

# JACK HUNT ACADEMY

Hard work Integrity Kindness



## Candidate Pack



KEYS  
ACADEMIES  
TRUST

# About the School

## A Welcome from the Headteacher



Dear Applicant

Thank you for your interest in this exciting role. The post offers the opportunity to make a real difference to the lives and aspirations of the students in our care.

At Jack Hunt Academy, we have a strong ethos centered on the belief that every student has the right to a first-class education, and we consistently promote high expectations for all our students. We want all our learners to leave JHA well educated; of good character; and ready for ambitious next steps. Our core values are:

- Hard Work
- Integrity
- Kindness

Jack Hunt Academy is a vibrant place of learning, underpinned by expert teaching of a challenging and broad curriculum. We provide high levels of pastoral care and support via our fantastic Year system, as well as a comprehensive PSHE programme. We believe that for students to thrive, they need to be happy, safe and receive high levels of support.

We think that enrichment opportunities are important for all students, and our offer in this area is extensive. We believe in high standards of behaviour and conduct, and our school is a happy and calm place to learn where positive relationships flourish. We are a diverse and inclusive school, and we are committed to comprehensive education.

Academic success is very important to us, and we have a strong track record. Our students achieve well and many progress into our successful and flourishing Sixth Form. Our students have strong destinations after leaving Jack Hunt Academy. However, academic success is only part of our purpose. We also provide excellence in music, drama, sport, and the arts and we value all practical and creative pursuits. We also develop the qualities that are important in any young person such as self-reliance, courtesy, respect, initiative, and determination.

We are an outward facing school. We are proud to belong to Keys Academies Trust, and this gives us the opportunity to collaborate with other schools. We also work with an extensive network of education providers, businesses, and charities within Peterborough and beyond. These networks allow us to offer our students a rich blend of opportunities.

If you think that this post at Jack Hunt Academy could be for you, we would love to receive your application.

Yours sincerely,

Jon Hebblethwaite,  
Headteacher

**For more information about this post, or to organise a visit to the school, please contact the HR department at [recruitment@jhs.pkat.co.uk](mailto:recruitment@jhs.pkat.co.uk)**

# About the Trust

Our trust is a vibrant, diverse, and ambitious group of five academies in west Peterborough. Formed in 2018, we are a relatively young trust, which emerged from a strong, but loose, alliance of primary schools working with our large Jack Hunt secondary school.

Our schools serve communities which have many similarities but also significant differences, due to the cultural and economic diversity of the city. We celebrate these differences and ensure that each school retains a distinct identity within the trust.

Working together as a multi-academy trust has allowed us to use the expertise across our 5 schools to meet our common goals to give our pupils and students an inclusive, innovative learning community that respects and benefits everyone and has aspirational plans for the future. Our vision is to unlock the potential and create strong life chances for all the children we educate.

Our iLearn Project is an important pillar in our educational provision both in the classroom and at home. Through the supply of personal iPads to staff and to children in years 6,10,11,12 and 13, we can leverage the significant enhancement to teaching and learning afforded by technology.

To ensure the transition from Primary to Secondary school we are proud of our Year 7 'My World' curriculum. This has been carefully planned to support the best outcomes for students and encourage independent and reflective learners, through the development of exhibition standard project work.

The Trust's Young Explorers programme replicates the Duke of Edinburgh scheme for all Year 5 pupils across the Trust and forms part of the Year 5 curriculum. Our rich offer for all the children in our Trust also includes a wide range of sporting activities and undertaking sports leadership courses; University visits in both Key Stage 2 and Key Stage 5; day trips, educational visits and residential; theatre groups in school and educational visits to theatre productions; and a wide of competitions where pupils and students can showcase their talents.

All in our trust have high aspirations for, and high expectations of, every single pupil and student. We want them to be well-rounded, confident, caring young people with leadership skills who are motivated to achieve their best in lessons and beyond the classroom. We want them to be involved in the school, local and global community and leave us as life-long learners, equipped to build on their success and contribute positively to our future.

*The Board of Trustees of Keys Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*



# Job Information

Teaching Assistant  
Jack Hunt Academy



**Salary:** NJC SCP Grade 6, Point 7-12

**Hours:** 32.5 hours per week, Term Time plus 1 week

**Type of role:** Permanent

**Closing date:** Friday 29<sup>th</sup> May at 9.00am

**Start date:** As soon as possible.

## Job Description

### Purpose of Job

The purpose of the post is to complement the work of a teacher, by effectively scaffolding appropriate to the age, subject, and specific individual needs of students, ensure their achievements are good or better. Teaching Assistants will generally be deployed to work with a specific pupil or year group.

### KEY TASKS

- To act as Teaching Assistant for all pupils to ensure they make good progress from their starting points, including but not limited to pupils with SEND and EAL.
- To assist in the assessment of the needs of pupils and use specialist skills, training, and experience to support pupils in accessing the classroom and curriculum.
- To support pupils to take responsibility for their own learning.
- Ensure pupil's wellbeing and dignity is supported, for example through intimate care.
- Actively engage with the school's provision map for pupils on the SEND register.

### SUPPORT FOR THE TEACHER

- To work in partnership with the teacher in supporting learning and managing the needs of pupils for example through effective scaffolding.
- To assist the class teacher with the preparation of reports, EHCP comments, APDR and other plans intended to support students with particular needs.
- To assist the teacher in the monitoring, assessment and recording of pupil progress.
- To provide the teacher with accurate and objective feedback about pupils' learning.
- To assist in the development of lesson plans and resources as appropriate under the guidance of a teacher.
- Liaise with and build strong relationships with parents / carers.

