

The **GALLERY TRUST**

A community of special schools



**Teaching Assistant  
Grade 6  
Bardwell School**

**Candidate Information Pack  
March 2021**

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## About The Gallery Trust

The Gallery Trust is a successful Multi Academy Trust based in Oxfordshire, and is an exempt charity and a limited company. The Trust's charitable objectives are focused on providing outstanding education and support for young people with special needs and disabilities. The Trust has a strong vision and values and is dedicated to:

- 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 largest SEND Trust in the county, there are 430 staff working for the MAT within 8 establishments:

- Iffley Academy, Oxford
- Bardwell School, Bicester
- Orion Academy, Oxford
- Northern House Academy, Oxford
- Springfield School, Witney
- Mabel Prichard School, Oxford
- Bloxham Grove Academy, Bloxham (in pre-opening phase, to open 2022)
- Didcot School (in pre-opening phase, to open 2023/2024)
- The Gallery@Longford Park
- The Grove@Longford Park

Further expansion is anticipated over the next 3 years.

The Trust is an established voice of SEND in Oxfordshire, and works strategically with Oxfordshire County Council, the Department for Education and the Regional Schools Commissioner to meet the demand for special school places in Oxfordshire. The Trust is funded by the Department for Education, with additional SEND funding provided by Oxfordshire County Council.

The Trust has an executive team which comprises of Director of Schools, Chief Operating Officer and Director of Development reporting to the Chief Executive Officer. The Chief Operating Officer manages the Business Services team which provides the full range of back office services to schools, including Finance, Audit, Risk management, Estates, ICT, and Health and Safety. The School Improvement team is managed by the Director of Schools. The Chief Executive Officer performs the role of Accounting Officer and reports to the Board of Trustees



## **About Bardwell School**

Bardwell School is a successful school and has grown in recent years with a current number on roll of 95 students.

Bardwell School is a community special school for children aged 2 – 19 with severe learning difficulties and profound and multiple learning difficulties. We are passionate about children at Bardwell having their abilities recognised and celebrated, whilst receiving an excellent education. The whole staff team is committed to very high standards both professionally and in relation to every aspect of our pupils' education.

Bardwell School is seeking inspirational and dynamic Teaching Assistants, gifted practitioners who can meet the needs of this vibrant and diverse community.

Bardwell School is a member of The Gallery Trust, an expanding Special School 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, two special academies in pre- opening and with two special schools currently in negotiation to join our MAT, the Trust's aim is to build a community of special schools.

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

On behalf of the Board of Trustees, thank you again for your interest and we look forward to hearing from you.

*Matthew Selsdon*  
*Acting Headteacher*



## **JOB DESCRIPTION**

### **Teaching Assistant**

**Grade 6: Actual Salary £14,531 - £16,044 per annum  
(FTE Salary £20,493 - £22,627 per annum)  
31.5 hours per week, 38 weeks per year, term time only**

**To start May 2021 (or as soon as possible)**

Bardwell School is the community special school in Bicester, we serve the Bicester and Kidlington areas, but also have children from across Oxfordshire. We are seeking enthusiastic and motivated staff to join our thriving and vibrant community at an exciting time in our development.

Judged as Good by Ofsted in July 2018, we recognise ourselves as a very strong school, that is on a continuous journey of school improvement. We make respectful relationships with our students through our understanding of their special educational needs, thorough assessment of their skills and abilities and carefully planning next steps for them. We are a warm and caring community, dedicated to equipping pupils with the skills and knowledge they need to succeed.

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. In return for your contribution to our team, you will work in an environment, which is innovative and in a role which is rewarding and fulfilling. We will provide you with induction and training, and the opportunity to join the Local Government Pension Scheme, one of the largest public sector pension schemes in the UK. This is an exciting time to join our team, having recently joined The Gallery Trust, we are further developing our curriculum and assessments and will soon be having a new hall and classrooms built to support further expansion.

## **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:

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- 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 the restrictive physical interventions, including with young adults.
- 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
- To attend weekly team meetings
- To attend whole staff meetings once a month
- To be committed to your own professional development and participate in professional development systems and activities as required
- 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;
  - Sign out and in at reception (when leaving the site)
  - 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.
- To promote the school and our pupils
- Any other class duties as directed by Headteacher, Assistant Headteachers or class teacher



## **Application Process**

To apply for this post, please email [jobs@bardwell.oxon.sch.uk](mailto:jobs@bardwell.oxon.sch.uk) or telephone 01869 242182 to request an application form and a job pack. You can also download an application form and job pack from our website: [www.bardwell.oxon.sch.uk](http://www.bardwell.oxon.sch.uk)

Please submit your application form by 12pm on Friday 19th March 2021 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. 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.





## **Selection Criteria**

### **Essential:**

- Level 2 (GCSE or equivalent) in Maths 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