



**MEDEN SCHOOL**  
A TORCH ACADEMY

## Job Application Pack

### **Classroom Learning Assistant**

APT & C Scale 4

33.5 hours per week, Term Time only – Permanent Contract

Closing Date: Friday 4th December 2015



## **Letter from the Head of School**

Dear Candidate

Thank you for expressing an interest in a vacancy here. On behalf of the whole Meden School Community, I extend you a very warm welcome.

I am really proud to be the Head of a vibrant school where students work positively with their teachers and take advantage of the numerous opportunities to develop their talents and aspirations.

Central to our vision are exciting, engaging and inspiring lessons. The staff at Meden work very hard to ensure all students enjoy their learning experiences and secure high levels of progress. It is our core belief that every student has the innate ability to succeed.

Our investment in staff is outstanding. Whatever the post, there is a clear professional development route map and we actively encourage leadership and risk taking at all levels.

We know that Meden School can be even better. Over the next few years we will continue to transform the school so that it becomes an even better place to shape young lives.

I look forward to welcoming you into our school community.

Janet Brashaw  
**Head of School**



## Letter from the CEO

Dear Candidate,

I am delighted to be able to introduce you to Meden School and the tremendous opportunities this school offers the young people of Warsop.

Our Trust started partnership work with Meden in 2010. Meden has experienced challenges in recent times and we were invited to lead the long-term transformation of the school.

Working in partnership with the local governing body, we have raised aspirations and improved outcomes for the students we serve.

Critical to this, is the appointment of dynamic and innovative staff who can bring energy and initiative to the work of the school.

This is a tremendous opportunity to make a difference to the lives of young people, and will suit an ambitious professional looking to make their mark.

Thank you for showing an interest in working at Meden School, and we look forward to receiving your application.

**John Tomasevic**

CEO of the Torch Academy Gateway Trust



## Application Details

Thank you for your interest in the Classroom Learning Assistant vacancy at Meden School. Further details of this post, the school and the Trust are included in this pack and details of how to apply can be found below.

## How to Apply

Should you wish to apply for the post, please complete and return an application form along with a covering letter addressed to Mrs. Brashaw, which clearly demonstrates your suitability for this role. Applications can be submitted via email to [dbalsdon@medenschool.co.uk](mailto:dbalsdon@medenschool.co.uk) or by post, for the attention of Mrs. Brashaw, to the following address:

Meden School  
Burns Lane  
Warsop  
Notts  
NG20 0QN

## Application forms

These can be downloaded from the school website [www.medenschool.co.uk](http://www.medenschool.co.uk). Wherever possible, please provide email addresses for your referees.

## Closing Date

Please ensure your application arrives by 9am on the closing date of Friday 04 December 2015.

## Interview:

Interviews for the role will be held on a date to be confirmed. If you have not heard from us within 2 weeks of the closing date, please assume that unfortunately, on this occasion, your application has not been successful.

## Safeguarding

Meden School is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment.



## **Job Description - Classroom Learning Assistant**

Department/Faculty: Learning Support

Responsible to: The Head of School, Learning Assistant Co-ordinator and SENCO

### **Professional Duties:**

As a Classroom Learning Assistant employed you shall carry out the professional duties as circumstances may reasonably require as provided for under the guidance provided by the school.

Should circumstances arise which require this job description to be reviewed and amended, any changes will be discussed with you in the first instance. Should a disagreement arise, you will be afforded the opportunity of a meeting to resolve the matter with your Head of School. You may be accompanied at this meeting by a representative of your Trade Union if you so wish.

You are required to carry out your duties in line with the stated ethos and principles of the school.

### **Directed time:**

This Job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on any or all of them.

The working week will be 33.5 hours or as prescribed by the National Joint Council for Local Government Services and will be confirmed at interview.

