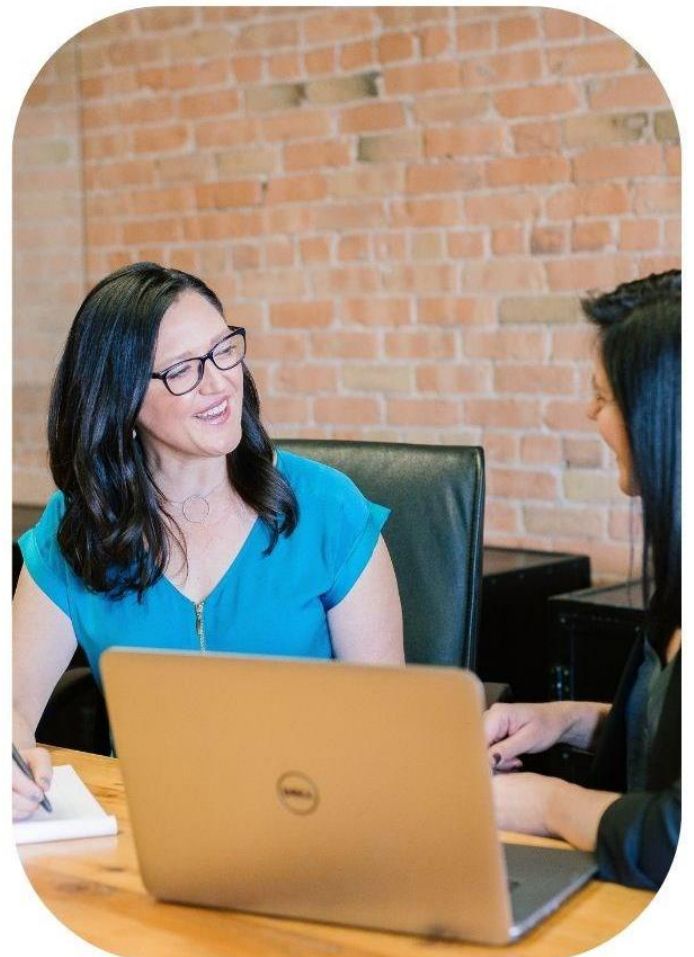
Radford Academy Ofsted Report, Jan 2023

"Staff feel that leaders are considerate of their well-being. They talk about leaders being approachable."

Bishop Alexander Academy, March 2023

"Staff value the training that they have had and the time to develop subject leadership roles. Teachers at the early stage of their career feel well supported and valued as members of staff."

Forest Lodge Academy, June 2022



“The behaviour of pupils is outstanding. Pupils follow school routines to the letter. As a result, behaviour in the school grounds, in corridors and in the dining hall is usually impeccable.”

OFSTED 2014



Please send a completed application form and covering letter explaining your interest in the role and how you meet the person specification to: office@waddingtonallsaintsacademy.co.uk

CLOSING DATE: 8am on Friday 4th October

INTERVIEWS: We expect interviews to take place **on Monday 7th October**

Candidate visiting dates: In order to arrange a visit to Waddington All Saints, please call 01522 820099.

Applications will be reviewed upon receipt, therefore shortlisted candidates may be contacted in advance of the closing date.

L.E.A.D. Academy Trust is committed to safeguarding and promoting the welfare of children and young people and we can expect all staff and volunteers to share this commitment. This post is subject to an enhanced DBS check.

For an informal, confidential discussion about this opportunity, please email: office@waddingtonallsaintsacademy.co.uk



"I wanted to be part of an organisation that works in partnership, believes in collaboration and invests and understands the importance of high-quality leadership and management."

Rebecca Riley, Head of School,
Huntingdon Academy



Job description

Key responsibilities and accountabilities

Job Title: Teaching Assistant 1

Pay Scale: NJC 2 – 7

Location: Waddington All Saints Academy

Line Manager: Deputy Head/SENDCO

Job purpose:

- To work with children as part of a team under the overall direction of the Headteacher who will be responsible for the policy and educational programme and for matters of control and discipline within the National Curriculum Framework.
- To assist the class teacher in maximising the participation of pupils in the social and academic processes of the school.
- Under the instruction/guidance of teaching/senior staff, to encourage pupils to become more independent learners and help to raise the standard of achievement for all pupils.
- All activities undertaken by colleagues at this level would be closely monitored by the class teacher or more senior colleagues and the content of learning activities would always be planned by the teacher/more senior staff.

