



# Temporary Teaching Assistant - Mount Tamar

## Chief Executive Officer Welcome

Thank you for your interest in a role within Transforming Futures Trust. This is an exciting time for the organisation. I hope this brief introduction gives you an understanding of why.

Transforming Futures Trust is made up of four academies in the Southwest of England. All our academies provide for children and young people who have special educational needs and/or disabilities (SEND). The trust was first formed some time ago. It is now an innovative, secure organisation that is increasingly working alongside local areas to contribute more to the SEND system across Devon, Cornwall and Plymouth.

Although all our academies meet the needs of children and young people with differing needs, Transforming

Futures Trust's core aim is to create 'positive futures for all'. We are building a culture of Trauma Informed Practice in all our academies which supports the wellbeing and development of all children and young people, staff, parents/carers and stakeholders and the wider communities they are a part of.

Transforming Futures Trust works with children for whom mainstream education is not right: those who have SEND, some with challenging behaviour; children with mental health concerns; students who find the traditional setting of a school intimidating. This is why the people who work for us are highly committed to a core principle that all learners, whatever their ability or background, get the best education possible.



Under the strong, collaborative and considered leadership in our academies, staff benefit from being members of tight communities that work together to achieve the best possible outcomes for children and young people.



As the trust develops, so does the way we plan to ensure all staff meet their full potential. Professional development and protecting staff wellbeing are priorities for the trust. This means you can rely on the fact we will ensure you will benefit from a smooth induction and suite of training tailored specifically for you.

As a trust we pride ourselves on the impact we have had on many pupils' outcomes. I hope this introduction demonstrates why we think this is a great trust to work for.

We would strongly encourage you to visit our academies see first- hand the purposeful environments within them.

**Sandra Harris**

Acting Chief Executive Officer



Transforming Futures Trust works with children for whom mainstream education is not right: young people with behavioural challenges; children with mental health concerns; students who find the traditional setting of a school intimidating. It is not an exaggeration to say that we change these young

## About Us

people's lives. Our extraordinary staff can connect with these children and apply the principles of trauma informed care to enable them to reach their potential.

Our core aim is to create 'positive futures for all'. We are building a culture of Trauma Informed Practice in all our schools which supports the wellbeing and development of all children and young people, Head teachers, School staff, parents/carers, stakeholders and the wider communities they are a part of.

of children and families which have not been met in existing schools in the area. Since it was established, TFT has developed a highly effective internal capacity to support schools in their work with children and young people, helping them to make the biggest difference to their life chances.

We have proven educational practice and strong leadership which has enabled us to develop new provisions across the South West to meet the needs

Transforming Futures Trust was formally set up on 1st June 2016 (previously known as ACE Schools Multi Academy Trust) with the aim of growing from a single educational provision in Plymouth into a group of Schools across Devon and Cornwall. Our simple aim is to support the development and improvement of the education for all pupils within the Trust and beyond through school-to-school support.

## Governance, Responsibility and Leadership

The mission of the Trust is to do our very best for learners. Our schools meet high standards and all of them achieve excellent outcomes. There is one overall leadership team which is responsible for this. It has three parts:

- **The Trust Board** has a new Chair and several new Trustees with a wide range of experience and skills to govern the Trust to a very high standard. They are responsible for making sure our schools are effective.



- **The Executive Team** implements the Trust's strategy and policies. They make sure that all processes run smoothly and efficiently. Our new executive team is making great strides in reducing costs and improving quality.
- **The Senior Leadership Teams** ensure that every student has the best possible experience at school. This includes learning, personal development and skills for their next steps in life. This may be to a mainstream setting, to a next school or further education, or into employment.

These three teams work together to help our students achieve the best possible outcomes for themselves and their communities.

## Our Vision

We stand for excellence in education, uncompromising professionalism, and solution-focussed support, with our pupils at the heart of everything we do.

