



**Level 3 Teaching Assistant
Busill Jones Primary School
Candidate Information Pack**



Message from the CEO



I am privileged to be the Chief Executive Officer of SHINE Academies. Having been part of the SHINE journey since its inception in January 2015, I am incredibly proud of the progress that has been made by all of our pupils, staff and stakeholders over the years.

Children only get one chance for their primary education. Whilst we all understand the importance of the core subjects, our pupils are much more than a numerical outcome. We strongly believe that all pupils should have an opportunity to find their niche and reach their potential in all areas. This is supported by a steadfast commitment to the arts and sport, as well as opportunities for exploring cultural capital making our pupils exceptional citizens. We have high expectations of our pupils and encourage them to have high aspirations – there should be no ceiling.

I am proud that our schools are recognised as inclusive environments for our pupils, and we pride ourselves on having skilled practitioners to support our diverse communities. Our family support team has broad expertise and the capacity to support our pupils and their families in many areas beyond the classroom, including mental health, bereavement and housing support. We offer a range of opportunities to our pupils, creating a high-quality educational experience, in a safe, creative and exciting learning environment.

I am proud that our schools maintain their own identity and characteristics, whilst joining a MAT that supports the strategy and school improvement journey, alongside the business elements of running an educational establishment, such as finance and HR. SHINE Academies has a mission to grow with likeminded schools joining our Trust, and whilst we have the capacity to support schools that need additional help in key areas, we are small enough to listen and work alongside our Headteachers to ensure support is tailored for their needs. All of our leaders recognise the need to evolve and take mitigated risks in order to ensure our pupils are ready for the challenges of secondary school and beyond.

Strong and robust governance is key to a successful MAT and I am lucky to work with some exceptional individuals who volunteer on our Member, Trust and Local Governing Boards. Each governance function aids the MAT delivery of its strategic objectives and ensures accountability of my role and that of other executive leaders within the MAT.

This is an exciting time to be part of SHINE Academies!

Gemma Draycott
Chief Executive Officer



Our Values

In 2024, our stakeholders developed a new set of values and a vision for SHINE Academies. These values are our drivers for change within all of our schools, and underpin everything that we do within the trust. We demonstrate working **COLLABORATIVELY**, with **COURAGE** and **COMPASSION** – we support staff and stakeholders to take calculated risks but always remember that children must be at the heart of everything that we do.

No matter the challenge, **SHINE** works **collaboratively** with **courage** and **compassion**, creating a child centered community

