

Teaching Assistant – Level 2

Remuneration: Grade E Pts 4-5 / Actual Salary: £16,387 to £16,661 (FTE: £23,114 to £23,500)

Contract: 30hrs pw/ 39 weeks pa/ Mon to Fri 08:40am to 3.20pm (inclusive of 40mins unpaid break)

Huxlow Academy is a fully inclusive school, located in Irthlingborough, East Northamptonshire. Our students are a vibrant and varied mix that bring an energy that is not found in many other schools. The loyalty the students show for the staff and community, whom they recognise care so deeply about them, is what makes Huxlow a very rewarding and fun place to work. If you want to work with a team committed to making a difference to the lives of the young people in our community, we want to hear from you!

We are seeking to appoint a Level Two Teaching Assistant to support across the school in a variety of departments. The right candidate will have the creativity and ability to motivate students who may find aspects of learning challenging.

The successful candidate will:

- Have strong interpersonal skills and be able to relate to a wide range of people;
- Be able to work well as part of a team but also demonstrate the initiative and ability to work alone;
- Be passionate about being involved in the growth of students;
- Be able to demonstrate that they meet the requirements set out in the person specification;
- Be required to undergo an enhanced DBS disclosure check;

If you believe that you have these qualities, are passionate about being involved in the growth of students and are interested in working as part of our school team, then we look forward to hearing from you.

Training and development opportunities will be offered. All staff are encouraged to study further and the trust will actively support staff to obtain relevant further qualifications where possible.

Tove Learning Trust is a fast moving and exciting place to work. The trust schools have a shared vision and purpose: to deliver outstanding educational experiences that lead to inspiring outcomes. Each academy has a strong individual identity and tailors their educational provision to serve their local community. Academies within the trust collaborate to share expertise and maximise opportunities and experiences for our students.

The Trustees of Tove Learning Trust are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

How to apply

All documents including the full job description, person specification and application form are available on our website <https://www.huxlow.northants.sch.uk/> Please ensure your application form and covering letter includes examples of your experience and how you meet the criteria outlined in the job description and person specification. Further information requests or completed applications should be sent to Sonya Earby-Martin E: hr@huxlow.northants.sch.uk T:01933 650496

Closing date: Wednesday 24th January 2024

Applications may be reviewed and shortlisted as they are received. Please apply early to avoid disappointment

Interview date: TBC

Identity, Prohibition, Qualification, Barred List, Enhanced DBS, Section 128, Overseas, Right to work, Reference, Criminal Record and Medical Checks are essential for all applicable posts at the School. KCSiE 2022 Online Searches - In accordance with paragraph 221 of Keeping Children Safe in Education 2022 schools are now required, to carry out an online search for shortlisted candidates. If shortlisted for the role an appropriate online search will be undertaken on your name(s). Any information given will be treated as confidential and will only be used in relation to the post for which you have applied.

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Role:	TA - Level 2
Reports to:	SENDCo
Location:	Huxlow Academy
Contract:	30hrs pw / 39 weeks pa / Mon to Fri 8.40am to 3.20pm (incl of 40mins unpaid break)
Grade/Paypoint:	Grade E - Pts 4 to 5 / Actual Salary: £16,387 to £16,661 (FTE: £23,114 to £23,500)

Job Context

Huxlow Academy is a fully inclusive school, located in Irthlingborough, East Northamptonshire, and it is part of the Tove Learning Trust. Our students are a vibrant and varied mix that bring an energy that is not found in many other schools. The successful candidate will be a member of the Education Support Department. They will support the learning and development of students with educational, behavioural, social, or emotional learning difficulties under the instruction of their line manager or teacher in the classroom; enabling students to become independent learners and helping to raise standards of achievement.

Key Responsibilities

- Assist with the planning, development, and implementation of individual student passports to ensure that the Academy's Health & Safety, SEND, Medical, CLA, Inclusion, Safeguarding and Behaviour policies are maintained
- Assist in the completion and adjustment of a wide range of pre-defined learning, care, and support activities to meet the requirements of students, learning objectives and the broader curriculum.
- Assist with the supervision of students out of lesson times through supervision duties and extra-curricular activities.

Responsibility area 1: Planning, development, and implementation of student passports

- 1) Support students in lessons and outside the classroom to fulfill their potential
- 2) Under the direction of the SENDCo, plan and deliver intervention to support students to access their learning
- 3) Participate in meetings and team development activities.
- 4) Provide clerical and other support as required e.g., student record keeping.
- 5) Monitor, feedback, record, and report on student progress, as directed, including feedback to students
- 6) Participate in the completion of student profiles and records of attainment to maximise student development.

Responsibility area 2: Learning, care, and support activities

- 1) Contribute, and support Academy colleagues to remove all barriers to learning for disadvantaged students
- 2) Respond to and deal with first aid incidents to staff and students within the school, maintaining accurate records and reporting of incidents as required by Academy procedures and Health & Safety legislation.
- 3) Provide support to students in examinations and undertake routine marking of students' work to meet the requirements of students and the curriculum.

