

The **GALLERY TRUST**

A community of special schools



**Teaching Assistant  
Candidate Information Pack  
September 2021**

The Grove provides education for students with a range of Special Educational Needs and Disabilities, including Autism Spectrum Disorder, Cognition and Learning, and Social, Emotional and Mental Health needs, and is integrated into the Orion Academy on the outskirts of Oxford. The Grove moved into the new state of the art buildings at the Orion Academy in September 2021.

All students have an Education, Health and Care Plan, which is the key driver for their educational provision.

The Grove currently offers placement to 12 students in Years 7 and 8, located in the Banbury area, and forms part of the student community of 88 at the Orion Academy. The roll of the Academy is planned to increase steadily over the next three years to cater for 109 students, aged from 10 to 18 years. Students at the Orion Academy attend from throughout the county and transfer from the Trust's SEMH primary school and a number of mainstream primary schools.

Students are taught a differentiated and bespoke curriculum designed to enhance academic and social development, with a strong emphasis on independence and skills for life. 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, which includes Digby, the Orion's loveable therapy dog.

The Grove is a member of The Gallery Trust, an expanding Special Needs 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.

Please visit our website to find out more about the school, if you would like to talk to someone to inform your application you would be most welcome.

Thank you for your interest in The Grove provision at the Orion Academy. This is a really exciting time to join our provision and I look forward to reading your application.

*Jo Jones*  
*Executive Lead for The Grove*

## Aims

At Orion Academy and The Grove we believe our children and young people are unique individuals and as such we have designed our school curriculum with their learning and SEMH needs at the heart of all we do.

Our nurturing approach seeks to extend our work out into the community; actively supporting, listening and engaging with our families and carers to deliver the best possible environment for our children and young people, thus enabling them to learn effectively, become active and responsible citizens who are well prepared for life after school.

We are committed to delivering this through:-

Our **nurturing approach** that will provide an environment to thrive –

- Where every child or young person is treated as an individual in a safe and nurturing environment that understands that all students can achieve but will require differentiated approaches based on their individual needs.
- With a school-wide family ethos demonstrating our values of empathy, acceptance and mutual respect, so each member of the school community feels valued and supported.

Our focus on **personal development** is designed to –

- Enable our children and young people to become more socially aware and of their responsibilities with a focus on trust and choice.
- Ensure we support our children and young people to make better decisions, coach them how to regulate frustrations, and reflect on their experiences through our restorative practices.
- Help our children and young people to make sense of the changing world and of the importance of diversity and equality of opportunity.
- Enable them to make informed choices and develop the confidence to be successful in their adult lives through our embedded personal, social and health education programme.

Our focus on **celebration and recognition of success** is designed to –

- Encourage and celebrate each student's talents, skills and attributes.
- Develop the confidence and self-belief of the individual – a culture of 'I can' or 'I can't... yet' is ingrained across our school.
- Provide opportunities for our children and young people to be successful and support them in both developing and promoting their individual resilience as well as celebrating the achievements of others.

Our **ambitious curriculum** offer that is designed to –

- Create the capacity to learn and enjoy learning by broadening our students' horizons and extending learning beyond the classroom.
- Use real-world examples and first-hand experience; develop curiosity and a desire to challenge their understanding and deepen learning.
- Prepare our children and young people for their future through our broad and balanced curriculum, providing them with knowledge, core literacy and numeracy skills and experiences as well as a range of qualification pathways.
- Embed key learning and understanding through careful and thoughtful revisiting and reinforcing, whilst increasing student independence.

Our **personalised provision** that –

- Is responsive to the needs of each student but is uncompromising in expectation. We will be relentless in our support for our children and young people to achieve beyond their expectations.
- Understands that whilst a student's needs are recognized and met, they are not confined by them; we do not define a future based on a child or young person's past and we are unapologetic in our approach in wanting our students to continue to push the boundaries of their potential.

Our commitment to **working in partnerships with our parents and carers** which demonstrates that –

- We believe our children and young people will achieve their best when families and our school work together in a partnership.
- Effective working relationships are characterized by open and honest communication in order to achieve the best possible outcomes.

