



Co-op Academy
Walkden



Application Pack

Teaching Assistant Level 2

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Welcome from the Principal

Dear Colleague

Thank you for your interest in the role of Maths Teacher at Co-op Academy Walkden.

Co-op Academy Walkden is at an exciting stage of its development. We have a clear vision for the future, which is to be an outstanding learning community that is safe, ambitious and inclusive for all students. The children of Walkden and the surrounding areas deserve an education that is second to none at an academy that both they and the wider community are proud to call their own. Through their experience at Co-op Academy Walkden, students will have enhanced chances and opportunities for success in their next steps in life. As a Teacher of Maths, you will play a pivotal role in realising this vision and shaping the future of the Academy.

The Academy building was opened in September 2011 and is a beautiful, modern facility with a wide range of versatile learning spaces. We want committed, hard-working and dynamic staff, who can deliver a curriculum and quality teaching and learning experiences for all students, which capitalise on the fantastic facilities we have.

We are looking for a Maths Teacher to come and make a real difference to our Academy. We are looking for someone who is passionate about education, an inspirational teacher with a proven track record of strong outcomes for students. You will be an individual who thrives on challenge, embraces creativity and has the courage to drive change.

I hope that you find all the information you need in the application pack. If you would like to arrange a visit to see the Academy in action, please contact Mrs Lisa Cooper at cooper.l@walkdenhigh.co.uk

If you choose to apply, please submit your form, along with a letter of application of no more than two sides of A4, outlining your qualities and how your experience and ambition, makes you the person for the job.

I look forward to receiving your application and wish you the best of luck.

Yours sincerely

M Hacker
Principal

Our Values

Co-op Academies Trust is committed to the values shared by cooperatives everywhere:

Self-help – we support learners, parents, carers and staff to help themselves

Self-responsibility – we encourage learners, parents, carers and staff to take responsibility for, and answer to their actions

Democracy – we give our learners, parents, carers and staff a say in the way we run our schools

Equality – we believe that the voice of each individual should be heard

Equity – we run our schools in a way that is fair and unbiased

Solidarity – we share interests and common purposes with our learners, parents, carers and staff, and with other schools in the communities we serve

We strive to demonstrate the following ethical values in everything we do:

Openness – we believe in being open with colleagues in our schools and beyond, children and their families, sharing information and ideas to raise standards and life chances

Honesty – we act in a professional and respectful manner in our dealings with everyone

Social responsibility – we maximise our impact on the people in our communities while minimising our footprint on the world

Caring for others – we treat everyone as we wish to be treated ourselves, understanding that children only have one childhood

We use our simple ‘Ways of Being Co-op’ to demonstrate our values:

- Do what matters most
- Be yourself, always
- Show you care
- Succeed together

What makes our Academy amazing?

Students:

- are engaged, very capable and want to learn
- create a welcoming atmosphere
- have amazingly supportive parents
- experience a broad range of visits and trips with many overseas
- participate in a vast array of expressive and creative arts shows and exhibitions
- complete in the Duke of Edinburgh Award and volunteer in the local community, raise significant funds for an Academy charity and participate in a wide range of sporting activities

Staff enjoy:

- working with brilliant students who want to achieve well and aim high
- state of the art facilities
- national terms and conditions and a wide range of additional benefits provided by the Co-op Academies Trust and its sponsor, The Co-op
- high quality professional development programme provided by the Co-op Academies Trust and the support of many local Trust academies
- a fantastic employee benefits package that includes discount on various Co-op branded products, gym and leisure discounts, cycle to work scheme, Health care-cash back scheme, discounted driving lessons and many more! Staff encouraged to be Co-op members and therefore receive generous discounts on all Co-op products
- a strong Well-Being group have been instrumental in the Academy achieving Investors In People Gold Status
- secure on site parking

Job Advertisement

Teaching Assistant

Salary Band: 2a (point 6-7) £ 14,313 - £14,599

Contract: Permanent

Hours: 30.5 per week, TTO + 3 days

Actual salary - £14,419- £15,001

Start date: ASAP

Benefits include:

- Local Government Pension scheme
- Co-op staff discount
- Co-operative flexible benefits, including cycle to work
- Co-operative credit union
- Health-care cash-back scheme
- Discounted gym membership & leisure activities
- Season ticket & rental deposit loans

Closing date: 19th October 2020 12 noon

Interviews will be held on Friday 23rd October 2020

Applications: must be on our application form: please email lisa.cooper@coopacademies.co.uk for an application form and return your completed form via email lisa.cooper@coopacademies.co.uk or post to:

Lisa Cooper
Human Resources
Co-op Academy Walkden
211 Old Clough Lane
Walkden
M28 7JB

Co-op Academies Trust aims to provide an outstanding education for all our learners, founded on co-operative values, at the heart of the community. It is responsible for eighteen academies in Leeds, Greater Manchester, Wirral and Stoke-on-Trent with the Co-op acting as the sponsor. There is the likelihood of significant further growth in the near future.

