

# The **GALLERY** TRUST

A community of special schools



**Teaching Assistant  
Bardwell School**

Candidate Information Pack  
September 2023

Thank you for your interest in the post of Teaching Assistant at Bardwell School.

Bardwell School is a community special school for children aged 2 – 19 years with severe learning difficulties and profound and multiple learning difficulties. The school has 105 pupils on roll, following recent expansion of the school buildings.

We are passionate about students at Bardwell having their abilities recognised and celebrated, whilst receiving an excellent education. The staff team is committed to very high standards in relation to every aspect of our pupils' education. The school is values led, with every decision underpinned by its principles and values. These values include a positive reinforcement approach to behaviour management and a non-label led, individualised approach to planning and delivering learning for all students.

Bardwell School is a member of The Gallery Trust, an expanding Special Needs Multi Academy Trust, which is dedicated to improving outcomes for SEND learners in Oxfordshire. The Trust has a national reputation for excellence and is influential in the development of SEND strategy in the county. With six academies currently in the Trust, our aim is to build a community of eight to ten special schools over the next five years.

Please visit our website to find out more about the school. If you would like to visit the school to find out more about this exceptional opportunity before you submit your application, you will be most welcome. Our staff and students will be delighted to meet you!

Thank you again for your interest and we look forward to hearing from you.



*Julie Foot*  
*Head Teacher*

## Teaching Assistant

**Grade 6: £16,258.80 to £17,808.52**

**(FTE Salary £22,777 - £24,948 per annum)**

**Full-time 31.5 hours per week, 38 weeks per year, term time only**

**Work pattern: Monday – Friday 8:45am – 3:30pm**

We are seeking enthusiastic and motivated staff to join our thriving and vibrant community at an exciting time in our development.

The role of the Teaching Assistant involves setting appropriate boundaries for children, supporting with their education and care and liaising with families to get the best possible outcomes. You will have the attributes to work across the whole school, including supporting children with complex health and medical needs and students who may demonstrate physically challenging behaviour. You will have, or be willing to quickly develop, a good understanding of our school curriculum, how to create a climate for success and how to support pupils with special educational needs and disabilities to learn and develop. You will also demonstrate a resilient and instinctive approach in meeting our pupils' needs.

If you share our passion for making a real difference to the lives of children and young people with special needs, this could be the opportunity you are looking for.

### **Benefits of working at Bardwell School include:**

#### **Professional development opportunities**

- Regular training and access to a range of internal and external professional development opportunities, tailored to your learning needs, your job role and your career aspirations.
- Opportunities for career progression, secondments and transfers within The Gallery Trust, the largest special school Academy Trust in Oxfordshire.
- Opportunities for collaborative working across the schools in The Trust, offering the chance to liaise with experienced colleagues, building knowledge and professional networks
- Develop your career in The Gallery Trust, an expanding and successful organisation which offers opportunities for progression, secondments and collaborative working with colleagues across our schools

#### **Financial**

- Competitive salaries for teaching and support staff based on School Teacher Pay and Conditions Document and the NJC Green Book
- Access to attractive pension plans (TPS and LGPS), linked to salary life assurance
- Contribution towards glasses and eye tests for DSE use
- Salary sacrifice schemes, including childcare vouchers
- Perkbox - discount and wellbeing platform membership

#### **Wellbeing**

- 24/7 access to a free Employee Assistance Programme to provide confidential advice and guidance

- Membership to My Healthy Advantage wellbeing app
- Excellent induction processes, and strong line management structures to promote your wellbeing at work
- A culture which is open to employee ideas and encourages open dialogue
- Complimentary tea and coffee
- Regular staff surveys and gathering of staff views to gain feedback on wellbeing and to drive improvements
- The opportunity to join colleagues for social events
- Family friendly policies, which promote your wellbeing
- Cycle to work Scheme
- Weekly opportunity to purchase from the Post 16 lunch bar (currently soup and scone)
- Tuck shop – run by Post 16 provision (The Lodge)

### **Facilities**

- Free car parking and cycle storage

## Application Process

To apply for this post, please email [jobs@bardwell.oxon.sch.uk](mailto:jobs@bardwell.oxon.sch.uk)

Please submit your application form by **the 21<sup>st</sup> September 2023 at 12:00pm** to [jobs@bardwell.oxon.sch.uk](mailto:jobs@bardwell.oxon.sch.uk) or by post.

