

The **GALLERY TRUST**



A network of special schools



Orion
Academy

**Teaching Assistants
Orion Academy**

**Candidate Information Pack
July 2020**

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About Orion Academy

Orion Academy provides education for students with a range of Special Educational Needs and Disabilities, including Autistic Spectrum Disorder, Social, Emotional and Mental Health Needs and Cognition and Learning Needs on its site in the outskirts of Oxford. The Academy will move to new state of the art buildings on the same site in 2021.

Orion Academy joined The Gallery Trust on 1 February 2020 and is part of our growing community of special schools alongside Iffley Academy, Bardwell School, Northern House Academy, Springfield School and Bloxham Grove Academy. Bloxham Grove is currently in the pre-opening stage and will open in January 2022.

All students have an Education, Health and Care Plan, which drives their educational provision.

Orion Academy currently offers places to 55 students but the roll of the school will rise steadily over the next three years to cater for 109 students, aged from 5 to 18 years. Students attend from throughout the county, and transfer from our SEND feeder school, and a number of mainstream primary and secondary schools.

Students are taught through a differentiated and bespoke curriculum designed to enhance academic and social development, with a strong emphasis on independence skills. The curriculum delivers a thematic, cyclical approach to provide a meaningful and interesting context for the development of basic skills, knowledge and understanding while providing the relevant National Curriculum requirements. Classes are grouped into stage, not age, allowing innovative and creative approaches to teaching and learning, and are taught predominantly by one class teacher, supported by additional class adults. The Academy provides support for the social and emotional needs of students through a qualified and skilled therapeutic team, underpinned by a Trust pastoral support team. The offer to students is enhanced by additional specialist therapies and interventions.

The Ofsted report of 2018 found all categories considered by inspectors (Leadership and Management, Behaviour and Safety of students, Quality of Teaching, Achievement of students, Sixth Form provision) to be "inadequate". The interim leadership at the school have worked successfully to make rapid improvements across all areas of the school and this was noted in the HMI Monitoring Inspection in March 2019.



Aims and Values

We are committed to guiding and encouraging our children and young people towards reaching their full potential. We believe that each and every one of our unique learners has their own contribution to make to the life of the Academy, their family and their community, through:

- Engaging with a stimulating and challenging education of the highest quality within which they know that their achievements are valued
- Developing the ability to be independent and successful in adult life and the wider community
- Developing the ability to embrace change and the challenges this can bring
- Developing positive relationships and respect for one another
- Developing tolerance and understanding of individual needs
- Embarking on a journey of self discovery
- Engaging with the Academy's high expectations, positive attitudes and staff that have a passion for working with young people
- Supporting the Academy's safe and secure structure
- Embracing the exciting and innovative challenges and opportunities on offer

Application process

To apply for this post, please email recruitment@thegallerytrust.co.uk to request an application form and a job pack. You can also download an application form and job pack from our website <https://thegallerytrust.co.uk/recruitment/current-vacancies/>

Please submit your application form by 5pm on Sunday 13th September to recruitment@thegallerytrust.co.uk. 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. The successful candidate will be subject to an Enhanced DBS check, Occupational Health check and a probationary period of 6 months. The Gallery Trust is an equal opportunities employer and we welcome applications from a range of ethnic backgrounds to represent diversity in line with our school community.

The Gallery Trust is a Multi Academy Trust which is dedicated to improving outcomes for SEND learners in Oxfordshire. Formerly known as The Iffley Academy Trust, the driving force of the Trust is simple: it is to provide outstanding education and support for young people with special needs and disabilities, enabled through:

- Commitment to special education – striving to provide the best specialist learning experience for all students
- Opportunities for all to learn – ensuring that students and staff have access to learning pathways which enhance their lives
- Genuine respect and value – creating relationships which promote trust, confidence and respect within environments which are safe and secure

The Trust currently has six member Academies: Orion Academy, Iffley Academy, Bardwell School, Northern House Academy and Bloxham Grove Academy (a new free special Academy scheduled to open in 2022 in North Oxfordshire), and a new free special Academy in Didcot also scheduled to open in 2022. Springfield Special School will join the Trust in July 2020 and Mabel Prichard School will join in November 2020. The Trust is also currently in formal negotiation with an additional special school which is keen to join in the next academic year. The Trust's vision is to build an organisation over the next ten years which includes converter academies, free schools and sponsored academies, which will meet the needs of all cohorts of SEND students in the county. All constituent academies will have the opportunity to share expertise across the Trust and work with peers who are specialists in SEND, sharing common aims and goals.

The Board of Trustees believes that by providing the support of a highly experienced Chief Executive Officer and a complementary offer of shared services, school leaders across the Trust will be empowered to focus on the standards of teaching and learning within their schools and in meeting the operational and strategic demands of running a complex organisation. The Trust is committed to investment in learning, developing leadership, working in partnership and with a shared vision, enabling all students to reach their full potential.



JOB DESCRIPTION - Teaching Assistant

Grade 7: Actual Salary £15,070 to £16,312 (FT £22,021 to £23,836)
30 hours a week, 38 weeks a year, term time only

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.

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 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 Individual Education 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 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

SELECTION CRITERIA

Teaching Assistant

Essential:

- Level 2 (GCSE or equivalent) in mathematics and English, or suitable equivalent experience
- Understanding of child development and learning
- Ability to relate well to children and adults
- Ability to self-evaluate learning needs and actively seek learning opportunities
- Ability to work flexibly, throughout the whole school, meeting the needs of pupils in a range of contexts
- Good organisational and interpersonal skills
- 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

Desirable:

- Experience of working with or caring for children of relevant age
- Team Teach trained
- NVQ 2 for Teaching Assistants or equivalent qualifications or experience
- First aid trained
- Understanding of relevant policies/codes of practice and awareness of relevant legislation
- General understanding of National Curriculum
- Full driving license