The school is looking to appoint committed and enthusiastic individuals to undertake the role of Teaching Assistant. You will join a growing team of assistants supporting pupils with special educational needs and moderate learning difficulties in a variety of situations

Applications are invited from enthusiastic and committed applicants with the highest ability and strong behavioural management practice.

This post offers variety, challenge and professional development.

For more information about the Trust and other vacancies please visit our website coopacademies.co.uk

Co-op Academies Trust is an aware employer is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust on its behalf. This post is subject to an enhanced DBS check. We value variety and individual differences, and aim to create a culture, environment and practices at all levels which encompass acceptance, respect and inclusion. All our colleagues are expected to demonstrate a commitment to co-operative values and principles.

To apply:

If you feel you have the relevant experience or appropriate skills to strengthen an already excellent team, please apply. Application forms are available from TES on-line, the Academy website www.walkden.uk.com, or by e-mail to cooper.l@walkdenhigh.co.uk

Job Description and Person Specification

Salary Grade: 2a

Actual salary - £14,313 - £14,599

(Permanent, Term Time + 3 days 30.5 hours per week)

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JOB DETAILS:

Job Title:

Teaching Assistant

Hours of Duty:

Part Time (30.5hours) Term Time + 3 days

Summary of the role:

To work under the direct instruction of teaching/senior staff and usually in the classroom with a teacher to support access to learning for pupils and provide general support to the teacher in the management of pupils in the classroom and within the MLD Unit – The Hive

Main Duties and Responsibilities/Accountabilities: Support for the Teacher

1. Assist with the planning and learning activities and support pupils to achieve learning goals.
2. Assisting with the display of pupils work and create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans.
3. Determining the need for, and preparing and maintaining general and specialist equipment and resources and assisting pupils in their use.
4. Monitor the response of pupils to learning activities and record achievements/progress as directed.
5. Be aware of pupil problems/progress/achievements and provide detailed and regular feedback to the teachers on pupil’s achievements, progress, problems etc.
6. Promote good pupil behaviour, dealing with incidents in line with established policy and support the teacher in managing pupil behaviour, reporting difficulties as appropriate.
7. Undertake routine marking of pupils work.
8. Establish constructive relationships with parents/carers.
9. Be responsible for keeping and updating records as agreed with the teacher, through the monitoring and evaluation of pupils responses to learning activities through observation of achievement against pre-determined objectives.
10. Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupils responses/needs.
11. Administer routine tests and invigilate exams, and accurately record achievement and progress.

Support for the Pupils

1. Provide support for pupils, including those with Special Educational/health Needs, ensuring their safety and access to learning.
2. Set challenging and demanding expectations and promote self- esteem and encourage pupils to act independently as appropriate.

3. Undertake structured and agreed learning activities, recording achievement and progress and feeding back to the teacher.
4. Promote the inclusion and acceptance of all pupils.
5. Establish good relationships with pupils, acting as a role model and being aware of and responding to individual needs.
6. Assist the teacher to supervise and support pupils ensuring their safety and access to learning.
7. Encourage pupils to interact and engage in activities led by the teacher.
8. Provide feedback to pupils in relation to progress and achievement under the guidance of the teacher.

Support for the Curriculum

1. Support pupils to understand instructions from the teacher.
2. Undertake structured and agreed learning activities/teaching programmes, advising activities according to pupil responses.
3. Support pupils in respect of local and national learning strategies e.g. literacy, Numeracy, etc. as directed by the teacher.
4. Support the use of ICT in learning activities and develop pupils competence and independence in its use.
5. Prepare, maintain and use equipment/resources required to meet lesson plans/relevant learning activity and assess pupils in their use.