Please ensure you detail any gaps in employment and use the selection criteria which is contained in the job pack when you prepare your application, as shortlisting for interview will be based on how closely you demonstrate your ability to fulfil the essential criteria. We do not accept CVs. If you are shortlisted, we will take up written references before your interview so please provide permission for this and provide accurate phone and email contact details for your referees. One of your referees must be your current or last employer, and if you are employed in a school, must include your current Head Teacher.

The Gallery Trust is committed to safeguarding and promoting the welfare of all children and expects all staff to share this commitment. Any offer of employment with The Gallery Trust is subject to verification of ID and qualifications, satisfactory evidence of the right to work in the UK, health clearance, NCTL and Enhanced Disclosure and Barring Check. The Gallery Trust is an equal opportunities employer, and we welcome applications from candidates from all ethnic and community backgrounds.



The Gallery Trust is a Special Multi Academy Trust which is dedicated to improving outcomes for SEND learners in Oxfordshire. We strive to provide the best possible specialist learning experience for all pupils.

### **Our Strategic Aims**

- **Places where innovation drives learning** – our schools have a clear purpose, they educate the whole child and prepare them for adulthood. Everything we do, from our curriculum offer to our pastoral care, is meaningful and driven by the needs of learners.
- **Places where relationships drive engagement and achievement** – our schools are built around exceptional relationships. We provide excellent experiences, growth, and opportunities for pupils and staff, and specialist working environments and resources.
- **Places which provide exceptional knowledge and support** – our schools are supported by a skilled and experienced central team which provides high quality school improvement and central support services.
- **Places which inspire and influence** – our schools are committed to collaborating with our local and national partners and communities to ensure that children and young people with SEND receive the education and opportunities they deserve.

As we enter the next phase of our development and build on our many successes, we want to embrace future challenges and opportunities. The Trust is on a continuing journey of expansion, growing from a Multi Academy Trust based on a single academy in 2013, to its position as the largest Special Trust in Oxfordshire. There are currently six special academies in the Trust located throughout Oxfordshire, with an additional academy opening in January 2024, and a further academy scheduled to open in 2026. The Trust's vision is to continue to expand over the next five years, supporting a community of converter academies, free schools and sponsored academies, and providing outreach and other opportunities. All academies collaborate to share SEND expertise and best practice, and work in partnership with peers who are committed to common aims and goals.

The Board of Trustees believes that by providing the support of highly experienced and specialised school improvement and business teams, school leaders are empowered to focus on the standards of teaching and learning, and in meeting the operational and strategic demands of running their schools.



Bardwell School is a community special school that caters for children aged 2 – 19 years.

Students work in class groups where teachers differentiate learning for all students, ensuring lessons are inclusive for all.

The school has developed a comprehensive and broad skills-based curriculum, which can be found on the school's website. This curriculum, which is underpinned by detailed assessment processes, guides the learning for all students. The school has excellent links with community partners and its strong focus on pathways to adulthood, supports students onto further education and into employment.

Bardwell School benefits from a hydrotherapy pool that has recently been refurbished. Pupil's have termly blocks of weekly swimming lessons, and pupils with physically disabilities and/or physiotherapy programmes attend additional weekly sessions for movement swims as required.

The committed team at Bardwell School includes class teachers, teaching assistants, lunchtime supervisors, administrative staff, facilities manager and cleaning team, a pool manager and pool assistant, an ICT technician and Pastoral and Safeguarding manager.

The school is also commissioned to deliver a Short Break service, Branch-Out. This provision is highly regarded by parents and professionals and lead by the Short Breaks Lead and Short Breaks Deputy and has a team of play workers. Branch-Out provide after school clubs, youth clubs and holiday provision.

The school recognises its success is based on successful partnerships. Most importantly, the school works closely with parents and understands that families know their child best. The wider multi-professional team at Bardwell includes a Special School Nurse, Speech and Language Therapist, Occupational Therapist and Physiotherapist. The school also hosts health clinics through the special school nurse provision.



# Teaching Assistant

## Job Description

### Introduction:

This job description describes in general terms the normal duties which the postholder will be expected to undertake. However, the job or duties described may vary or be amended from time to time without changing the level of responsibility associated with the post.

The performance of all the duties and responsibilities shown below will be under the reasonable direction of the Head Teacher. The Head Teacher, or other Senior Manager if appropriate, will be mindful of her/his duty to ensure that the employee has a reasonable workload and sufficient support to carry out the duties of the post.

The job description will be reviewed at least annually, and any changes will be subject to consultation. The academy's grievance procedure will be used to resolve any disagreement arising out of the job description. Other relevant policies may be the Stress at work policy and Dignity at work policy.

