



Candidate Information Pack

Teaching Assistant (Learning Support Assistant)



Contents

About the Trust

About us

Our vision and values

Working at Da Vinci Academy

Benefits of being part of L.E.A.D. Academy Trust

How to apply

Job description and Person specification



About the Trust

Be part of an ambitious, high-performing Trust, committed to improving the lives of children and young people.

L.E.A.D. Academy Trust comprises primary and secondary academies across Nottinghamshire, Derbyshire, Leicester, Lincoln and Sheffield. Established in 2011, our mission is to be a pioneering, confident, high-performing Trust with national and international influence.

“We are determined to bring about change and improvement to educational standards in the region by appointing visionary leaders who believe in the Trust’s vision and values and are committed to making a tangible difference to the lives of children and young people.”

Diana Owen, CBE - Chief Executive Officer

Inspiring experience

Our Trust Executives have first-hand experience of working in education, so they know what it’s like to be on the front line. We pride ourselves on the support and advice we give to all our staff, enabling them to be exceptional leaders and teachers who can inspire both pupils and staff. By choosing to work with us, you will be helping to improve educational outcomes for children, young people and the local community.

Within our Trust, all academies strive to achieve:

- The highest standards of behaviour and conduct
- Outstanding teaching and learning
- A fully inclusive approach where all children are equally important
- A climate of mutual respect between the children, staff and community
- A ‘can-do’ attitude - high aspirations for all involved with the school
- A wide range of enrichment opportunities for all to get involved in
- A celebration of all the cultures and faiths represented in the school
- An organisation in which there are no excuses for underachievement.

Supporting external trusts and schools

As well as our core offer to L.E.A.D. academies, we offer additional areas of support to external trusts, schools and organisations through L.E.A.D. IT Services and L.E.A.D. Teacher Training Hub.

If you are ambitious, determined, energetic and passionate about education and want to join us on our mission, then we look forward to receiving your application.



L.E.A.D. Academy Trust
comprises of:

23
primary

..... and

3
secondary
academies

..... across

5
geographical
regions

..... with

11,000
pupils

..... and

1,500
members
of staff





About us

Having converted to academy status at the heart of the L.E.A.D. Academy Trust in May 2017, Da Vinci Academy is now a successful secondary school with around 700 students and an increasing school roll (oversubscribed in KS3 and also next year's intake). In summer 2019, we were proud to be the most improved Progress 8 school in Derby and in October 2021, we were rated 'good' by Ofsted. A copy of the report can be found on our website.



Jayne Scattergood, Headteacher

Working at Da Vinci Academy

“Leaders put pupils’ interests at the heart of all that they do” Ofsted 2021

We are described as a 'proudly inclusive school with a big heart and huge ambition'. A student-centered philosophy is supported by an unwavering commitment to the achievement of successful outcomes for each and every young person.

We are looking to recruit a **Teaching Assistant (Learning Support Assistant)**. The ideal candidate will be an energetic and positive professional who can combine their passion with the ability to inspire our students and enhance a talented team. You will be enthusiastic, with the skills and determination to ensure exciting learning and outstanding progress for students of all abilities.





Benefits of being part of L.E.A.D. Academy Trust

We recognise that successful people place value on a range of benefits associated with their careers, including receiving professional recognition, commensurate financial reward, job satisfaction, opportunity to innovate and a balanced approach to work and personal time. We place value on these aspects too.

Competitive salary

All Trust roles* are subject to a minimum hourly rate, which is currently above the National Living Wage amount. All our support staff roles are subject to a competitive 6-point salary range, allowing for progression within the role.

Pension scheme

Automatic entry to the Local Government Average Salary (LGPS) pension scheme. Benefits include generous employer rate of contribution at minimum 17%, life cover, lower tax, survivor benefits and ill health cover.

Enhanced annual leave

Holiday allowance starts at 26 or 31 days, up to a maximum of 36 days. Term time only workers also benefit from the same annual leave entitlement paid as part of their usual monthly payroll. This varies on the role and amount of service, increasing after 5 and 10 years' service. Holiday is in addition to Bank or Public holidays.