Duties and Responsibilities:

Key Duties

- Support pupils' learning activities including additional learning needs and development and maintain an awareness of the planning, delivery and evaluation of learning activities.
- Establish and maintain relationships with individual pupils and groups by using effective communication and understanding the value of treating all individuals fairly.
- Contribute to the management of pupil behaviour by encouraging positive behaviour in the classroom.

Support for the Pupil

- Help with the care and support of pupils by supporting children's communication and intellectual development and physical, emotional and social development. To contribute to the planning to meet children's development needs.
- Contribute to the health and well-being of pupils through the support of safeguarding for pupils by ensuring a safe environment, and following policies & procedures at all times.
- Assist with the personal and intimate care of pupils.
- To support children and young people with SEND, supporting them to actively participate in learning activities. To liaise with parent/carers/outside agencies as required.

Support for the Teacher

- Help with classroom resources and records by maintaining confidentiality of information at all times and ensuring resources are in place for when they are required.
- Contribute to the management of pupil behaviour by encouraging positive behaviour in the classroom, referring to senior colleagues as appropriate.
- Escort and assist pupils on educational visits and out of school activities.

Support for the Curriculum

- Support the school curriculum including literacy and numeracy activities by using strategies and techniques for promoting learning.
- Provide support for learning activities within the teaching and learning programme, monitoring the effectiveness of activities in promoting pupils' learning and modifying these where necessary.
- Support pupils to use ICT materials and resources effectively to advance their learning.

Support for the School

- Maintain effective working relationships with colleagues and parents through effective communication and providing support for pupils, colleagues and parents as required.
- Willingness to keep up to date with professional practice by maintaining an up-to-date understanding of the requirements of the role and individual responsibilities.

Influencing and Managing Relationships:

- Headteacher
- L.E.A.D. Central Support
- External agencies
- Parents and carers
- Governors
- Senior Leadership Team
- Staff

As job descriptions cannot be exhaustive, the post-holder may be required to undertake other duties which are broadly in line with above key responsibilities.

At L.E.A.D we have a strong vision and four core principles, to lead, empower, achieve and drive, which you will be expected to demonstrate in your working practices.



Person Specification

The person specification listed below outlines the competences, knowledge and behaviour of candidates who would be suitable for this role. The two right-hand columns provide guidance as to whether these items are essential (E) or desirable (D) criteria.

		E	D
Qualifications and Attainments	<ul style="list-style-type: none"> GCSE pass level or equivalent qualifications in maths/numeracy & English/literacy or significant demonstrable experience in a similar role Supporting Teaching and Learning in Schools (Intermediate Apprenticeship Level 2) or equivalent 	E	D
Skills and knowledge	<ul style="list-style-type: none"> Awareness of/willingness to train to get knowledge and understanding of the Teaching Assistant's role in supporting teaching and learning across the curriculum Ability to communicate effectively, both orally and in writing Ability to establish positive relationships with pupils, families and colleagues Ability to provide support for planning and delivery of learning activities Skills to support the effective use of ICT in the classroom Knowledge of appropriate behaviour management practices Knowledge of Health and Safety policies and procedures that contribute to the maintenance of pupil safety and security Knowledge of safeguarding procedures and protocols Ability to organise classroom resources and assist with the maintenance of pupil records 	E E E E E E E	D D D D
Experience	<ul style="list-style-type: none"> Ability to use resources and materials including ICT software and equipment Willingness to work with children and young people Experience of working with children or young people with SEND 	E E	D
Personal Attributes	<ul style="list-style-type: none"> Have an openness to learning and change Have a positive attitude to personal development and training Be able to work in ways that promote equality of opportunity, participation, diversity and responsibility 	E E E	
Additional Requirements	<ul style="list-style-type: none"> This role is subject to an enhanced DBS May be required to work out of school hours to support the Academy 	E E	



L.E.A.D. Academy Trust
Lead • Empower • Achieve • Drive

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