### SUPPORT FOR THE CURRICULUM

- To assist the teacher with the preparation of the classroom and appropriate resources.
- To contribute to the overall ethos of the school to ensure an environment which is calm, purposeful, and happy.
- To attend and participate in appropriate training.
- To participate in training and other learning activities as required.
- To supervise students on planned trips, visits and out of school activities as required.

## **GENERAL DUTIES**

- To maintain confidentiality and adhere to the school's procedures and policies.
- To attend staff meetings and training as required.
- Lunchtime duties as required.

## **GRADE SPECIFIC DUTIES**

- To plan and deliver targeted interventions with close support from Curriculum Area Leads or SENDCo/Assistant SENDCo.
- Preparing resources under the direction of the class teacher.
- To work in partnership with the teacher in delivering planned lessons to individual pupils or small groups.
- Attend relevant review meetings relating to identified pupils.

## **OTHER DUTIES**

Any other reasonable duties as requested by the Headteacher.

This job description will be reviewed periodically.

This job description sets out the main duties to be covered in respect of remuneration at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify Trustee consideration of revising the allowance remunerated.

It may be necessary from time to time adapt working hours to suit the needs of the organisation. Any permanent changes to working patterns would be notified.

# Person Specification

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>EVIDENCE</b>
<b>COMMITMENT</b>	<p>A clear recognition of and commitment to all our aims as a high performing school.</p> <p>Smart business dress.</p>	<p>Tangible evidence of the commitment to education in the current post.</p>	<p>Letter of application</p> <p>Portfolio of work (where appropriate)</p> <p>Interviews</p>
<b>QUALIFICATIONS</b>	<p>A good basic level of education with at least 5 GCSEs including English and Mathematics.</p>	<p>A specialist qualification with evidence of an interest in continued training.</p> <p>Evidence of undertaking relevant, professional qualifications and training.</p> <p>A degree or equivalent professional qualification.</p>	<p>Application form</p>
<b>EXPERIENCE</b>	<p>A good understanding of the importance of meeting individual learning requirements and some understanding of current educational issues.</p> <p>A good understanding of the role of monitoring.</p>	<p>Successful experience in a school or college.</p> <p>Experience of supporting pupils who have special educational needs in an educational context.</p> <p>Clear practical strategies for supporting pupils.</p> <p>Experience of monitoring and evaluating learning leading to pupils making outstanding progress.</p>	<p>Interviews</p> <p>References</p> <p>Portfolio of work</p> <p>Letter of application</p>
<b>STAFF DEVELOPMENT</b>	<p>An understanding of the importance of training.</p> <p>A proven desire to improve.</p>		<p>Letter of application</p> <p>Interviews</p>
<b>RELATIONSHIPS</b>	<p>An ability to work with our students.</p> <p>Good listening skills.</p> <p>The ability to communicate effectively and to work as part of a team with staff, parents, and members of the local community.</p>		<p>References</p> <p>Interviews</p> <p>Letter of application</p>

## How to Apply

For more information, and to access our online application form, visit our website at <https://www.keystrust.org/vacancies>

Or, for a short cut, scan the code below:



Please use the below links to access our Safeguarding Policies:

**Safeguarding and Child Protection Policy (Trust):** <https://www.keystrust.org/SafeguardingandChildProtectionPolicy>

**Recruitment of Ex-Offenders Policy Statement:** <https://www.keystrust.org/RecruitmentofExOffendersPolicy>

# Work for Us

Our Trust culture is centred on valuing people, through supporting their ambitions and career paths, so that we are a respected and attractive employer. By creating a culture where staff feel respected, empowered and inspired, we create a positive learning environment.

We are keen to reward and recognize our staff and have developed a comprehensive range of employee benefits to achieve this.

## **Our staff benefit from:**

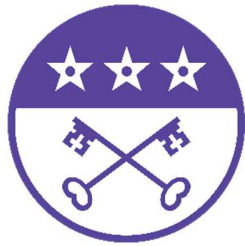
- Professional Development and extensive CPD programmes
- Perkbox employee benefits platform providing big discounts on shopping, dining and entertainment
- Generous Occupational Pension Schemes
- Generous sickness benefits to support you in a time of need
- Free parking at all Keys schools
- Nursery provision
- Free on-site annual flu vaccination scheme
- 24/7 free and confidential Employee Assistance Programme
- Wellbeing programme and support
- Additional planning days
- iPads and Laptops for all teaching staff
- Open door listening policy to Senior Leaders

## **Our people vision:**

- Our people are proud of our Trust and the difference we make to young people
- We are all hungry to learn and we offer career development and opportunities for all
- Everyone enjoys coming to work, we are inclusive and listen to our people
- Our leaders serve our people ensuring their professional and personal need are supported
- Our people go the extra mile because they feel well rewarded and valued and that we care

# Safeguarding Statement

Keys Academies Trust (Keys) and Jack Hunt Academy are committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to an enhanced Disclosure & Barring check along with other relevant employment checks. Disclosure of any criminal convictions and an enhanced DBS check will be required for this post. It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children. The post may not be exempt from the Rehabilitation of Offenders Act 1974 as certain spent convictions and cautions are 'protected' and are not subject to disclosure. It is important that an applicant provides the School with upfront disclosure of all unspent convictions, cautions, reprimands or warnings. A failure to declare the above (that are not subject to the Disclosure and Barring Service filtering) may disqualify an applicant for appointment and may result in summary dismissal if the discrepancy subsequently comes to light.



**Bradwell Road  
Peterborough  
PE3 9PY**



**Ledbury Road  
Peterborough  
PE3 9PN**