Employee assistance programme

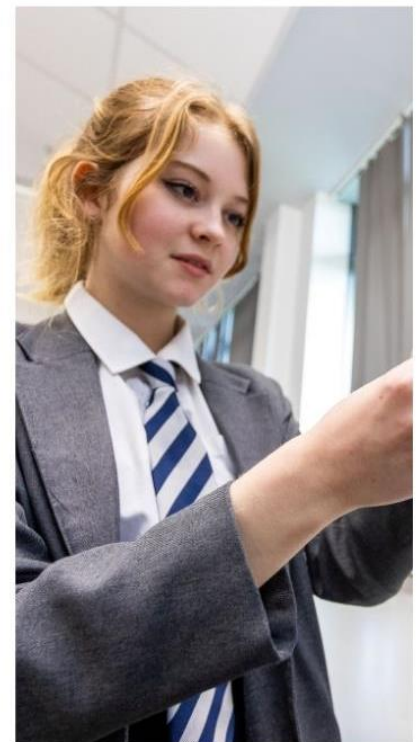
The Trust is committed to supporting staff wellbeing and partner with Health Assured to offer a comprehensive Employee Assistance Programme to all Trust employees and extends to dependent adults living the same household. This includes access to a 24/7 free phone helpline 365 days per year to access advice and support on emotional, financial, legal or other lifestyle matters.

Continuing professional development (CPD)

We provide excellent training and development opportunities within the Trust, including a full induction programme for all staff.

And more!

- Access to free Trust Occupational Health service, including physiotherapy
- Access to staff discounts and cashback for a huge range of products, including travel, shopping, insurance, motoring and utilities.
- Travel expenses for business travel at maximum HMRC mileage rate.
- Free eye tests for VDU users.
- Free seasonal flu jabs.



"Everyone is valued, everyone is supported, and if you hold the same values that L.E.A.D. has, then really consider coming to work with us."

Becky Hyder,
Safeguarding Compliance
Lead

**With the exception of
Apprenticeships*

**“Leaders put pupils’ interests at the
heart of all that they do”**

Ofsted 2021



How to apply

Please send a completed application form and covering letter explaining your interest in the role and how you meet the person specification to: vacancies@davinciacademy.co.uk For an informal, confidential discussion about this opportunity, please email: vacancies@davinciacademy.co.uk

CLOSING DATE: 8 October 2024 at 9.00 am

INTERVIEWS: We expect interviews to take place **as soon as possible**.

Applications will be reviewed upon receipt; therefore shortlisted candidates may be contacted in advance of the closing date.

L.E.A.D. Academy Trust is committed to safeguarding and promoting the welfare of children and young people and we can expect all staff and volunteers to share this commitment. This post is subject to an enhanced DBS check.



"I wanted to be part of an organisation that works in partnership, believes in collaboration and invests and understands the importance of high-quality leadership and management."

Rebecca Riley, Deputy Headteacher,
Huntingdon Academy



Job description – Teaching Assistant

Role:	Teaching Assistant (Learning Support Assistant)
Reporting to:	SENCO/Assistant SENCO
Salary:	NJC 7 - 12: Actual Salary £22,169.00 to £24,012.20 per annum
Location:	Da Vinci Academy, Derby, DE21 4ET
Contract Type:	Term Time Only
Full Time:	39 weeks per year, 37 hours per week
Start Date:	1 January 2025
Closing Date:	8 October 2024 at 9.00 am

Job Description – Teaching Assistant (Learning Support Assistant)

- To work with children as part of a team under the overall direction of the SENCO/Assistant SENCO who will be responsible for the policy and educational programme and for matters of control and discipline within National Curriculum Framework.
- To foster the participation of pupils in the social and academic processes of the school by recognising individual pupils' needs and identifying and implementing appropriate responses under the overall management and guidance of the class teacher.
- To work independently in accordance within guidelines in order to encourage pupils to become more independent learners and help to raise the standard of achievement and attainment for all pupils.
- Activities undertaken by colleagues at this level would be monitored by the SEND Team or more senior colleagues and the content of learning activities would be planned by the teacher/more senior staff, although there would be an expectation that the post holder would contribute to this process

