



NORTHAMPTON PRIMARY
ACADEMY TRUST PARTNERSHIP



Teaching Assistant





Welcome from the Chair of the Board of Trustees

We are delighted that you are interested in applying for a position at the Northampton Primary Academy Trust (NPAT).

The Northampton Primary Academy Trust Partnership was founded in August 2012 and was built on the vision of five Headteachers to bring together like-minded schools to provide quality-first teaching and learning to all children across member schools, delivered and supported by passionate personnel of the highest professional calibre. Our member schools come in many shapes and sizes, from small to large, split-site primaries and cover a diverse geographical range and socio-economic mix.

Our vision is to achieve “educational excellence; creating opportunities and enriching lives”. To achieve this, our mission is to develop a Multi-Academy Trust of highly effective and sustainable schools. NPAT schools all share a common vision and are committed to the NPAT values, whilst retaining the freedom to innovate and develop their own identity and character.

The Trust is built on the principle of synergy; that a collaboration of vibrant and successful schools can achieve collectively what a single school couldn’t achieve alone. NPAT improves our schools using teamwork and innovation through partnership working that brings together children, parents, teachers, governors and school leaders.

From the original five schools we have seen progressive growth, with eleven schools currently on board. Whilst we grow in size, the Trustees and Executive Team are keen to ensure that we retain the values and ethos upon which our Trust was originally built.

Joining our Trust will mean that you will benefit from excellent opportunities to learn and further your career, through strong collaboration and good career progression opportunities across our school network, and you will have great fun along the way.

We are on an amazing journey and we would be delighted to welcome you on board to be an integral part of it!

Thank you

Jeremy Stockdale

'Achieving Extraordinary Things'

Dear Applicant

Thank you for your interest in furthering your career at Northampton Primary Academy Trust. We aim to appoint and retain the highest calibre of staff at all levels. We work hard to ensure that our staff have every opportunity to develop as professionals throughout their career.

We are committed to developing the best working practices for our staff and ensure that staff working conditions, workload and well-being are at the heart of our thinking.

Our NPAT Staff Pledge shows our ongoing commitment to our workforce and we try to ensure that anyone working in an NPAT schools can expect:

- A fair and reasonable workload.
- High quality training and CPD opportunities that meet the needs of individual members.
- A fair pay and reward package at least equal to the national agreement for teachers, and the Local Authority pay scale for support staff.
- Support and incentive to ensure positive well-being.
- Higher priority placement in the school that you work at for the admission of staff children.

NPAT is committed to providing the most innovative, creative and inclusive education possible. We pride ourselves on high expectations and outcomes for our children through a curriculum which is aimed at nurturing the whole child academically and personally.

We are committed to the personal and professional development of our staff, offering innovative, collaborative and supportive approaches to training and development courses in priority areas. We are always keen to hear about the professional needs of our staff, so please feel free to let us know of any areas that you feel we could support you with.

NPAT always aims to be at the forefront of the latest educational thinking and research, including our current work on curriculum development which will provide clarity to teachers about wider curriculum content so that their valuable time can be spent concentrating on delivery and personalising this to meet the needs of their learners. We aim to work with the very best educational researchers and give our staff every opportunity to hear the latest research evidence tied in to our education strategy and priorities.

We hope that you will join us in one of our NPAT schools and look forward to working closely with you.

Yours sincerely,

Julia Kedwards, OBE

NPAT Chief Executive Officer

Follow us on Twitter: @NPATrust, **Telephone/text:** NPAT Office 07741 654181

Email: recruitment@npatschools.org, **Website:** <https://npatschools.org/index.php>

"The Northampton Primary Academy Trust (NPAT) is committed to safeguarding and promoting the welfare of children and young people and requires all staff, governors and volunteers to share and demonstrate this commitment. The successful candidate will have to meet the requirements of the person specification and will be subject to pre-employment checks including the right to work in the UK, a health check, an enhanced DBS check and satisfactory references."



