

Classroom Teaching Assistant

Full Time, Permanent

Application Pack

Location: **Milton Court, Brewery Road, Sittingbourne, ME10 2EE**

REAch2 Registered address:

REAch2 Academy Trust
Henhurst Ridge Primary Academy,
Henhurst Ridge, Branston,
Burton Upon Trent,
Staffordshire, DE13 9SZ

www.reach2.org



Contents

- Letter from Sir Steve Lancashire, Chief Executive
- Letter from Ben Clark, Headteacher
- Milton Court's Purpose, Vision and Values
- The application process and timetable
- Job Description
- Person Specification



Letter from Sir Steve Lancashire, Chief Executive, REAch2 Academy Trust

Dear Candidate,

Thank you for your interest in this role within the REAch2 Academy Trust.

This is a hugely exciting time for our family of schools. The Trust has been recognised by the Department for Education as being well placed to raise standards and achieve excellence for pupils in a growing number of schools nationwide. We are presented with a rare opportunity to make a real difference to the lives and life chances of so many primary school children – many of whom haven't previously received the educational opportunities they deserve.

The Trust has academies based all across England and includes schools at various stages of development, from those requiring significant improvement through to existing outstanding schools. As a Trust we are clear about the importance of achieving long term sustainability for our schools. Our vision is to enable individual academies to flourish with real autonomy, whilst also ensuring a strong ethos of support and collaboration across our schools.

Teachers within REAch2 belong to a national community of professionals, and benefit from a wide range of networks and development opportunities across the Trust. In time, our best teachers are able to work across schools, develop specialisms and step up to leadership roles within and beyond their own academy. The Trust provides a strong culture of collaboration and support, together with high expectations for staff and pupils alike.

Those we recruit are able to demonstrate that they share our values, are highly motivated to work with colleagues within and beyond their school to continuously develop their skills and pursue professional excellence, and are committed to providing the highest standards of teaching for all children. If that is you then we would be delighted to receive your application.

Sir Steve Lancashire

Chief Executive, REAch2 Academy Trust

Letter from Ben Clark, Headteacher, Milton Court Academy Trust

Dear Candidate,

I am delighted that you have taken the time to consider applying for a rare opportunity to work in our amazing school.

Milton Court Primary Academy has been on quite a journey over the last several years. Here are some of the highlights:

- In 2019 the school achieved a Good rating from Ofsted (the full report can be found on our website)
- The school has completed a million pounds' refurbishment project, ensuring the staff and the children has the most suitable and comfortable environment to succeed in
- Our Local Governing Board is growing in size, with highly skilled and dedicated individuals joining us in supporting our journey to excellence
- A robust, personalised, wellbeing and pastoral programme put into place to support every child at Milton Court develop in a holistic sense
- Extensive CPD has ensured quality of teaching and learning has improved to the highest standards, and further CPD is scheduled for the coming academic year
- Due to the school's development and successes, Milton Court Primary Academy is now at full capacity
- A strong, stable and dedicated school team has been assembled. Enabling us to drive standards and expectations, build trust and relationships with the community and to ensure every child develops as fully as they can

This could be your opportunity to become an integral part of our team, as we continue to seek excellence from the children and in everything we do as adults.

For further information on what Milton Court Primary Academy can offer you as a teacher, please visit our school website. From there you will have access to our 'Good' Ofsted report, read about our values, catch-up on our recent Community Projects, read the latest Parent and Pupil views (both are rather positive) and learn much more about our wonderful school.

I wish you all the best in your endeavours, and I hope to see you soon!



Milton Court's Purpose, Vision and Values

Our Purpose:

To equip our children with the skills and knowledge required to succeed in modern Britain.