Key Duties

- Assist with the planning and evaluation of teaching and learning activities.
- Provide support to individuals and groups on teacher planned activities to enable them to access the curriculum, whilst monitoring progress and dealing with challenges as they arise.
- Through effective learning strategies, support all pupils to participate in learning activities. This will involve being aware of pupils' needs, using appropriate equipment and materials and modifying resources as necessary to support pupils to participate and progress.
- Contribute to the implementation of an effective behaviour management strategy, applying it fairly and consistently within clear boundaries and reinforcing positive aspects of behaviour.
- Develop positive relationships with parents, carers and families by taking a partnership approach, maintaining and sharing accurate information where appropriate.
- Planning, delivering and monitoring interventions within the Learning Centre and the classroom.
- Support at break, lunchtime and before/after school (dependant on rota)
- To be an advocate for students with SEND enabling them to have the best possible outcomes
- To provide administrative support enabling effective sharing of information for students with SEND

- Support learning activities for all pupils by maintaining awareness of the stages of development and individuals' specific needs and giving positive encouragement and feedback to ensure pupils are reaching their full potential.
- Care and support pupils by providing a safe and secure environment, responding appropriately to accidents, emergencies and following established procedures wherever appropriate.
- Contribute to the health and well-being of pupils through the support of safeguarding for pupils by ensuring a safe environment, and following policies and procedures at all times.
- Develop and promote positive relationships with pupils by communicating effectively, allowing them to feel valued and listened to and encouraging questions and ideas.
- Assist with the personal and intimate care of pupils.
- To support children and young people with SEND, supporting them to actively participate in learning activities. To liaise with parent/carers/outside agencies as required.

In Class Support

- Contribute to the planning and evaluation of teaching and learning activities by being clear of own role in delivery, sharing realistic ideas, offering constructive suggestions and giving feedback where appropriate.
- Support with the delivery of learning activities in the absence of the teacher, e.g. when providing cover supervision or working with pupils outside of the classroom; however learning activities should take place under the direction and supervision of a qualified teacher in accordance with arrangements made by the Headteacher of the school.
- Working alongside the class teacher to ensure that learning resources and materials are ready for use in activities whilst recognising and minimising potential hazards and making adjustments where necessary.
- Escort and supervise pupils on educational visits and out of school activities.

Support for the Curriculum

- Support pupils in activities to develop their literacy and numeracy skills by having an awareness of individual needs, learning targets, and the relevant support required to assist pupils' development, offering encouragement and feedback where appropriate.
- Prepare and effectively use ICT within the classroom environment to support and promote pupils' learning in ways that are stimulating and enjoyable for pupils according to age, needs and abilities.

Support for the School

- Develop and maintain effective working relationships with other practitioners, drawing on their strengths and expertise in order to best support teaching and learning.
- Support children and young people through transitions that occur in their lives, enabling them to manage them in a positive manner.
- Willingness to keep up to date with professional practice by maintaining an up-to-date understanding of the requirements of the role and individual responsibilities.
- Contribute to maintaining accurate pupil records following relevant procedure and ensuring confidentiality at all times.
- Carry out break supervision and other duties as directed
- First aid training and associated duties

As job descriptions cannot be exhaustive, the post-holder may be required to undertake other duties which are broadly in line with above key responsibilities.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and individually take responsibility for doing so.

At L.E.A.D. we have a strong vision and four core principles, to lead, empower, achieve and drive, which you will be expected to demonstrate in your working practices.

Job Specification – Teaching Assistant (Learning Support Assistant)

This job specification lists the competencies expected of an experienced/fully trained Teaching Assistant 2.

The two right hand columns provide guidance for the appointment of new Teaching Assistant 2.

(E=Essential criteria, D=Desirable criteria).

