

# Braunton Academy



**'Aspire and Achieve'**

**Part-time Teaching Assistants**

**25 hours per week – worked over 5 days**

**Monday – Friday term-time only**

**(some flexibility is required according to the Academy's curriculum timetable)**

**To commence as soon as possible**

**NJC Grade C - £11.18 C5 - £11.59 C7 per hour**

***Braunton Academy is rated 'Good' by OFSTED***

Barton Lane

Braunton

North Devon EX33 2BP

Tel: 01271 812221

Academy Website: [www.braunton.academy](http://www.braunton.academy)

Email applications: [recruitment@braunton.academy](mailto:recruitment@braunton.academy)

Principal: Mrs F Bowler

Students: Aged 11-16 number on roll: 781



Dear Candidate

**RE: Part-Time Teaching Assistants**

Thank you for expressing an interest in the position of part-time Teaching Assistant within Braunton Academy. I hope that you find the enclosed information useful in forming your views of our exceptional Academy and the uniquely calm, community life we lead here at Braunton: all visitors to the school comment upon our welcoming atmosphere and the courteous way in which students interact.

Braunton Academy is a true learning community, which passionately believes in empowering its staff in order to empower its students. **As a respected and trusted centre of the local community**, we are committed to providing the very best of education to the children of Braunton and its surrounding villages, shaping all of our futures. Supporting both students and their parent/carers, our central aim is to build strong partnerships that recognise and respect the value of learning, investing in and reigniting that true love of learning for all that it can offer our community and provide for our children as masters of their own destiny.

As a school we are keen to be at the forefront of education and our innovative work is helping to create learners who are truly independent and will be able to thrive in the twenty-first century. We believe that it is important to concentrate on what happens in the classroom and our school planning ensures that students receive outstanding lesson experiences.

This is an exciting position for a suitably qualified candidate and you will be part of both a forward thinking and hugely successful department. Our Academy has a great history with our community, one of longevity and of success. Please find enclosed the following information to help you formulate your application:

- Advertisement
- Person Specification
- Job Description
- Academy Mission Statement on Learning and Leadership
- Braunton Academy Application Form

Our strongest resource is our staff and therefore we require passionate, rigorous and dedicated professionals to help guide our Academy within the 21<sup>st</sup> Century. Braunton Academy is a place where everyone is supported to succeed and it is a delightful place to learn and to work.

I hope that your research leads you to the conclusion that you wish to be a part of our team and, if this is the case, I look forward to receiving your application and working alongside you through this recruitment process.

Yours sincerely



**Fay Bowler**  
**Principal**

# Braunton Academy

## VACANCY FOR TEACHING ASSISTANTS

We currently have vacancies for Teaching Assistants to start as soon as possible at Braunton Academy.

Candidates should have the ability to work with Key Stage 3 students in a Pastoral, Caring or Teaching Assistant capacity to support students with a range of special educational needs. We are looking for individuals who have the vision, energy and resilience to support vulnerable students in overcoming significant barriers to learning.

There will be a requirement to support other students when needed. All posts are temporary, linked to SEN funding.

**Hours: 25 hours per week, which are worked across 5 days – Monday – Friday. The daily work pattern will change periodically to meet the needs of the students and the Academy. All posts are term-time only.**

**Payscale: NJC Grade C Spine Points 2-3 within the salary range £11.18 - £11.59 per hour.**

Further information about the post and a Braunton Academy Application Form is available from our school website at [www.braunton.academy](http://www.braunton.academy) – under the Work With Us Section.