## Our Values

**Valuing the individual  
and our service to them**

**Compassion and  
caring for everyone**

**Professional  
excellence in all we do**

**Valuing growth and  
releasing potential**

**Celebrating Success**

## Feedback

**"The relationships we have with the students are really strong" Teaching Assistant**

**"It's been so nice having him at ACE, with all the support he has been given" Parent**

**“The changes over the last year have been very positive and much appreciated. I feel supported rather than pressurised” Teacher**

**“TFT is just brilliant. I couldn't ask for a better school. You work miracles” Parent**

**“I think the whole term has been a good news story, my students have been amazing demonstrating positive attitudes, resilience, patience, understanding, humour and a great work ethic and I truly believe that we are transforming futures” Teacher**

**“Having worked for TFT for only a short time and I have been impressed at how the students are supported” Teaching Assistant**

**“The work we do at TFT is brilliant and I am delighted to have joined the team this September” Teacher**

**“My son is loving it. He has changed dramatically particularly in his confidence levels. I wish he could have come sooner” Parent**

**“I feel supported in my role by the SLT, my line manager and the team of staff I work with. The role is extremely challenging, which is why that support is so important” Pastoral Lead**



## About The Role

**Job Title:** Temporary Teaching Assistant

**Salary Range:** Grade C/D (Depending on qualifications)

**Contract Type:** Temporary for two terms, 32.5 Hours, 39 weeks per year

### Job Description

#### Job Purpose

To contribute to the school's passionate belief that behaviour is a form of communication and as such be committed to relationships with children which foster empathy, and which are based on playfulness, acceptance and curiosity.

Under the direction/instruction of Senior Staff, provide general support to students and staff, including preparation, routine maintenance of resources/equipment.

#### Responsibilities

**Support for students in accessing learning activities across the curriculum including Learning Outside the Classroom, as directed by Teacher/Senior Staff to include:**

- Support and encourage students to engage in learning activities, and promote positive relationships between all in the school community
- Assist with the supervision of students during off-site activities,
- Be aware of, and comply with Policies and Procedures relating to: - Child Protection; Health & Safety; Security; and Confidentiality – reporting all concerns to the Designated Person/s
- Be aware of, and support difference, and ensure all students have equal access to opportunities to learn and develop
- Be an effective model of the expected behaviour of students, communicated through the use of trauma informed and trauma sensitive strategies.
- To support in the development of Individual Education Plans
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals, and maintain positive working relationships
- Attend relevant meetings as required
- Participate in training, learning activities, performance development, and maintain record of own professional development

#### General Duties

Your duties will include:

- Promoting independence
- Employing a range of strategies to recognise and reward achievement of self-reliance for pupils/students
- Using specialist (curricular/learning) skills/training/experience to support pupils
- Assist with the development and implementation of Individual Education Plans (I.E.Ps)
- You will be responsible for keeping and updating records and for the marking of pupils' work
- recording achievement/progress
- encouraging pupils to interact and work co-operatively with others and engage all pupils in activities
- Undertake activities to assist teachers in the delivery of the curriculum
- Promote and ensure the health, safety and appropriate behaviour of pupils/students at all times
- Support the teacher by assisting in the production of lesson/work plans, worksheets etc. within an agreed system of supervision
- Liaise with parents/carers as agreed with the teacher
- Provide objective feedback and reports, as required, to the teacher on pupil achievement, progress and other matters



- Prepare and maintain curriculum equipment/resources as directed by the teacher to meet lesson plans/relevant learning activities
  - May be required to assist in the handling of small amounts of money related to various school events, which are then handed over to school office staff for processing
  - Operate office equipment in the provision of clerical and administrative support e.g. photocopier
  - Provide short term cover for the absence of the teacher
  - Support the intimate care and administering medicines to identified individuals within an agreed safeguarding structure
  - Undertake other duties appropriate to the grade of the post

### Skills & Job Knowledge

- Post holder will be required to solve varied problems, such as those arising from classroom management and the care and support of pupils. In conjunction with the class teacher the post holder will be devising work plans and lessons up to several weeks ahead.
- Post holder will be advising and guiding the pupils on a daily basis. Effective written and oral communication skills required to liaise with pupils, other staff, and parents and outside agencies and professionals.
- Keyboarding skills required to support the use of ICT in learning activities. Post holder may be required to use specialist equipment/resources and aids to support individual students.
- Act at all times in accordance with appropriate legislation and regulations, codes of practice, the provisions of the MAT's constitution and its' policies and procedures.
- Undertake all duties with due regard to the equalities policy and relevant legislation.
- Work within the requirements of the MAT's Health and Safety policy, performance standards, safe systems of work and procedures.
- 