The Northampton Primary Academy Trust (NPAT)

NPAT was formed in 2012 by a group of five Northampton Schools who believed that by working together, they could achieve something truly special for children across Northampton Town. NPAT is now a collaboration of eleven schools representing 4350 fabulous children and 700 amazing staff. Our schools are:

Abington Vale Primary School

Blackthorn Primary School

East Hunsbury Primary School

Ecton Brook Primary School

Headlands Primary School

Lings Primary School

Rectory Farm Primary School

Simon de Senlis Primary School

Thorplands Primary School

Upton Meadows Primary School

Weston Favell Primary School

NPAT is driven by a vision of innovation, high aspiration and achievement, and a commitment to sport and the arts. This approach is encapsulated in our motto:

'Achieving Extraordinary Things'

NPAT schools all share a common vision - ***to achieve educational excellence, create opportunities and enrich lives*** - and are committed to shared principles and approaches whilst retaining the freedom to innovate and develop their own identity and character. Our schools span a range of communities and locations across the town, and we are able to offer staff opportunities to collaborate with others across the Trust.

The partnership is built on the principle of synergy; our collaboration of vibrant and diverse schools can collectively achieve more than a single school working alone. NPAT schools improve using collaboration and innovation through partnership working that brings together children, parents, teachers and school leaders, with the understanding that we are one organisation with many different sites:

'My school is your school; your children are 'our' children.'

Within the partnership, schools will have a range of strengths and needs and will be at different stages in their improvement journey. All schools are committed to an ethos of mutual support, sharing of best practice and co-creation of NPAT policies and curriculum approaches.

Upton Meadows Primary School

Upton Meadows Primary School is a happy and successful two-form entry school on the outskirts of Northampton and in April 2018 we converted to become an academy and joined the Northampton Primary Academy Trust. At Upton Meadows we are passionate about learning and believe we are creating the superstars of the future. We hope to inspire our children to strive for the very best for themselves, their friends and the whole school community: we want them to know that they are unique, respected and well cared for.

We believe that all children should receive great teaching and be able to leave our school with the academic foundations for success in the future. As a school we recognise the importance of developing the whole child by encouraging and celebrating all their different gifts and talents, be they sporting, academic, musical, theatrical or anything else!

Staff work hard at school and are committed to ensuring that children are challenged and supported to achieve highly. We will ensure that our children become confident, well-rounded individuals who are successful learners in all ways and who want to learn because they have high aspirations for themselves.

A core set of values underpin our ethos and curriculum, influencing our interactions with each other and our attitudes to learning. RESPECT is at the centre of everything we do in school—respect for others, for yourself and for the school and wider environment. We strongly believe in our place at the heart of the community we serve and seek to establish strong links with our parents and the wider local area.



Job Description:

Post Holder:	Class-based Teaching Assistant
Responsible to:	Phase Leader
Hours:	Part-Time (mornings only 8.45-1.15pm Mon-Fri) or Full-Time (8.45-3.30pm Mon-Fri)

This job description may be amended at any time following discussion between the Headteacher and member of staff. The job description will be reviewed annually.

This is a permanent role, paid pro rata on Scale Point D, points 3-4.

Areas of responsibility and key tasks:

General aspects of the role are to:

Support teachers in the delivery of quality teaching and enable pupils to become more independent learners. Raise standards of achievement for all pupils and promote involvement of pupils in the social and academic processes of the school.

WORKING IN THE ENVIRONMENT

Providing Personal Welfare Care

Assist with the planning and development of personal programmes to promote good behaviour and wellbeing of pupils, ensuring that there is a clear understanding of the school behaviour policies, so that health and safety is maintained.

Supporting Pupils in the environment

To provide support for pupils and ensure that all pupils have equal access to learning opportunities by working with pupils in small groups and individually under guidance provided by the teacher. To supervise pupils at break (and lunch) times.

Providing clerical and other support service users

Carry out photocopying, record keeping, filing and administer assessments. Using school marking policy to carry out routine marking of pupils' work. Support teaching staff during school trips, including taking care of a small group of children supported by teacher responsible

Preparing and maintaining the classroom environment and resources

Work with the teacher to establish a purposeful, orderly and supportive learning environment to meet the needs of pupils and the curriculum. Assist with display of pupils' work. Assist with the preparation of and use equipment and resources to meet the learning needs of pupils.

WORKING WITH PEOPLE

Developing the team

Attend and contribute to meetings and activities. Work as part of the team, supporting less experienced members of staff where appropriate, to ensure that the school's performance and development objectives are achieved.

Building professional relationships

Establish supportive, positive and constructive relationships with, staff, pupils, parents and carers to maintain the overall ethos of school and partnerships between staff, pupils, parents and fellow professionals.

WORKING WITH INFORMATION

Reviewing Pupils' Performance

Report to class teacher: observations, pupil progress, pupil concerns, achievements and information from parents in order to maximise pupil development. Provide feedback to pupils. Where appropriate, complete pupil profiles and records under the direction of the teacher.