## **PART A**

### **POLICY RELATING TO THE WORKING PRACTICE OF A CLASSROOM LEARNING ASSISTANT**

Areas of responsibility and key tasks:

A Planning, classroom supervision and pupil management:

- Staff will be required to supervise whole classes during the absence of teachers
- Provide teaching support to allocated groups by liaising with the department to achieve continuity of learning through:
  - Setting clear learning objectives and determining how they will be implemented and assessed
  - Understanding the nature of tasks which challenge pupils and ensure high levels of engagement
  - setting appropriate and demanding expectations
  - provide clear structures for lesson cover maintaining pace, motivation and challenge;
  - monitor and intervene to ensure sound learning and discipline when covering classes;

- use a variety of methods when working with classes to:
  - i. match approach to content, structure information, explain a set of key ideas and use appropriate vocabulary
  - ii. use effective questioning, listen carefully to pupils, give attention to errors and misconceptions
- ensure effective support so that classes acquire and consolidate knowledge, skills and understanding appropriate to the subject;
- evaluate their own support methodology critically to improve effectiveness;
- Promote good behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour;

Support individual pupils by:

- Working to establish a supportive relationship with the children and parents concerned;
- Assisting with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes;
- Providing feedback to pupils and parents/carers in relation to progress and achievement under guidance of the teacher.

Support the School/Teacher by:

- Supporting the school in the carrying out of home visits;

### **B Monitoring, assessment, recording, reporting – to:**

- Keep appropriate records to evaluate the impact of learning support.
- prepare and present informative reports to appropriate audiences;

### **C Other professional requirements – to:**

- Operate at all times within the stated policies and practices of the school
- Establish effective working relationships and set a good example through their presentation and personal and professional conduct
- To undertake appropriate training so as to be able to respond as a First Aider as needed.
- Being aware of confidential issues linked to home/pupil/teacher/school work and to keep confidences as appropriate;
- Endeavour to give every child the opportunity to reach their potential and meet high expectations
- Contribute to the corporate life of the school through effective participation in meetings and management systems necessary to coordinate the management of the school
- Take responsibility for their own professional development and duties in relation to school policies and practices
- Administer routine tests and invigilate exams
- Provide clerical/admin support to departments as time permits e.g. photocopying, typing, filing, money, administer coursework etc



- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use
- Assist with the supervision of pupils out of lesson times;
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher as determined and operated under custom and practice.
- Liaise with staff and outside agencies offering specialist advice in relation to SEN/D

In addition to general and additional duties, you may be asked to undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific cases. This job description does not form part of the Contract of Employment.



## **Departmental Information for Applicants**

### **About the Department/Department Ethos**

At Meden School, we value the abilities and achievements of all our pupils. We understand that many pupils will have special educational needs at some time in their school life but with the right support and intervention all pupils are able to experience and enjoy positive achievement.

Legislation ensures that a Special Needs Code of Practice is followed by all schools to provide appropriate opportunities for pupils with special needs. We welcome this framework at Meden School to ensure that each pupil's needs are met with existing resources.

Most children find that they can progress with the help of their subject teachers and tutor, but some will need extra support. Our Classroom Learning Assistants work in partnership with teaching and pastoral staff, parents and carers, external inclusion support services and outside agencies.

Withdrawal from classes is sometimes required for extra teaching or focused reading and writing support; we aim to inform staff and students in advance and to keep lesson disruption to a minimum. We also contact parents and carers to keep them informed of any extra support being offered to their child.

### **Impact Centre**

The Impact Centre is located on the right of the pathway up to Eastwood block. We have facilities here for supporting students with Special Educational Needs and Disabilities and provide individual/group work, focused reading and writing programmes, social and emotional support sessions, ICT learning/testing, and a parents meeting area and it is staffed from 7.45am until 3.30pm. We run break and lunchtime clubs for vulnerable students and encourage young people to socialise and feel comfortable in their relaxation time.

### **Progress Centre**

The Progress Centre is located upstairs next to B4. The space here is used by Pastoral Support Assistants for planned curriculum support sessions, such as 1-1 coursework catch up, pastoral support and shared inclusion support programmes. A vulnerable learners lunchtime club is also offered to some students.

### **In the Classroom**

We work in partnership with teaching staff to enable an inclusive and personalised learning experience for all our students. Personalised Learning Plans are in place for every student with a special educational need or disability, these outline individual strategies for personalised Teaching and Learning in the classroom.





