MOUNTS BAY ACADEMY

APPLICATION PACK

Teaching Assistant

Principal – Mr L Hall BA (Hons) PGCE MA NPQH
Mounts Bay Academy
Boscathnoe Lane
Heamoor
Penzance
TR18 3JT
www.mountsbay.org

Salary scale: F1-F6
Contract Type: Full time or Part-time (pro-rata – term time only)
Contract Term: Permanent

Teaching Assistant

Mounts Bay Academy is a caring and dynamic Academy where students are placed at the centre of everything we do. We provide a broad and balanced curriculum to all our students, who are set challenging academic and personal targets and given the inspiration to succeed. We are proud of the integrated and inclusive support we provide to students, in particular those accessing additional needs.

We are seeking to appoint an efficient and enthusiastic individual with excellent communication skills to work with young people in our busy academy. The successful candidate will be approachable, calm, caring and confident, have good ICT skills and have experience of working with and supporting students. A high standard of literacy and numeracy is essential for this post, as is the enthusiasm to help raise the achievement levels of students.

Mounts Bay Academy embraces the use of new technologies, providing 1:1 iPad devices for each child and a Digital Device for each member of staff. We welcome applicants who are innovative in their use of IT and can develop their use as a strategy to raise standards across the curriculum.

In return we can offer:

- Excellent bespoke professional development
- Exceptionally well-resourced learning environment
- A friendly and caring whole academy community

Application forms and information packs are available via our website or upon request by telephoning the Academy.

For further information, please contact Malvina Jenkin HR Manager at Mounts Bay Academy
☎ 01736 352399 or email: mjenkin@mountsbayacademy.org

Closing date for applications: 12 noon 22/01/2024
Start: ASAP

Leading Edge Academies Partnership is committed to safeguarding and promoting the welfare of students and expects all staff to share this commitment

Please send your completed application form to Malvina Jenkin at Mounts Bay Academy, Boscathnoe Lane, Heamoor, Penzance, TR18 3JT.

The successful candidate will be subject to reference checks with previous employers and an enhanced DBS disclosure check.

Welcome to the Leading Edge Way

I would like to start by wishing you a warm welcome to 'Leading Edge'. We are currently a group of six distinct and unique schools located in beautiful coastal and island settings in Cornwall and the Isles of Scilly. We are lucky to include a mix of primary and secondary schools, as well as an all-through school with boarding provision and off island bases. This diversity makes for a dynamic and varied perspective.

The Trust achieves its vision and mission through co-construction, with everyone empowered to shape the future and contribute towards the Trust's success. We do this while embracing the distinctiveness of each school and holding children at the heart of every decision we make. The Central Team, on behalf of its schools, is driven by integrity and keeps a close eye on the 'value added' that being part of Leading Edge brings. We put fun, happiness and caring relationships at the heart of Trust and school development.

Our schools share a vision, are values driven, like-minded, and passionate about empowering children, young people, and adults to reach their personal best. All our schools strive for a curriculum which inspires and offers something for everyone; it offers breadth through wide ranging and extraordinary opportunities and prepares our pupils for their future. Digital technology is used to support teaching pedagogy, reduce teaching workload and enhance accessibility for all pupils.

We may be situated in the most south-westerly part of the UK, but this does not stop us from being a forward thinking and outward looking team. Within our 'Trust offer' runs a thread of local, regional, national, and international networks, which support both personal and school development.

Leading schools is one of the most fulfilling and enjoyable jobs, but it is easy to get swept up in the complexities of statutory and legal responsibilities. Leading Edge strives to support schools by having sound operational systems and processes in place, giving school leaders the freedom to do what they do best and most importantly, to sleep at night. We embrace collaboration where it adds value although equally, celebrate the uniqueness of our schools and support their individuality.

We recognise that strong governance across the Trust is fundamental to its success. We have an excellent body of Trustees in place with wide ranging skills and experience. The Trust board is ultimately accountable but can't know everything, therefore each school has its own Local Academy Committee (Board of Governors) who are the vital 'local lens' for their school.

So, what does the Leading Edge way look like?

We have created a visual map to illustrate the many ways Leading Edge can add value to your school, building on individual successes and facilitating further opportunities for educational excellence. We'll provide the systems and people that will support your school to continue to shine.