WORKING WITH RESOURCES

Monitoring Levels and Ordering Resources

Monitor resources and order as required through internal systems as agreed by the school.

Physical effort and/or strain

Move around working with the pupils (standing, sitting and walking). Set out PE equipment and support colleagues in moving heavy equipment.

SAFEGUARDING

Promote the safety and well-being of pupils in accordance with the school's Child Protection and other relevant policies.

Person Specification:

Requirements	Essential	Desirable
Knowledge & Experience	<ul style="list-style-type: none"> • Experience of working with children • Awareness of and compliance with school procedures and policies, including child protection and reporting any concerns as appropriate • Willingness to attend further relevant training 	<ul style="list-style-type: none"> • Experience in the primary age range • Understanding of the principles of child development and learning processes • Understanding of behaviour as communication • Knowledge of national curriculum • Outdoor learning
Skills & Qualifications	<ul style="list-style-type: none"> • Good general knowledge of English and Mathematics • IT literate 	<ul style="list-style-type: none"> • Appropriate qualification related to working with children • Ability to plan and deliver individualised programmes of learning • High level of communication skills • Appropriate level of data protection, security and confidentiality awareness • First Aid qualification
Personal Qualities	<ul style="list-style-type: none"> • Committed and motivated • Child centred, warm, caring and nurturing personality and is able to stay calm • Warmth and openness in relationships • Good communication skills with both adults and children • Flexibility and resourcefulness 	<ul style="list-style-type: none"> • Willingness to assist and participate in the wider aspects of school life including the running of break and lunchtime activities where appropriate

	<ul style="list-style-type: none"> • Ability to work in a team as well as independently using initiative • Shows good interpersonal skills with children and adults • Can gain confidence of children who are challenging behaviourally or socially withdrawn • Enjoys learning • Can work independently and show initiative • Has good time management and organisation skills • Is able to plan supportive programmes that are varied, interesting and move at a good pace • Is able to keep records of involvement. • Ability to show a committed, professional and loyal attitude to the school, openly modelling its aims and values • Smart and professional image 	
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Statement of Equality

Northampton Primary Academy Trust is committed to promoting equality of opportunity for all staff and job applicants. We aim to create a supportive and inclusive working environment in which all individuals are able to make best use of their skills. Applications are invited from all members of the community. We do not discriminate against staff on the basis of age; race; sex; disability; sexual orientation; gender reassignment; marriage and civil partnership; pregnancy and maternity; religion, faith or belief (Equality Act 2010 protected characteristics). The principles of non-discrimination and equality of opportunity also apply to the way in which staff and Governors treat visitors, volunteers, contractors and former staff members.

Safeguarding

Nothing is more important than keeping all our children safe, especially the most vulnerable. The NPAT Partnership is fully committed to ensuring that children with SEND, those eligible for Pupil Premium funding and other vulnerable groups are able to achieve as highly as possible. Schools within the partnership will have the most rigorous and updated procedures and policies which help keep children in our care safe. We will ensure that all vulnerable groups of children achieve highly, when compared to their peers nationally, through the following measures:

- All schools will be subjected to an annual safeguarding audit
- All schools will hold the Inclusion Quality Mark (IQM)
- Behaviour and Safety of children will be outstanding in all our schools

Our Trust policy can be found here:

<https://npatschools.org/index.php/npat-information/safeguarding>

How to Apply

To apply for this position, please complete the attached Trust Application Form and submit, together with a letter of application of no more than two sides of A4 supporting your application.

Please return by email to elaine.dawson@uptonmeadows.org or by post to **Clare Searing, Headteacher, Upton Meadows Primary School, Upton, Northampton, NN5 4EZ.**

Closing date: **Ongoing until all positions are filled. Interviews to be offered upon receipt of applications and successful shortlisting screening.**

GDPR Recruitment Privacy Notice

Policy Statement

We are Northampton Primary Academy Trust. As part of your application to join us, we will gather and use information relating to you. Information that we hold in relation to individuals is known as their “personal data”. This will include data that we obtain from you directly and data about you that we obtain from other people and organisations. We might also need to continue to hold an individual’s personal data for a period of time after the recruitment process, even if you are unsuccessful. Anything that we do with an individual’s personal data is known as “processing”.