### Job Purpose:

To assist and support the Head Teacher and teaching staff in providing high standards of teaching and learning across the curriculum and to promote the academy's vision and ethos.

### Teaching and learning:

- To understand our school vision, aims and ethos and promote these at all times
- To work under the direction of the class teacher to support teaching and learning in our classes as timetabled (this will include small group and one-to-one sessions)
- To produce/reproduce materials and resources to support teaching and learning
- To positively support pupils in informal sessions such as break-times and lunch-times
- To support pupils with personal care needs
- To support with a child's individual needs, following specific training and advice (for example movement and positioning programmes, managing epilepsy, managing challenging behaviour, supporting with eating and swallowing skills)
- To be a role-model for our pupils
- To work within our ethos to positively manage behaviour, recognising that praise and reward are the most effective behaviour management tools
- To support with the physical management of challenging behaviour. This role will involve restrictive physical interventions, including with young adults following Team Teach training.
- To support pupils in inclusion sessions as required
- To participate in off-site learning activities
- To support pupils with swimming and hydrotherapy
- To feedback back pupil progress to the class teacher and contribute ideas for targets and planning

### Administrative duties:

- To attend weekly team meetings

- To attend whole staff and in class meetings
- To attend occasional pre-planned Twilight sessions
- Support class teachers in photocopying, proof reading and other administrative tasks in order to support teaching
- Undertake other duties from time to time as the Head Teacher requires
- To be committed to your own professional develop and participate in professional development systems and activities as required

### **Standards and quality assurance:**

- Support the aims and ethos of the academy
- Set a good example in terms of dress, punctuality and attendance
- Attend team and staff meetings
- Be proactive in matters relating to health and safety
- Participate positively in training and professional development
- Taking a share of supervisory duties as part of the weekly routine and as necessary
- Take part in Performance Management and appraisal
- Meet deadlines
- To follow school and county guidelines for safe working practice to safeguard pupils and staff in schools, maintaining confidentiality and attending training as required. Including:
  - Reading and understanding Keeping Children Safe in Education (Part 1)
  - Following our Code of Conduct (see staff handbook)
  - Knowing and following our Child Protection/ Safeguarding Policy and procedures
  - Following procedures within our Whistleblowing Policy as appropriate.
- To be aware of and comply with Health and Safety legislation and policies of the school including;
  - Cooperate with health and safety requirements.
  - Report all defects on the maintenance forms and return them to the office.
  - Complete and action risk assessments for all potentially hazardous on/off site activities.
  - Use, but not misuse things provided for your health, safety and welfare.
  - Assess the risk - do not undertake unsafe acts.
  - Inform Head of Establishment of any "Near-Misses".
  - Be familiar with the emergency action plans for fire, first aid, bomb, security and off site issues.
  - Raise health, and safety and environmental issues with pupils.

### **General responsibilities:**

- To promote the school and our pupils
- Any other class duties as directed by Headteacher, Assistant Headteachers or class teacher

**Selection Criteria  
Teaching Assistant, Bardwell School**

|                                 | <b>Essential</b>  | <b>Desirable</b>   |
|---------------------------------|---|--|
| Professional Qualifications     | Grade 4 at GCSE in Maths and English (C on old scaling) or equivalent in mathematics and English, or suitable equivalent experience   | NVQ 2 for Teaching Assistants or equivalent  |
| Experience                      | Experience of working with or caring for children of relevant age   | Previous experience working in a school environment<br><br>Previous experience working with SEN  |
| Professional Knowledge & Skills | <p>Understanding of child development and learning</p> <p>Ability to self-evaluate learning needs and actively seek learning opportunities</p> <p>Ability to work flexibly, throughout the whole school, meeting the needs of pupils in a range of contexts</p> <p>Willingness and ability to undertake physical management of pupils, following appropriate training</p> <p>Willingness to undertake First Aid training and to attend to the medical, first aid and personal needs of pupils.</p> <p>Ability to take an active role in the support of PE lessons and swimming sessions</p> <p>Effective use of ICT to support learning</p> | <p>Team Teach trained</p> <p>Understanding of relevant policies/codes of practice and awareness of relevant legislation</p> <p>General understanding of National Curriculum</p> <p>First aid trained</p> |
| Personal Skills and Qualities   | <p>Ability to establish and maintain positive relationships with pupils, colleagues and parents</p> <p>Good organisational skills</p> <p>Good communication skills</p> <p>Ability to remain positive and enthusiastic, including when under pressure</p> <p>Strong commitment to raising standards</p>  |  |