

The **GALLERY TRUST**

A community of special schools



Bloxham Grove
ACADEMY

**Teaching Assistant
Candidate Information Pack
2024**



Bloxxham Grove
ACADEMY

Thank you for your interest in the post of Teaching Assistant at Bloxxham Grove Academy. I am delighted that you are considering joining us at this very exciting time.

Bloxxham Grove Academy is a brand-new free special school which is currently under construction in Bloxxham, North Oxfordshire, that opened in January 2024. Our new building will have first-class facilities in a rural location. Both the building and the academy's outdoor spaces give us many opportunities to learn in state-of-the-art facilities and in the local countryside. This will create a very special environment for our community to use and enjoy.

The academy will provide exemplary education and care for students with Cognition and Learning needs, Autism Spectrum Condition (ASC), and Social, Emotional and Mental Health needs. By year 4 of its opening, Bloxxham Grove will have 100 students on roll between the ages of 7 to 18 and we will be delivering exceptional learning experiences to students across the Key Stages 2, 3, 4 and 5.

We are recruiting for a number of Teaching Assistants who will contribute to the growth and development of our new school, and who will be dedicated to supporting our fantastic students to achieve their potential.

This is a truly exciting opportunity for Teaching Assistants to join the inaugural staff team at Bloxxham Grove Academy. If you would like to help to shape the culture and ethos of the school and contribute to the development of a community dedicated to improving outcomes for students with SEND, then we would love to receive your application.

I look forward to hearing from you.



Charlotte Roberts
Head Teacher

Teaching Assistant

Grade 6: Full Time Equivalent salary: £24,702 to £26,873 per annum

Actual annual salary: £16,793.25 to £18,269.17 per annum

30 hours a week, term time only (38 weeks a year)

Are you passionate about making a positive difference to the lives of children and young people? Do you have a good understanding of child development and learning, plus a proven ability to work flexibly throughout a school in order to meet the needs of pupils with a range of Special Educational Needs and Disabilities? Would you relish being an integral part of a supportive team in our exciting new school?

If you share our passion for making a real difference to the lives of children and young people with Special Educational Needs and Disabilities, this could be a great role for you. Previous special school experience is not necessary.

Benefits of working at Bloxham Grove Academy 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

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 and cycle to work
- Perk Box - 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 to gain feedback on wellbeing and to drive improvements
- The opportunity to join colleagues for social events
- Family friendly policies
- Cycle to Work Scheme
- Free car parking and cycle storage

Application Process

To apply for this post, please email your completed application form to application@thegallerytrust.co.uk

Applications will be shortlisted on a weekly basis.

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.

Bloxham Grove Academy is one of seven special academies within The Gallery Trust. The Trust is dedicated to improving outcomes for SEND learners in Oxfordshire, striving to provide the best possible special education for all students. As the largest special school Trust in Oxfordshire, we value powerful collaboration and knowledge sharing but fully celebrate the distinct ethos and individuality of our family of schools, located throughout the county of Oxfordshire.

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.

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 seven special academies in the Trust, with 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.

Teaching Assistant

Job Description

Responsible to: Headteacher and Teaching staff

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 duties and responsibilities shown below will be under the reasonable direction of the Head Teacher. The Head Teacher 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. This 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.

The job description involves:

Teaching and Learning

- Assist in the educational and social development of pupils under the direction and guidance of the Head Teacher, SENCO and class teachers
- Assist in the implementation of Termly Outcome Plans and Individual Behaviour Plans for students and help monitor their progress
- Provide support for individual students inside and outside the classroom to enable them to fully participate in activities
- Work with other professionals, such as speech therapists and occupational therapists, as necessary
- Assist class teachers with maintaining student records
- Support students with emotional or behavioural problems and help develop their social and independence skills
- Maintain good discipline and positive relationships following the Academy's Behaviour policy
- Contribute, wherever appropriate, to the display, presentation and celebration of pupils' work

Administrative duties:

- 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

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

Specific responsibilities agreed between the Head Teacher and the teaching assistant

In addition to the duties outlined, you may be responsible for the following:

- Support in the delivery of specific key stage interventions
- One to one support for a student with specific medical needs
- Meeting the medical and first aid needs of pupils including the administration of medicines by mouth or other medical procedures providing appropriate training has been received
- Help with feeding of students at lunch time
- Supporting students with their personal hygiene and personal care
- The physical management (restrictive physical interventions) of pupils, following appropriate training
- Driving and supporting pupils in school vehicles
- Supporting pupils on a range of offsite educational visits

General Responsibilities:

- Taking appropriate responsibility for one's own health, safety and welfare and the health, safety and welfare of pupils, visitors and work colleagues in accordance with the requirements of legislation and locally-adopted policies; including taking responsibility for raising any concerns with an appropriate manager and for reporting accidents and incidents appropriately
- To carry out other duties as may be reasonably assigned by the Head Teacher

Teaching Assistant Selection Criteria

	Essential	Desirable
Professional Qualifications	<ul style="list-style-type: none"> • Level 2 (GCSE or equivalent) in mathematics and English, or suitable equivalent experience 	<ul style="list-style-type: none"> • NVQ 2 for Teaching Assistants or equivalent qualifications or experience • First aid trained
Experience, Professional knowledge and skills	<ul style="list-style-type: none"> • Understanding of child development and learning • Ability to self-evaluate learning needs and actively seek learning opportunities • Willingness and ability to undertake physical management of pupils, following appropriate training • Willingness to undertake First Aid training and to attend to the medical, first aid and personal needs of pupils • Ability to take an active role in the support of PE lessons • Effective use of ICT to support learning 	<ul style="list-style-type: none"> • Experience of working with or caring for children of relevant age • Team Teach trained • Understanding of relevant policies/codes of practice and awareness of relevant legislation • General understanding of National Curriculum
Personal skills and qualities	<ul style="list-style-type: none"> • Ability to relate well to children and adults • Ability to work flexibly, throughout the school, meeting the needs of students in a range of contexts • Good organisational and interpersonal skills 	<ul style="list-style-type: none"> • Full driving licence

September 2023