If you believe you have the ability, skills and qualifications to fulfil one of these posts, **please complete the application form and email it to: [recruitment@braunton.academy](mailto:recruitment@braunton.academy)**

**Please also note, we do not accept CVs**

**Safeguarding: Braunton Academy is committed to safeguarding the welfare of its students therefore an online check of publicly available information will be completed to assess shortlisted candidates' suitability to work with children. The successful applicant will be subject to an enhanced Disclosure and Barring Service check (DBS) and full identity and qualification checks.**

## BRAUNTON ACADEMY

### PERSON SPECIFICATION Teaching Assistant

Location: Braunton Academy  
 Reporting to: Director of Additional Learning Needs  
 Payscale: NJC Grade B Spine Points 2-3

Qualifications and Training		How Identified
Essential	<ul style="list-style-type: none"> <li>• Good standard of general education</li> <li>• GCSE/GCE Maths and English – <b>Minimum of Grade C or above.</b></li> <li>• Requirement to participate in training/development as/when identified by Line Manager as essential performance of the post.</li> <li>• Willingness to participate in other development and training opportunities.</li> </ul>	<ul style="list-style-type: none"> <li>• Application form</li> <li>• Original Exam Certificates Letter of Application.</li> </ul>
Desirable	<ul style="list-style-type: none"> <li>• Further evidence of study at GCSE or above.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Exam Certificates</li> </ul>
Professional Experience		
Essential	<ul style="list-style-type: none"> <li>• Experience of working with or caring for young people in a professional capacity.</li> </ul>	<ul style="list-style-type: none"> <li>• Application form</li> </ul>
Desirable	<ul style="list-style-type: none"> <li>• Experience of working with children with learning or behavioural needs.</li> </ul>	<ul style="list-style-type: none"> <li>• Application form</li> </ul>
Skills/Knowledge		
Essential	<ul style="list-style-type: none"> <li>• Good communication skills.</li> <li>• Ability to work as part of a team.</li> <li>• Ability to work independently.</li> <li>• Ability to foster good relationships with students and enthuse young people to want to learn.</li> </ul>	<ul style="list-style-type: none"> <li>• Letter of application</li> <li>• Interview</li> <li>• References</li> </ul>
Desirable	<ul style="list-style-type: none"> <li>• Creative approaches to student learning.</li> </ul>	
Attributes		
Essential	<ul style="list-style-type: none"> <li>• Personal integrity and high expectations.</li> <li>• Willingness to work hard.</li> <li>• Flexible approach to work, both with students and other members of the department.</li> <li>• Willingness to undertake further professional development.</li> <li>• Personal resilience – ability to be calm and positive under pressure.</li> <li>• Sensitivity, Warmth.</li> </ul>	<ul style="list-style-type: none"> <li>• Interview</li> <li>• References</li> </ul>

## **JOB DESCRIPTION TEACHING ASSISTANT GRADE B**

Location:	Braunton Academy
Reporting to:	The Director of Additional Learning Needs
Payscale:	NJC Grade B Spine Points 2-3
Hours:	08.45 am – 3.15 pm (normal school day). Exact daily hours will vary, but will be worked across 5 days Mon-Fri.
Job Purpose	To work under the direct instruction of the DALN, usually in the classroom with the teacher, to support access to learning for students and provide general support to the teacher in the management of students and the classroom. Work might occasionally, but not regularly, take place outside the main teaching area.

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### **Main Role**

#### **To work under direct supervision/instruction to support access to learning by:**

- Arriving promptly to lessons.
- Attending to the welfare and personal care of students including those with special educational needs.
- Working with small groups or one-to-one.
- Undertaking general clerical/organisational support for the teacher.

### **Duties:**

#### **Support the teacher by:**

- Preparing the classroom as directed for lessons and clearing afterwards.
- Assisting with the display of students work.
- Being aware of student problems/progress/achievements and reporting these to the teacher as agreed.
- Undertaking student record keeping as requested.
- Being aware of/working with planned learning activities.
- Occasional contribution to planning e.g. for individual students, general literacy/numeracy.
- Working with the teacher in managing student behaviour and reporting difficulties as appropriate.
- Gathering/reporting information from/to parents/carers as directed.

- Invigilating/administering routine tests/exams.
- Providing clerical/administrative support e.g. photocopying, typing, filing, etc.