Kelley Butcher

Chief Executive Officer

Welcome

Dear Applicant

Thank you for expressing an interest in the post of Higher Level Teaching Assistant at Mounts Bay Academy, a member of the Multi Academy Trust called Leading Edge Academies Partnership (Leading Edge). I hope you find this information pack helpful and that in due course we shall receive an application from you.

Mounts Bay Academy is an extremely popular school in Penzance, West Cornwall with over 1060 students aged 11-16 years.

The Academy is a hub for the Challenge Partners' network and part of several school improvement and leadership organisations such as High Performance Learning.

The Campus is a large site with close to 22 acres of school buildings, sports hall, gymnasium, tennis courts and large playing fields / athletic track thus providing excellent facilities for our students. Academy has also successfully made bids to improve our facilities over the last 5 years and there are now new changing rooms and Science laboratories, a new sports hall (1500sq ft), and an artificial 3G pitch (1700sq ft) along with significant building and technological improvements in the past year. We have a fully re-furbished library.

Mounts Bay Academy is an Apple Distinguished school, and each student and staff member are provided with a digital device to support their learning and work and enable them to access all their learning needs. We believe that students should be prepared for the world in which they will live when they leave the Academy and strive daily to ensure that we update our knowledge accordingly.

We are a learning community that aspires to success for all without exception, convinced that everyone can learn at the highest level, we just need to present them learning experiences that are as engaging as they are adventurous. We believe that all young people can achieve; it is our job to nurture the very best in each person by identifying their strengths and talents and removing any barriers to learning.

Talent is celebrated, curiosity is nurtured, and every individual is given the chance to shine. We help to develop young people with a positive attitude to learning and life, ready to take on the challenges of our fast-changing world and to make a creative contribution to their community.

You will be joining an ethical community, guided by the Global Goals for Sustainable Development, 17 goals to help end poverty, fight inequality, and stop climate change. Giving everyone that joins us the chance to shape a better future for themselves, the community, and the world at large.

Successful candidates will be a brave, creative, and visionary people who want to join our courageous staff in order to enable all to thrive in this ever-changing world. We are looking for professionals with a spirit of adventure who understand that high personal and academic standards and exciting learning can combine to change young people's lives. Mounts Bay Academy is committed to safeguarding and promoting the welfare of young people and we expect the those wanting to work with us to share this commitment.

I look forward to hearing from you.

Les Hall
Principal

Application

Please email your application to Malvina Jenkin HR Manager at mjenkin@mountsbayacademy.org. In line with our safeguarding practices we are unable to accept CVs.

Closing Date

Please ensure your application arrives by the closing date/time and that the post for which you are applying has been stated clearly on the application form. Applications received after the closing date will not be accepted.

Interview

Interviews for the post will take place shortly after the closing date. All applicants will be informed on whether their application is successful within 2 weeks of the closing date.

Mounts Bay Academy is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment.

We follow safer recruitment practices and appointments are subject to an enhanced DBS check and references taken up prior to employment.

Details of our Safeguarding and Child Protection Policy can be found on our website www.mountsbay.org.

Mounts Bay Academy
Boscathnoe Lane
Heamoor
Penzance
Cornwall
TR18 3JT

Phone: 01736 363240

Web:
www.mountsbay.org
www.leadingedgeacademies.org

Job Description

Post Title:	Teaching Assistant
Purpose:	To take a proactive role in the support of the educational, social and physical needs of the students; To support the curriculum and the Academy through the provision of assistance to the teacher in the practical organisation of class activities and small group work. To meet the needs of students with specific special educational needs within a mainstream setting.
Reporting to:	Claire Drew
Liaising with:	Principal/Senior/Vice Principals, Teaching/Support staff
Working time:	Part time or Full time
Salary/Grade:	F1-F6
Disclosure level:	Enhanced

MAIN (CORE) DUTIES

Main tasks	To provide targeted reading intervention for struggling readers in Years 7-10. To liaise with the Head of English to establish which students need targeted reading support. To plan and deliver intervention cycles that meet the required needs of the students To work with the English Faculty to support adaptive learning techniques and hold small group interventions. Lisaise with the Head of English with progress reports for students receiving targeted reading support

Key Areas of Responsibility
To assist individuals and groups of children in developing knowledge, skills and attitudes as defined by the Curriculum. To take into account the learning support involved to aid the children to learn as effectively as possible.
To establish supportive relationships with the student/s concerned and to encourage acceptance and inclusion of all students.
To encourage social integration and individual development of students. To develop methods of promoting and reinforcing students' self-esteem.
To assist in preparing, using and maintaining relevant teaching resources. To ensure that basic classroom materials are available for use.
To assist with lunch and break time supervision of students on a rota basis.