Our Vision:

For over 170 years, Milton Court has been the community hub of Milton Regis. It is our ambition to continue serving the community of Milton Regis, providing each generation of children the academic, social, moral, spiritual and culture skills and knowledge they need to become aspirational and successful individuals. Furthermore, dedicated to being a forward facing, progressive school and community hub, Milton Court will continue its extensive and close relationship with the whole community, sharing the skills and expertise of the staff, to upskill, support, engage and enthuse all of Milton Regis and beyond. Through education, Milton Court aims to bring the community together so it aspires for excellence, individually and collectively.

Mission Statement:

Every child accesses a meaningful, inclusive and progressive curriculum, which has been designed, and annually reviewed, around the children of Milton Court. The curriculum is then delivered by passionate staff, in a way that makes learning enjoyable and memorable from Nursery through to Year 6.

Values:

Our values have been carefully chosen so they are applicable for all stakeholders at Milton Court Primary Academy. This ensures that the same values are instilled in the staff as they are the children.

ACE

Aspiration

To be driven and confident enough to be the best you can be (*Attitude*)

Collaboration

Being an effective team member, developing leadership qualities and being empathetic to the ideas and beliefs of others (*Action*)

Excellence

Celebrate outstanding achievements (*Outcome*)



The application process and timetable

You are invited to submit an application form, which is available together with this document.

Closing date for applications: 12pm 7th July 2022.

Interviews: Week commencing 11th July 2022

Start date: 1st September 2022

The candidates selected for interview will be informed after shortlisting and full details of the interview programme will be provided.

REAch2 Academy Trust has an Equal Opportunities Policy for selection and recruitment. Applicants are requested to complete and return the Equal Opportunities Monitoring form separately with their application.

In accordance with our Safeguarding Policy the successful candidate will be required to have an enhanced DBS check.

To arrange an informal discussion please contact:

Claire Brooks – School Business Manager

cbrooks@milton-court.kent.sch.uk

Completed application forms should only be sent to the above email.

Job Description

Post: Teaching Assistant

Salary: Kent Range 3

Responsible to: Class Teacher

1. PURPOSE OF JOB

Support the class teacher in the teaching and welfare of children to ensure they attain the targets set under their individual educational programmes.

2. PRINCIPAL ACCOUNTABILITIES

- Ensure the maintenance of a clean, orderly and safe working environment making sure that equipment/resources/materials are set out on time and as per instructions received and used safely to enable pupils meet their learning targets.
- Assist teacher with learning activities ensuring health and safety and good behaviour of pupils. Support the pupils in accessing learning activities as directed by the teacher to enable pupils' progress towards their targets. Be aware of and support differences to ensure all pupils have equal access to opportunities to learn and develop.
- Provide clerical/admin support (e.g. typing, photocopying, displays etc.) and undertake basic recording keeping in respect of pupil learning, behaviour management, child protection etc. as directed in order to support the teacher deliver the specific learning programmes set for each child.
- Be aware of and comply with policies and procedures relating to child protection, health, safety, security and confidentiality reporting all concerns to an appropriate person to ensure pupils' wellbeing.
- Contribute to the overall work/aims of the school and appreciate and support the role of colleagues and other professionals to enable the school fulfil its development plans etc.

- Undertake training and other learning activities and attend relevant meetings (within contracted hours) as required to ensure own continuing professional development.

4. EXPERIENCE

- Good standard of general education together with good numeracy and literacy skills.
- Previous experience of working with children
- Phonics knowledge is desirable
- Use basic technology (computer, video, photocopier)
- Knowledge of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality.
- Have the ability to relate well to children and adults, understanding their needs and being able to respond accordingly.
- Good influencing skills to encourage pupils to interact with others and be socially responsible.

5. JOB CONTEXT

- TAs will be expected to work effectively with individual pupils and/or small groups under the direction and supervision of a class teacher. They will contribute to, and need to demonstrate skills in, planning, monitoring, assessment and class management. TAs would also be expected to work as part of the school team and contribute to plans to ensure the school meets its aims.
- The post holder must work within the relevant policies, codes of practice and legislation reporting any concerns to the relevant person.
- The post holder must have good communications skills to be able to inform, persuade, inspire and motivate pupils and provide feedback to other professionals and parents as required.
- From time to time, any other reasonable task as directed by the Headteacher which falls within the purview of the post.