- 4) Monitor resource levels and contribute to the resource ordering process to ensure the timely availability of resources to meet the requirements of the curriculum.

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- 2) Work one-to-one or in a small group, supporting children with their education, behavioural and social development.
- 3) Support teaching staff and students on visits, trips and out of school activities as required and take responsibility for a group of students under the supervision of the teacher.
- 4) Provide targeted support outside of the classroom.
- 5) Work on differentiated activities with groups of students.
- 6) Assist students taking examinations where scribe or amanuensis is required.

Responsibility area 4: General duties

- 1) Build and maintain positive and constructive relationships with students, parents, carers, and colleagues to maximise students' development and maintain the overall ethos of the college.
- 2) Contribute to the whole school ethos, environment, and organisation, both practically and as a positive role model for students and colleagues, and act as an ambassador for the school with a desire to raise standards and attainment.
- 3) Assist less experienced colleagues to support the achievement of individual and team performance and development objectives.
- 4) Attend training courses as appropriate.
- 5) Maintain confidentiality at all times.

Tove Learning Trust expects its employees to work flexibly within the framework of the job description. This means the post holder may be expected to carry out work that is not specified in the job description but which is within the remit of the role, duties, and responsibilities.

Tove Learning Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff & visitors to share this commitment.

It is the post holder's responsibility for promoting and safeguarding the welfare of children and young people for whom s/he comes into contact with and adhering to and ensuring compliance with the School's Safeguarding and Child Protection Policy at all times. If, in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the s/he must record the details and take appropriate action, according to the nature of the concern, to safeguard the young person and inform the relevant staff within school, including the Designated Safeguarding Lead.

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Teaching Assistant – Level 2 Person Specification

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Enhanced Disclosure and Barring	*	
Proof of identity	*	
Medical Questionnaire	*	
Satisfactory References	*	
QUALIFICATIONS/TRAINING		
GCSE English & Mathematics (Grade A*-C or Grade 4+)	*	
Teaching Assistant NVQ Level 2 or equivalent		*
Willing to undertake all relevant training as requested including Midas training	*	
Minibus License		*
Willing to undertake first aid training and duties	*	
EXPERIENCE		
Experience working with children/young people in employment or a voluntary setting	*	
At least 1-2 years' experience working with children with special needs and experience of attachment		*
Experience working in a classroom environment		*
Previous experience in a Teaching Assistant role		*
Some previous administration experience	*	
COMPETENCIES		
Excellent communication and organisation skills.	*	
Punctual and reliable	*	
Ability to deliver individual and group support and lessons to students.	*	
The ability to analyse students' learning needs and effectively support them to overcome barriers to Literacy learning.	*	
Ability to work independently and as part of a team when necessary.	*	
Ability to comply with written and verbal instructions.	*	
Ability to encourage, motivate and act as a role model.		
The ability to use ICT to support learning and accurately maintain student records.	*	
An understanding of the principles of confidentiality and data protection.	*	
An understanding of the National Curriculum.	*	
Ability to comply with all Health and Safety Procedures.	*	
Is committed to and meets all the requirements for safeguarding children.	*	
PERSONAL ATTRIBUTES		
Work in accordance with the Trust's values and behaviours	*	
Eligible to live and work in the UK	*	
Willing to work flexibly in accordance with policies and procedure to meet the operational needs of the Trust	*	

A commitment to continuing personal development and training	*	
A commitment to safeguarding and promoting welfare of children and young people	*	

Why Join Huxlow Academy?

Letter from the Headteacher

Dear Candidate

Thank you for your interest in the role of Level 2 TA at Huxlow Academy. We trust this application pack provides you with an insight into life at our school and encourages you to apply for the role.

We are incredibly proud of our school, a medium-sized Secondary Academy (11-18), located in Irthlingborough, East Northamptonshire. As a fully inclusive school our students are a vibrant and varied mix that bring an energy that is not found in many other schools. The loyalty the students show for the staff and community, whom they recognise care so deeply about them, is what makes Huxlow a very rewarding and fun place to work. If you want to work with a team committed to making a difference to the lives of the young people in our community, we want to hear from you!

I believe that every student and staff member that walks through the doors of Huxlow is a valuable member of our community, and we work hard to ensure they are welcomed, supported, and challenged to be the best version of themselves that they can be.

We are in an exciting new phase in the history of Huxlow and place a pursuit of excellence at the core of everything we do. This is underpinned by our core values of Respect, Ambition and pride. I hope that you feel inspired to aim high and come and join us as we strive to make Huxlow even better.

We place an emphasis on ambition and respect for each other and working together to ensure that our community is constantly developing. Huxlow students are exceptional, staff go the extra mile, and we are dedicated to Professional Learning and Development.