### **Supporting students by:**

- Supervising and providing support for students, including those with special needs, ensuring their safety and access to learning.
- Attending to the student's personal needs, and implementing related personal programmes, including social, health, physical, hygiene, first aid and welfare matters.
- Establishing good relationships with students, acting as a role model and being aware of and responding appropriately to individual needs.
- Promoting the inclusion and acceptance of all students.
- Encouraging students to interact with others and to engage in activities led by the teacher.
- Encouraging students to act independently as appropriate.

### **Support the Curriculum by:**

- Supporting students to understand instructions.
- Supporting students in respect of local and national learning strategies e.g. literacy, numeracy, KS3, KS4, etc. as directed by the teacher.
- Supporting students using ICT as directed.
- Preparing and maintaining equipment/resources as directed by the teacher and assisting students in their use.

### **Support the Academy by:**

- Being aware of and complying with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, and reporting all concerns to an appropriate person.
- Being aware of and supporting difference and ensuring all students have equal access to opportunities to learn and develop.
- Contributing to the overall ethos/work/aims of the school.
- Appreciating and supporting the role of other professionals.
- Attending relevant meetings as required.
- Participating in training and other learning activities and performance development as required.
- Assist with the supervision of students out of lesson times, including before and after school and at lunchtimes as required.
- Accompanying teaching staff and students on visits, trips and out of school activities as required.

## **BRAUNTON ACADEMY**

### **MISSION STATEMENT ON LEARNING AND LEADERSHIP**

#### **LEARNING**

**Learning enables individuals to change and to grow, becoming independent and confident. The Academy has a commitment to improving the quality of Learning by:**

- preparing people for their futures by :
  - encouraging creative thinking and reasoning
  - instilling self-confidence and self-esteem
  - developing Communication, Literacy, Numeracy and IT skills
  - encouraging life-long learning and problem solving
  
- recognising that individuals learn in different ways by :
  - using a variety of learning and teaching styles
  - changing the learning process according to need
  - providing opportunities for success for all
  - appreciating that learning is interactive
  - being adaptable and flexible
  - enthusing, challenging, stimulating and inspiring
  - nurturing and supporting
  - making learning fun and enjoyable
  - provide opportunities for independent and interdependent learning
  - understanding the learning process
  
- checking the effectiveness of learning by :
  - being clear about the learner's starting point
  - using a variety of assessment techniques
  - using assessment data constructively
  - seeking learner feedback
  - encouraging self-evaluation
  
- supporting the learning process by :
  - ensuring a safe, well-resourced environment
  - using the community to enhance learning
  - creating an atmosphere which is conducive to learning
  - having high expectations of all

**Learning is for all members of the Academy community**

## **LEADERSHIP**

**Leadership** ensures the Academy's commitment to improving the quality of students' learning by:

- developing a shared **vision** and evaluating progress
- sustaining a **culture** which :
  - respects and values all its members
  - is open and accessible
  - develops individuals and teams
  - challenges and motivates
  - listens and responds
- sharing and communicating :
  - a love for **learning**
  - an understanding of how people learn
  - the belief that learning never stops
- actively engaging with the **community** by :
  - encouraging and enabling community involvement by students and staff
  - welcoming the community into Braunton Academy
  - developing business links
  - promoting the work and values of the Academy
  - supporting the life of the community

**Leadership** is not confined to a few people. It is a quality which is to be encouraged in all members of the Academy.

## **MANAGEMENT**

**Management** ensures the Academy's commitment to improving the quality of students' learning by:

- **deploying people, time and resources to :**
  - provide the highest quality learning and teaching
  - provide pastoral support for students and staff
  - monitor and evaluate the work of the Academy
  - ensure responsible behaviour
  - ensure a safe, secure and attractive environment
  - work with the community
- **using structures and systems which :**
  - are effective and efficient
  - define roles and responsibilities
  - define lines of support and accountability
  - ensure legal requirements are met
  - are simple and unbureaucratic
  - enable decisions to be taken at appropriate levels
  - use effective communication
- **providing value for money**

**Management** is not confined to a few people. It is exercised by all members of the Academy.