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> To be able to demonstrate levels of Numeracy and Literacy equivalent to GCSE grade C or higher 	
Experience	<ul style="list-style-type: none"> Working with children 	
Knowledge and Understanding	<p><i>To have knowledge and understanding of:</i></p> <ul style="list-style-type: none"> TA requirements and standards Relevant policies, codes of practice and legislation including safeguarding Behaviour management strategies The National Curriculum Whole school initiatives and strategies 	<ul style="list-style-type: none"> Phonics knowledge Previous experience in an educational setting
Skills	<ul style="list-style-type: none"> Be able to support the teacher in planning effective activities; develop their knowledge through the evaluation of their own learning needs; work independently and as part of a team Calm under pressure and able to adapt to change quickly Communicate effectively with parents Maintain appropriate professional boundaries with children, parents and staff Maintain appropriate levels of confidentiality 	



REAch2 Academy Trust is a charitable company limited by guarantee in England and Wales, Company number 08452281, Registered office Address: Henhurst Ridge Primary Academy, Henhurst Ridge, Branston, Burton Upon Trent, Staffordshire, DE13 9SZ; VAT Number: 220 8862 15



APPLICATION FORM

POST:

SCHOOL:

NAME:

DATE:

SECTION 1 – PERSONAL DETAILS	
Title (Mr, Mrs, Miss, Ms, Dr, Other):	Home Telephone No:
Surname:	Mobile Telephone No:
Forename:	Email address:
Names previously known by if applicable:	Date of birth:
Full address:	National Insurance number:
	Teacher's reference (if applicable):
Where did you hear about REAch2 and this opportunity?	

SECTION 2 – EDUCATION <i>(please include any higher education degrees in this section)</i>		
Institution(s) attended	Date (start to end)	Qualifications gained including grade

SECTION 3 - PROFESSIONAL TRAINING AND DEVELOPMENT <i>(Please include details of any relevant training or staff development)</i>		
Institution(s) attended	Date (start to end)	Course completed

SECTION 4 – CURRENT EMPLOYMENT <i>(please include a full employment history, since leaving education)</i>	
Employer's name:	Position held:
Date commenced:	Date of leaving if applicable:
Notice period:	Grade/salary:
Reason for leaving	
Description of duties and responsibilities	

SECTION 4 – PREVIOUS EMPLOYMENT

Employer's name:		Position held:	
Date commenced:		Date of leaving if applicable:	
Notice period:		Grade/salary:	
Reason for leaving			
Brief description of duties and responsibilities			

PREVIOUS EMPLOYMENT

Employer's name:		Position held:	
Date commenced:		Date of leaving if applicable:	
Notice period:		Grade/salary:	
Reason for leaving			
Brief description of duties and responsibilities			

PREVIOUS EMPLOYMENT

Employer's name:		Position held:	
Date commenced:		Date of leaving if applicable:	
Notice period:		Grade/salary:	
Reason for leaving			

Brief description of duties and responsibilities	
PREVIOUS EMPLOYMENT	
Employer's name:	Position held:
Date commenced:	Date of leaving if applicable:
Notice period:	Grade/salary:
Reason for leaving	
Brief description of duties and responsibilities	

SECTION 5 – Gaps

If you have any gaps in your employment history or you have lived/travelled overseas please use this section to provide details.

--

SECTION 6 – PERSONAL STATEMENT

(Your personal statement should provide evidence/ examples of how you meet the person specification and your ability to carry out the job description. You could use the headings provided in the job description to structure your personal statement. Your personal statement should be no longer than the equivalent of three sides of A4).

--

SECTION 7 – REFERENCES Please note that if you provide details you give us permission to request a reference.
(Please provide the names, addresses and occupations of two referees, one of whom should be your present or last employer).