This document sets out what personal data we will gather and hold about individuals who apply for a position with us, why we process that data, who we share this information with, and your rights in relation to your personal data processed by us.

What information do we process during your application process?

We may collect, hold, share and otherwise use the following information about you during your application process.

Up to and including shortlisting stage:

- your name and contact details (i.e. address, home and mobile phone numbers, email address);
- details of your qualifications, training, experience, duties, employment history (including job titles, salary, relevant dates and working hours), details of driving licence (if relevant for role), membership of professional bodies and interests;
- your racial or ethnic origin, sex and sexual orientation, religious or similar beliefs;
- information regarding your criminal record;
- details of your referees;
- whether you are related to any member of our workforce; and
- details of any support or assistance you may need to assist you at the interview because of a disability.

Following shortlisting stage, and prior to making a final decision

- information about your previous academic and/or employment history, including details of any conduct, grievance or performance issues, appraisals, time and attendance, from references obtained about you from previous employers and/or education providers;*
- confirmation of your academic and professional qualifications (including seeing a copy of certificates);*

- information via the DBS process, regarding your criminal record, in criminal records certificates (CRCs) and enhanced criminal records certificates (ECRCs), whether you are barred from working in regulated activity;*
- your nationality and immigration status and information from related documents, such as your passport or other identification and immigration information;*
- medical check to indicate fitness to work;*
- a copy of your driving licence (or other appropriate documentation as listed on the Home Office list);*
- if you are a teacher, we will check your teacher status, whether you are subject to a prohibition from teaching order and any other relevant checks (for example Section 128 direction for management posts and EEA teacher sanctions);* and
- equal opportunities' monitoring data.

You are required (by law or in order to enter into your contract of employment) to provide the categories of information marked (*) above to us to enable us to verify your right to work and suitability for the position. Without providing us with this information, or if the information is not satisfactory, then we will not be able to proceed with any offer of employment.

If you are employed by us, the information we collect may be included on our Single Central Record. In this scenario, a further privacy notice in relation to data we collect, process, hold and share about you during your time with us, will be issued to you.

Where do we get information from about during your application process?

Depending on the position that you have applied for, we may collect this information from you, your referees (details of whom you will have provided), your education provider, any relevant professional body, the Disclosure and Barring Service (DBS), and the Home Office, during the recruitment process.

Why do we use this information?

We will process your personal data during your application process for the purpose of complying with legal obligations, carrying out tasks which are in the public interest, and taking steps with a view to entering into an employment contract with you. This includes:

- to assess your suitability for the role you are applying for;
- to take steps to enter into a contract with you;
- to check that you are eligible to work in the United Kingdom or that you are not prohibited from teaching; and
- so that we are able to monitor applications for posts in the Trust to ensure that we are fulfilling our obligations under the public sector equality duty under the Equality Act 2010.

How long will we hold information in relation to your application?

We will hold information relating to your application only for as long as necessary. If you are successful then how long we need to hold on to any information will depend on type of information. For further detail please see our Retention and Destruction Policy.

If you are unsuccessful we will hold your personal data only for six months, after which time it is securely deleted.

Who will we share information with about your application

We will not share information gathered during your application process with third parties, other than professional advisors such as legal as HR advisors.

Rights in relation to your personal data

All individuals have the right to request access to personal data that we hold about them. To make a request for access to their personal data, individuals should contact:

Ian Sharpe, NPAT Data Protection Officer dpo@npatschools.org

Please also refer to our Data Protection Policy for further details on making requests for access to personal data.

Individuals also have the right, in certain circumstances, to:

- Object to the processing of their personal data
- Have inaccurate or incomplete personal data about them rectified
- Restrict processing of their personal data
- Object to the making of decisions about them taken by automated means
- Have your data transferred to another organisation
- Claim compensation for damage caused by a breach of their data protection rights
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If an individual wants to exercise any of these rights then they should contact the Trust's Data Protection Officer. The law does not oblige the school to comply with all requests. If the school does not intend to comply with the request then the individual will be notified of the reasons why in writing.

If an individual has any concerns about how we are using their personal data then we ask that they contact our Data Protection Officer in the first instance. However an individual can contact the Information Commissioner's Office should they consider this to be necessary, at <https://ico.org.uk/concerns/>.

Contact

If you would like to discuss anything in this privacy notice, please contact:

Angela Corbyn, NPAT Data Protection Officer dpo@npatschools.org

Document History

Version 1.0, May 2018