Skills, knowledge and aptitudes	The L.E.A.D. Teaching Assistant 2 should be able to provide evidence of the following:		
	<ul style="list-style-type: none"> knowledge of Teaching Assistants' contribution to raising standards by the promotion of independent learning 	E	
	<ul style="list-style-type: none"> an appreciation of the National Curriculum and how this is applied to planning, preparation, and delivery of learning activities 		D
	<ul style="list-style-type: none"> knowledge and understanding of pupil assessment, progress, evaluation, and reporting of attainment 		D
	<ul style="list-style-type: none"> knowledge of stages of child development and individual needs 	E	
	<ul style="list-style-type: none"> understanding and awareness of individual needs and ability to adjust communication methods accordingly 	E	
	<ul style="list-style-type: none"> developed communication skills, both orally and in writing 	E	
	<ul style="list-style-type: none"> ability to establish positive relationships with pupils, families, and colleagues 	E	
	<ul style="list-style-type: none"> awareness of techniques necessary to support individual learning needs and development 	E	
	<ul style="list-style-type: none"> initiative in dealing with day-to-day issues 	E	
	<ul style="list-style-type: none"> ability to contribute to the planning and delivery of learning activities 	E	
	<ul style="list-style-type: none"> knowledge of appropriate behaviour management practices 	E	
	<ul style="list-style-type: none"> knowledge of Health and Safety policies and procedures that contribute to the maintenance of pupil safety and security 	E	
	<ul style="list-style-type: none"> knowledge of safeguarding procedures and protocols 	E	
Qualifications and Training	The L.E.A.D. Teaching Assistant 2 should have:		
	<ul style="list-style-type: none"> preference will be given to suitable candidates who hold a relevant qualification as listed below however we will also consider applicants with significant demonstrable experience in a similar role 	E	

	<ul style="list-style-type: none"> GCSE pass level or equivalent qualifications in Maths/Numeracy & English/Literacy 	E	
Experience	The L.E.A.D. Teaching Assistant 2 should be able to produce evidence of:		
	<ul style="list-style-type: none"> experience of working within an education setting or equivalent 	E	
	<ul style="list-style-type: none"> direct experience of working with pupils to raise attainment through personal intervention 		D
	<ul style="list-style-type: none"> proven experience of working with children and young people, including children with individual needs and from a range of backgrounds 	E	
	<ul style="list-style-type: none"> innovative use of resources and materials including ICT software and equipment 		D
	<ul style="list-style-type: none"> relevant experience of building positive relationships with all stakeholders 	E	
	<ul style="list-style-type: none"> understanding the role of parents/carers and the wider community in education 		D
	<ul style="list-style-type: none"> experience of working with children or young people with SEND 	E	
Personal Attributes	The L.E.A.D. Teaching Assistant 2 should:		
	<ul style="list-style-type: none"> have an openness to learning and change 	E	
	<ul style="list-style-type: none"> have a positive attitude to personal development and training 	E	
	<ul style="list-style-type: none"> be able to work in ways that promote equality of opportunity, participation, diversity and responsibility 	E	
Special Requirements	The L.E.A.D. Teaching Assistant 2 should:		
	<ul style="list-style-type: none"> be able to work at times and locations convenient to the service provision 	E	

In addition to the requirements above, candidates must hold one of the following qualifications:

- Level 3 Certificate and Diploma in Supporting Teaching and Learning (STL)
- Level 3 NVQ Supporting Teaching and Learning (STL)
- Level 3 NVQ Childcare Learning and Development (CCLD)
- Level 3 CACHE Diploma in Childcare and Education
- QTS
- BTEC National Learning Support
- Children's Care and Education Diploma (CCE)
- NVQ Level 3 Caring for Children and Young People
- Open University Specialist Teaching Assistant Certificate (STAC)
- Specialist Teaching Assistant Award (STA)
- City and Guilds Certificate in Learning Support combined with NCFE
- 3563 Special Needs Assistant Qualification
- NVQ3 Teaching Assistant



L.E.A.D. Academy Trust

Lead • Empower • Achieve • Drive

L.E.A.D. Academy Trust
5a The Ropewalk
Nottingham
NG1 5DU

Email address:

Vacancies@davinciacademy.co.uk

Phone number:

01332 831515