- To accompany students on educational visits and outings as requested during the school day.
- To assist with the assessment, monitoring and recording of children's progress, health, behaviour and general wellbeing. To feedback any information (including concerns) regarding the well-being and educational needs of children to the Teacher, Head of Year, Senior Leader for Student Provision as appropriate.
- To be aware of confidential issues linked to home/students/teacher/school work and to ensure the confidentiality of such sensitive information.
- To supervise an individual or small group of children within a class under the overall control of the Teacher.
- To administer minor first aid (as trained), assist in the dispensing of medically prescribed controlled drugs (as trained and as per the approved procedure) and to assist with the personal hygiene and physical needs of children with regard to health and safety as required (as trained).
- To carry out administrative tasks associated with all of the above duties as directed by the Teacher, Head of Year, Senior Leader for Student Provision as appropriate.
- To remain aware and work within all relevant Academy working practices, policies and procedures.
- To attend staff meetings and academy-based INSET as required.
- To meet with the SENCO on a regular basis, and/or other appropriate staff.
- The post holder is responsible for his/her own self-development on a continuous basis in line with Academy procedures.
- To be aware of and work in accordance with the Academy's Safeguarding and Child Protection policies and procedures and to raise any concerns relating to such procedures which may be noted during the course of duty.
- To be aware of and adhere to applicable rules, regulations, legislation and procedures including the Academy's Equal Opportunities Policy and Code of Conduct, national legislation (including Health and Safety, Data Protection).
- To undertake other duties appropriate to the grading of the post as required.
- To maintain confidentiality of information acquired in the course of undertaking duties for the department.

(Applicable to Teaching Assistants supporting students with specific special educational needs within a mainstream setting)

- To meet the mobility needs of the student, assisting in the use of a wheelchair/hoist, ensuring compliance with safe lifting procedures and associated training.
- To meet the needs of incontinent students (with appropriate training)
- To meet the needs of students with emotional and behavioural difficulties. To support students with preventing harm and disruption to themselves or others, within the limits of the post holders training (eg: Team Teach) and school policies and procedures.
- To encourage acceptance and inclusion of all students.
- To develop methods of promoting/reinforcing self-esteem and to promote independence through the development of self-help skills.

Other Specific Duties

- To remain and adhere to the Trust's Safeguarding Policy and child protection procedures.
- To play a full part in the life of the Academy community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.

- To actively promote the Academy's corporate policies.
- Be responsible for your own continuing self-development, undertaking training as appropriate.
- To be aware and adhere to applicable rules, regulations, legislation and procedures e.g. the Trust Equality and Diversity Policy, Staff Code of Conduct, national legislation and GDPR Data Protection Regulations.
- To comply with the Academy's Health and Safety Policy and undertake Risk Assessments as appropriate.

As a restorative organisation we

- Apply the principles of mutual respect and responsibility in all internal and external relationships.
- Actively work to prevent, address and repair harm.

Engage in continuous learning to further develop our communication and problem-solving skills.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Person Specification

Essential	Desirable	Demonstrated By
A commitment to safeguarding children and young people and an awareness of current national legislation relating to safeguarding and child protection.		Application Form / Interview
	Knowledge of KS3 and 4 English Curriculum	Application Form / Interview
Autism experience and sensory processing.	Knowledge of bespoke interevntions to support reading	Application Form / Interview
Previous experience of working with SEND children.	Previous experience of working with children within a classroom environment or similar.	Application Form / Interview
Good levels of literacy and numeracy. Attainment of 4 GCSE qualifications (or equivalent), or able to demonstrate equivalent knowledge, skills and aptitude.	Qualification in English and Maths (5+ GCSE) or additional higher level qualifications.	Application form / Interview
Organisational skills. Good communication skills.	Knowledge of issues relevant to education and child development.	Applcation form and Interview
Able to prioritise between different demands. Ability to work to deadlines. Self-motivated, and able to work in a team. An interest in children and education. Patient and friendly approach.	Able to work without supervision.	Interview
Other		
Attendance at some evening and early morning meetings as required.		