## Overview of the Trust

The Torch Academy Gateway Trust is a dynamic and growing Multi Academy Trust based in the East Midlands. Our Trust Group is committed to providing high quality education to all our students, regardless of their backgrounds. Our track record demonstrates our ability to deliver our core goal: achievement for every child. Our portfolio of schools covers both secondary and primary phases, working in a range of contexts.

Our values are central to the positive ethos that we develop throughout our group of schools. This approach is focused on securing success for all our learners and providing them with the very best life opportunities.

We believe nothing is more important than making a difference to children

## Overview of the School

Meden School is situated in Market Warsop, Nottinghamshire. The school delivers an 11-18 curriculum and has around 900 pupils on roll.

Meden School was placed in 'special measures' in March 2011 and in response to this the Torch Academy Gateway Trust was invited to sponsor the school. In May 2014 Ofsted rated the school as 'good' and we now seek to consolidate this position and to work towards 'outstanding'.

Since the Trust began working at Meden School, results have significantly improved and the school was placed in the top 10 most improved schools nationally in 2012. Meden School is now well placed to begin the next phase of its journey to becoming an outstanding school.

## Achievement

Meden School's primary focus over the last four years has been to raise achievement and aspiration. In 2010, only 32% of pupils achieved 5+ A\*-C including English and Mathematics.

In 2014, 59% of pupils achieved 5+ A\*-C including English and Maths calculated on the new, more challenging, performance measures. This is compared to 59% on the old performance measures in 2013. In securing consistent good attainment, Meden School has managed to buck the national trend. In addition, staffing in the core subjects has been strengthened. There is a strong focus on ensuring students secure 5+ A\*-C including core subjects. Meden School is well placed to meet new challenges as it moves forward.



## **Staffing and Leadership**

Significant staffing changes have been made at Meden School since 2011. Meden School has a young staff profile and all appointments have been made with a clear focus on raising achievement.

The Senior Leadership Team is experienced and pro-active. The team has been critical in raising achievement and developing an ethos of aspiration amongst students and staff.

The school day begins at 8.30am, lessons are 50 minutes long with a morning break and a 35 minute lunch at 12.20pm. The school day ends with a 50 minute Study Period 3 days a week (3.30pm), a 75 minute Enrichment Period once a week (3.45pm) and at 2.35pm on a Friday.

## **Pastoral Structure**

Meden School uses a 'House' based pastoral system, which combines horizontal tutor sets with vertical socialisation opportunities. The benefits of focused year based intervention, combined with the sense of belonging and community afforded by a 'House' system, has proved very successful at Meden School.

## **Location and Site**

Market Warsop is a small town on the outskirts of Mansfield, Nottinghamshire. Situated on the north Nottinghamshire coal field, Market Warsop has reinvented itself as a commuter suburb since the local mine closed.

Meden School is situated on a large site at the edge of Market Warsop. The school benefits from extensive buildings and grounds, and a programme of renovation has resulted in significant improvements to the building stock and teaching areas. The school has access to excellent sporting facilities.

## **Governance**

Meden School has an active and engaged group of Governors who's strong loyalty to the school and a good understanding of the local community have helped to shape and support the work of Meden School in raising achievement and aspirations. The Torch Academy Gateway Trust Directors continue to take a strong interest in Meden School, providing support and advice as necessary.



## **Extra-Curricular**

Meden School runs a wide range of extra-curricular course, trips and enrichment activities.

## **Securing Success**

Our vision is to build capacity for sustained improvement. There are a number of short-term strategies that can be initially used to enhance outcomes but it is our view that these need to be supplemented by a process that configures a school for long term improvement.

This work is centred on transforming a school using our 'Pillars of Success' improvement model. Transformation is achieved through the combination of a number of changes and improvements to each of these pillars within a school:

- Leadership
- CPD
- Curriculum
- Learning Organisation
- Care, Support, Guidance
- Performance Management
- Tracking and Intervention

## **Safeguarding and Child Protection**

The Trust and all its schools are committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. All new staff within the Trust will be subject to an enhanced DBS check.

Each school in the Trust has a designated member of the leadership team who is responsible for referring and monitoring any suspected case of abuse. All members of staff will receive training in line with our child protection policy.