First Reference	Second Reference
Name:	Name:
Occupation:	Occupation:
Is this your current employer: YES NO	Is this your current employer: YES NO
Company address:	Company address:
Email address:	Email address:

SECTION 8 – DISCLOSURE AND BARRING AND RECRUITMENT CHECKS

REAch2 is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts.

The DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police that’s considered relevant to the role. Any information that is “protected” under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate.

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are

considered ‘protected’. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

Guidance about whether a conviction or caution should be disclosed can be found on the [Ministry of Justice](#) website. For further impartial advice, please visit – [NACRO](#).

If you are successfully shortlisted you will be expected to complete a self-declaration form prior to your interview, and if you secure the role, each year of your employment, if appropriate for the role.

Any convictions listed on a DBS check and/or in the self-declaration form will be considered on a case-by-case basis.

For posts in regulated activity, the DBS check will include a barred list check.

It is an offence to seek employment in regulated activity if you are on a barred list.

Disqualification under the Childcare Act 2006. Section 76(2) of the 2006 act, provides that a person who is disqualified under the 2018 regulations may not:

- provide relevant childcare provision
- be directly concerned in the management of such provision

Under section 76(3) schools are prohibited from employing a disqualified person in connection with relevant childcare provision in the settings set out in the relevant offences and orders section of this guide ([Disqualification under the Childcare Act 2006 Guidance](#)), unless the individual in question has been granted a waiver by Ofsted for the role they wish to undertake.

For all posts that meet the childcare disqualification criteria in addition to an enhanced DBS check with child barred list check, you will also be required to complete a childcare disqualification declaration form prior to your interview, and if you secure the role, each year of your employment.

Any data processed as part of the DBS check / childcare disqualification check will be processed in accordance with data protection regulations and the REAch2’s privacy notice.

If you have lived/travelled outside of the UK for more than 6 consecutive months within the last 10 years REAch2 will require you to obtain a criminal records check from the relevant country. If you answer ‘yes’ to the question below, we may contact you for additional information in due course.

Any job offer will be conditional on the satisfactory completion of the necessary pre-employment checks.

Have you lived or worked outside of the UK in the last 10 years? Yes No

SECTION 9 – DATA PROTECTION STATEMENT

The information that you provide on this form and within your CV (if submitted) will be used to process your application for employment. We process this information in line with our job applicant privacy policy.

If you succeed in your application for employment, the information will be used in the administration of your employment with us. Further details on the processing of your data at this stage will be provided to you on offer of employment.

By signing this application form we will be assuming that you agree to the processing of your personal data (as described above), in accordance with our registration with the Information Commissioner's Office.

If you would like further information, please read our [applicant privacy notice](#).

Declaration

I declare to the best of my knowledge and belief, all particulars I have given in all parts of this application form, including my CV, are complete and true. I understand that any false declaration or misleading statement or a significant omission; for example seeking employment with the knowledge I am on the barred list, may disqualify me from employment and render me liable to dismissal. If I am not successful in my application, I understand that my application will be retained for 6 months.

By signing this application form, I am agreeing and understand the Data Protection Statement and Declaration above.

SECTION 10 – OTHER DECLARATIONS

Are you related to any member of the governing body? <i>(any canvassing direct or indirect will disqualify you from applying)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, please give details:	
To the best of my knowledge and belief, the information on this application form is correct.	
Signed:	Date:

SECTION 11: DISABILITY AND ACCESSIBILITY

REACH2 has committed to ensuring that applicants with disabilities or impairments receive equal opportunities and treatment.

If you have a disability or impairment, and would like us to make adjustments or arrangements to assist if you are called for an interview, please state the arrangements you require:

Arrangements:

SECTION 12: RETURNING YOUR COMPLETED APPLICATION FORM

(Please return your completed application form and return all documents to the contact given).

Name: _____



Email address:	
Closing date:	