Our **specialist and expert workforce** who –

- Are passionate and committed to working in special education and will know each student as an individual, recognizing their unique talents, skills and interests.
- Have developed strong and positive relationships with our children and young people in order to support them effectively.
- Have expertise, specialist knowledge and an understanding of a child or young person's needs that embraces the most recent and evidence-based research will result in the best possible outcomes for students
- Are committed to working with therapeutic specialists and external agencies to enhance our provision for our students and their families.
- Support children and young people to recognise and value their own learning journey.

Co-constructed by Orion Academy and The Grove staff  
September 2021

**Teaching Assistant  
Grade 6  
Actual Salary £13,954 - £15,407 per annum  
(FTE Salary £20,493- £22,627 per annum)  
30.25 hours per week, 38 weeks per year, term time only  
To start as soon as possible**

If you are committed to enriching and improving the lives of young people with Special Educational Needs and Disabilities, if you want to join a team which delivers an exciting and diverse curriculum which is not driven by the National Curriculum or exam outcomes, and if you want to work in a vibrant Special Academy – we want to hear from you.

The Grove is a small integrated secondary provision at the Orion Academy for a group of 12 students with a range of Special Educational Needs and Disabilities including cognition and learning, and social, emotional and mental health (SEMH) needs. The students are taught 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 by stage, rather than age, allowing for innovative and creative approaches to teaching and learning and are taught predominately by one class teacher, supported by additional adults.

A Teaching Assistant role at The Grove is rewarding, exciting and challenging.

We have high aspirations and expectations for all of our pupils and in turn this leads to high expectations of our staff. Teaching Assistants at The Grove aid the delivery of creative learning that motivates our pupils and supports them to achieve. All aspects of the role and responsibilities are focused on having an impact on the children and young adults at our school. This involves setting appropriate boundaries for children, supporting with their education and care and liaising with families to get the best possible outcomes.

Our unique features include:

- A curriculum model which is designed around our students
- Individual learning pathways which teach the way our students learn and moves away from the “one size fits all” approach
- An ethos of Restorative Approaches, mutual respect, and social responsibility which creates an includes and nurturing community
- A flexible, innovative and student led approach, which supports not only excellent teaching and learning, but also the emotional and mental well-being of students and their individual needs
- A weekly forest school and farm session at the Warriner Farm
- A purpose built learning environment, which opened in September 2021

If you share our passion for making a real difference to the lives of children and young people with special needs this could be a great role for you. In return for your contribution to our team, you will work in an environment which is innovative and, in a rewarding and fulfilling role. 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.

Previous special school experience is not necessary, but it is essential you fully share our values, which can be found on the Orion Academy website.

### **Application Process**

To apply for this post, please email [application@thegallerytrust.co.uk](mailto:application@thegallerytrust.co.uk) or telephone 07944 901169 to request an application form and a job pack. You can also download an application form and job pack from our website or from The Gallery Trust website [www.thegallerytrust.co.uk](http://www.thegallerytrust.co.uk)

Please submit your application form by **5pm on Tuesday 12<sup>th</sup> October 2021** to [application@thegallerytrust.co.uk](mailto:application@thegallerytrust.co.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

A community of special schools

The Gallery Trust is a Multi Academy Trust which is dedicated to improving outcomes for SEND learners in Oxfordshire. The aim of the Trust 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 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.

The schools in the Trust are:

- Bardwell School, Bicester
- Bloxham Grove Academy, Bloxham, to open in 2022
- A Free Special School in South Oxfordshire, opening date to be confirmed
- Iffley Academy, Oxford
- Mabel Prichard School, Oxford
- Northern House Academy, Oxford
- Orion Academy, Oxford
- Springfield School, Witney
- The Grove (satellite provision at the Orion Academy)

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. All member academies have the opportunity to share SEND expertise and to work with peers who share common aims and goals.

The Trust is committed to investment in learning, developing system leadership, working in partnership and through a shared vision, enabling all students to reach their full potential.

# 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.

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, The Grove**

	<b>Essential</b>	<b>Desirable</b>
Professional Qualifications	Grade 4 at GCSE in Maths and English (Grade C on old scaling) or equivalent in mathematics and English, or suitable equivalent experience	NVQ 2 for Teaching Assistants or equivalent
Experience		<p>Previous experience working in a school environment</p> <p>Previous experience working with SEN</p> <p>Experience of working with or caring for children of relevant age</p>
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</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>	Full driving license