### Qualifications

**Essential (if you don't fully meet this criteria, there may be options for us to support with this)**

- Minimum Qualifications required for this role include GCSE's grades A – C in Maths and English, or equivalent qualification
- Minimum NVQ Level 3 in Supported Teaching and Learning or equivalent

### Personal Qualities

- Patience, acceptance, curiosity, and empathy with and for the children
- Team player
- Punctuality and reliability is essential
- Resilience, energy, and a solution focussed attitude
- Confidentiality
- A strong work ethic will need to be demonstrated



# Our Schools

Alongside Mount Tamar, Transforming Futures Trust is made up of academies based in the South West of England. All our academies provide for children and young people who have special educational needs and/or disabilities (SEND).



**ACE Tiverton is a new specialist secondary school, educating students with ASC and linked social, emotional and mental health needs.** Our learning family is built upon strong, trusting relationships, a deep sense of belonging and high aspirations for our students in every area of their lives. We challenge everyone in our school team to embrace learning, take risks and be the very best they can be.



**ACE Schools, based over three localities, is an alternative provision academy based across Cornwall, Plymouth, and Devon.** We support up to 500 pupils each year ranging from Year 1 to Year 11. Pupils that we work with often have complex needs and don't currently attend mainstream or special schools' settings. Our aspiration for all pupils is that we can support them to return to a specialist or mainstream settings and our focus is providing our young people with the skills necessary to make this transition successful.



**Courtlands Special Academy** in Plymouth supports 100 primary aged children who have Moderate Learning Difficulties, Social, Emotional and Mental Health Difficulties (SEMH), and other complex needs from across Plymouth, Devon and Cornwall.



# What we are learning today

# SENSORY AREA

1	2	3	4	5
6	7	8	9	10
11	12	13	14	15
16	17	18	19	20

Harley

1. To learn the names of the days of the week.

2. To learn the names of the months of the year.

3. To learn the names of the seasons.

4. To learn the names of the colors.

5. To learn the names of the shapes.

6. To learn the names of the numbers.

7. To learn the names of the letters.

8. To learn the names of the animals.

9. To learn the names of the plants.

10. To learn the names of the fruits.

11. To learn the names of the vegetables.

12. To learn the names of the flowers.

13. To learn the names of the birds.

14. To learn the names of the insects.

15. To learn the names of the fish.

16. To learn the names of the reptiles.

17. To learn the names of the mammals.

18. To learn the names of the amphibians.

19. To learn the names of the dinosaurs.

20. To learn the names of the prehistoric animals.



## Working With Us



Transforming Futures Trust is a great place to work - across our schools we have over 300 talented members of staff, in a variety of teaching and support roles. Our alternative provision and special school academies are nurturing, inclusive communities which combine creative and engaging learning opportunities with a culture of respect.

The Trust attracts people who are up to the challenge of working in our innovative and exciting environment to improve outcomes for children and young people. The rewards are seeing the difference we make every day and being part of a caring and supportive team.

As a large alternative provision that is part of a Trust we can offer you as future employee many exciting benefits:

### **SCHOOL DAY**

The school day for pupils runs from 9.00am – 3.10pm

### **HEALTH ASSURED**

Health Assured provide our employees with support to enable you and your immediate family the best in life. Their 24/7 confidential support service can be used for a variety of issues including;

- Legal information
- Housing concerns
- Family issues
- Financial information


### **CPD**

All members of staff have CPD sessions that take place on a Tuesday and Wednesday from 3.30pm – 4.30pm.

### **INDUCTION AND QUALIFICATIONS**

When you join us, you will be given an induction to our school and provided with Safety Intervention (physical intervention training) as part of this induction. This induction will continue with a comprehensive package which includes, trauma informed practice and in-depth safeguarding training.

### **DELT SHARED SERVICES**

A large, abstract pink graphic on the left side of the page, consisting of several overlapping geometric shapes that form a jagged, arrow-like silhouette pointing towards the right.

Delt provide management and assistance in IT, HR, Finance and Estates functions for Transforming Futures Trust. Staff within these teams may work for Delt but they support Transforming Futures Trust solely.