At Huxlow Academy we aim to create a learning environment that supports excellence, risk taking and innovation, stretching student understanding and ensuring that lessons are interesting and inspiring. Our teachers engage in regular professional development, keeping up to date with the latest evidence-informed research to help students learn effectively. Our teaching and learning programmes enable teachers to develop their individual strengths. Staff are encouraged to plan together, developing schemes of learning that keep students engaged. We have a well-developed online learning platform using Office 365, Google and Go4Schools which allows students to emerge as independent learners and parents to support their child's learning from home. Collaborating with schools across the Tove Learning Trust and beyond ensures our staff are at the forefront of educational thinking and practice.

Please explore our website, the recent Headteacher's letters section and our social media, to gain a flavour of what it means to be part of the Huxlow Academy community. We hope you are as impressed by our school as we are. I look forward to receiving your application should you decide you want to be a part of the proud Huxlow team.



Paul Letch

Headteacher

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Our ambitious curriculum is designed to deliver our vision of “Thriving Through Excellence”. This means we offer a perfect balance of academic learning, personal development, and enrichment.

All teaching and learning is designed to meet our high expectations and aspirations with a clear focus on sharing knowledge and developing lifelong skills. Every child is pushed to do the very best they can do, whilst taking account of every individual’s needs.



Our Key Stage 4 programme currently extends over 3 years to develop deeper understanding and mastery of subjects at GCSE, in order to achieve the highest outcomes and to aspire for every student to reach their potential.

- All students study English, Mathematics, Science, Religious Studies, Physical Education and French
- At Key Stage 3, students also study Technology, Geography, History, Music, and Drama
- At Key Stage 4, alongside our core subjects students make a number of option choices from the range of other subjects including Psychology, iMedia, Sociology, Photography, Dance and Business Studies.

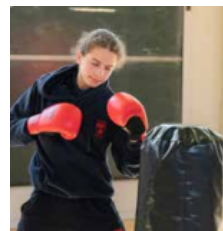
All of this is supplemented by a rich programme of enrichment, curriculum themes and extra-curricular activities.

Our excellent Key Stage 5 provision is delivered alongside our fellow Tove Learning Trust partner, Rushden Academy, as part of The East Northamptonshire School (TENC). Our joint provision has one of the most comprehensive choice of subjects in the county, consisting of over 20 A Level courses and additional BTEC Level 3 courses. Please visit www.tenconline.co.uk for more details.



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At Huxlow Academy, there is a strong commitment from staff to offer our students an inclusive and enriching educational experience, both within the curriculum and through a wide range of extra-curricular opportunities. An exciting array of clubs, activities and trips provide a springboard for developing Leadership, Organisation, Resilience, Initiative and Communication (LORIC) skills.



Throughout the academic year, all year groups are offered a range of enrichment activities which link to curriculum areas, future career opportunities and our school values and the Huxlow Way. These opportunities begin in Year 7 with a Jungle Parc personal development adventure for all students to participate on to build mutual respect, pride and ambition amongst themselves as a form and individually. There are also many other opportunities as they journey through the school through the disciplines of sport, theatre, engineering, university experiences and museums, to name a few.

Our overseas program includes the following -

Residential and overseas opportunities for Huxlow Academy students

- Year 9 – Biannual trip to France. Next trip planned spring 2025
- Years 9 and 10 – Biannual overseas trip to Iceland: next trip planned October 2024
- Year 10 - Biannual trip to Cornwall next trip planned October 2025
- Year 11, 12 and 13 – Annual Tour of Remembrance to Krakow, Poland. December
- Year 11 – Biannual overseas trip to Paris. Next trip planned February 2024



Huxlow Academy Information

Vision, Mission, and Values

Our Vision and Mission:

At Huxlow Academy we create the opportunities to enable everyone that walks through our doors to ultimately achieve our vision of “Thriving Through Excellence”.

Our mission is to achieve this by building an exceptional learning community of aspirational and responsible citizens.



Huxlow is an inclusive school where every student matters. Students come to Huxlow Academy from a variety of backgrounds and quickly become a part of the Huxlow family. Alongside high-quality teaching, we provide a wide variety of effective support. Our success is achieved by knowing every student as an individual and caring for them personally and academically. Students are prepared to successfully navigate the many opportunities and challenges that are presented by the modern world.



To fulfil our mission we work, study, and collaborate by placing a focus on three core values.

- **AMBITION** - We strive hard to achieve the very best in all that we do, and we celebrate achievement and excellence. We enable our students to fulfil their academic and personal purpose.
- **RESPECT** - We pride ourselves on being a school that fosters relationships in an atmosphere built upon empathy, mutual respect, dignity, equity, diversity, and fairness.
- **PRIDE** - Pride in all we do, both from within school and across the wider community, is at the core of our actions. Our students go on to become successful adults and we enable our students to develop the pride and character we need them to have in the future.