General Tasks

1. Provide clerical/administration support e.g. photocopying, typing, filing, collecting money, contacting parents etc.
2. Be aware of and comply with policies and procedures relating to Child Protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
3. Contribute to the overall ethos/work/aims of the school.
4. Attend relevant meetings as required and participate in training and other learning activities and performance development as required.
5. Assist with the supervision of pupils during lesson times, including before and after school and at lunchtimes where appropriate.
6. Accompany teaching staff and pupils on trips and visits and of school activities as required.

Organisational Competencies:

Co-operate and work well with others in pursuit of team goals by sharing information, acknowledging contribution and supporting others.

Demonstrate a high level of personal integrity by taking responsibility for own actions, and willing to respond constructively to mistakes or errors of judgement.

Maintain personal and professional credibility by being consistent and fair and respecting the need for confidentiality.

To undertake any tasks/duties felt appropriate to ensure the smooth and efficient running of the school as identified by the Business Manager.

The post holder shall carry out his/her duties with full regard to the City Council's Equal Opportunities Policy and Community Strategy.

To require and ensure all information received and disseminated, whether verbal or written, concerning all employees, prospective employees or clients, is treated in the strictest confidence, and that all such information held is regulated and controlled in a similar manner. To act at all times with due regard to the Authority's Health and Safety Policies and related Codes of Practice.

The Co-op Academies Trust, as an aware employer is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust on its behalf.

Safeguarding Children and Young People

We are committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced Disclosure and Barring checks

Candidates should be aware that all posts in Co-op Academy Walkden involve some degree of responsibility for safeguarding children and young people, although the extent of that responsibility will vary depending on the nature of the post.

1. Accordingly The Rehabilitation of Offenders Act (Exemptions) Order 1975 applies to this post and therefore you must declare any convictions and cautions which are unspent or not protected.
2. If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including those related to children or young people (whether the disciplinary sanction is current or time-expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any investigation or disciplinary proceedings. If you are not currently working with children, but have done in the past, that previous employer will be asked about these issues.

3. Where neither your current or previous employment has involved working with children, your current employer will be asked about your suitability to work with children, although it may where appropriate be answered not applicable if your duties have not brought you into contact with children or young people.

Interview Process after the closing date:

Shortlisting will be conducted by a Panel, who will match your skills / experience against the criteria in the Person Specification. You will be selected for interview entirely on the contents of your application form, so please read the Job Description and Person Specification carefully before you complete your form.

Closing date: Monday 19th October 2020, 12 noon

Interview date: Friday 23rd October 2020

All candidates invited to interview must bring the following documents:

- Documentary evidence of right to work in the UK
- Documentary evidence of identity that will satisfy Disclosure and Barring check requirements such as a current driving licence including a photograph and/or a passport and/or a full birth certificate
- Documentary proof of current name and address (i.e. utility bill, financial statement.
- Where appropriate any documentation evidencing a change of name
- Documents confirming any educational or professional qualifications that are necessary or relevant for the post.

Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient. We will seek references on shortlisted candidates for all positions and may approach previous employers for information to verify particular experience or qualifications before interview. Any relevant issues arising from references will be taken up at interview. In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people

- Emotional resilience in working with challenging behaviours
- Attitudes to use of authority and maintaining discipline.

Conditional Offer & Pre-Employment Checks

Any offer to a successful candidate will be conditional upon: -

- Verification of right to work in the UK
- Receipt of at least two satisfactory references (if these have not already been received)
- Verification of identity and qualifications
- Vetting and Barring Checks and any other pre-employment checks relevant to the role such as e.g. Childcare Disqualification Regulations, Prohibition check / s.128, overseas records check
- Satisfactory Disclosure and Barring check
- Verification of professional status such as QTS Status, NPQH (where required)
- Satisfactory completion of a Health Assessment
- Satisfactory completion of the probationary period.

How to find us

The nearest bus stop is just a short walk from the Academy and can be reached via several different bus routes from most other parts of Manchester. The Academy is also located a short walk away from the nearest train station, from which you can travel easily in to Manchester City centre.

Location:

Co-op Academy Walkden is situated in South Walkden (Salford – Manchester) and serves the suburbs of Worsley, Roe Green, Ellenbrook and Boothstown.

The Academy has excellent transport links making it easily accessible from both local and surrounding areas. For anyone travelling by car, the Academy is only five minutes from the motorway. Junction 14 on the M60 ring road is the closest exit, with easy access from the M62, the M61 and the M602 and from the A580