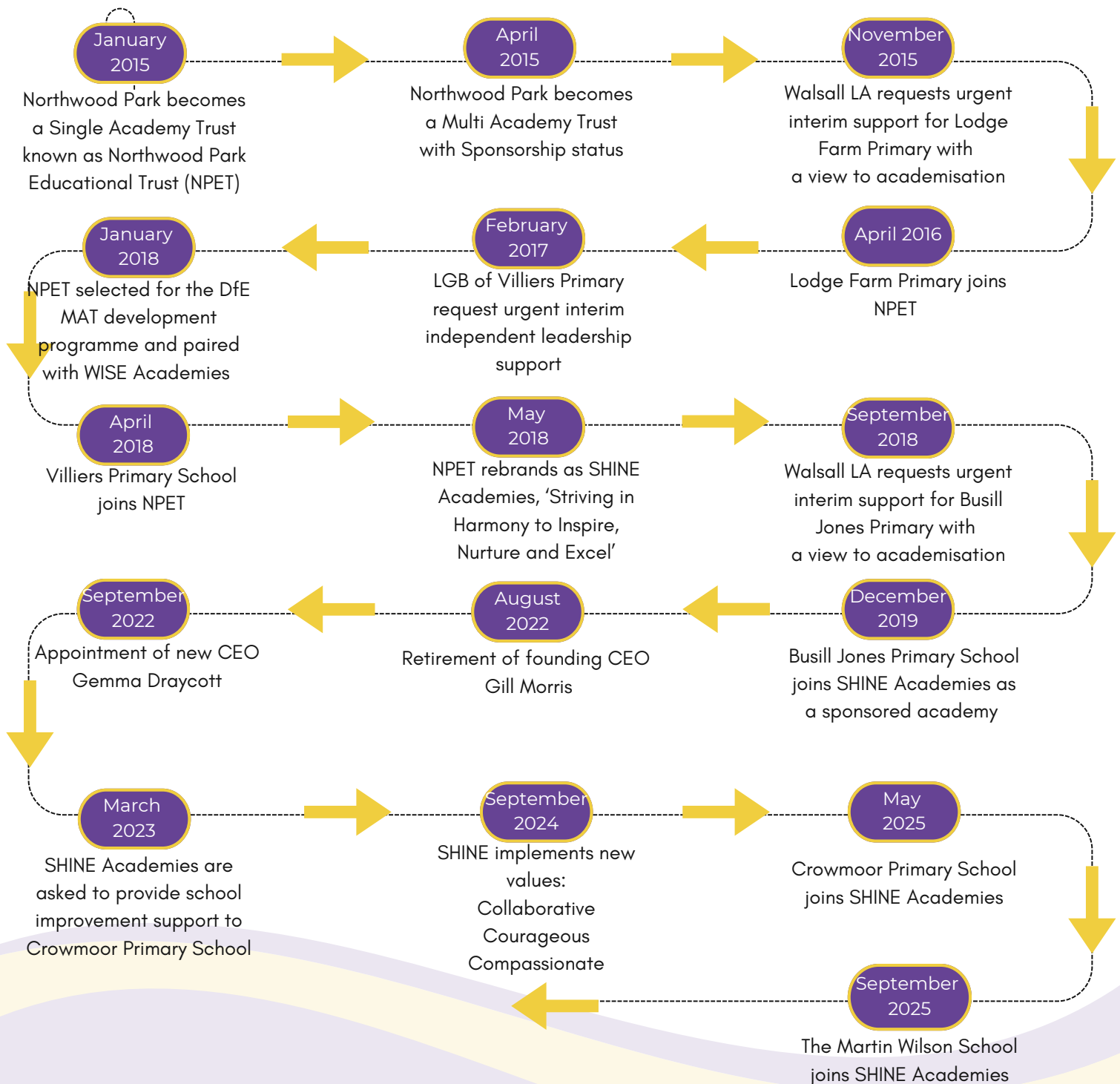
We launched our new values at our first Trust Collaboration Day in September 2024, which saw all our schools come together for the first time. We are excited to be holding our next Trust Day on 5th January 2026, with a focus on Courage.

SHINE Academies Trust
Collaboration Day
4th September 2024



Click [here](#) to watch our values video

Our Journey So Far



Our Schools

The Trust currently comprises of six schools: Northwood Park Primary School in Bushbury, Lodge Farm Primary School in Willenhall, Villiers Primary School in Bilston, Busill Jones Primary School in Bloxwich, Crowmoor Primary School in Shropshire and The Martin Wilson School in Shropshire. All our schools are large, and therefore progression opportunities are plentiful.

All our schools across SHINE Academies work collaboratively and to the same ethos. Our executive leadership, middle management teams, trust board, and local governing body are compassionate and supportive. Our talented, enthusiastic, and caring pupils are at the center of all that we do, and our staff are proud to be part of the SHINE family.

We recruit highly talented individuals for our schools, which are led by exceptionally talented Headteachers and their teams, who demonstrate a dedication, enthusiasm and commitment to their local community. We recognise talent and develop our staff to be the very best they can be through an intense internal and external CPD programme of support. Our staff and leaders refer to being part of an extended family.

We are proud of our SHINE family of Schools



Employee Benefits

We offer a range of employee benefits, including:



Excellent CPD Opportunities

**One term time wellbeing day
per year**



**Lifestyle & Shopping
Discounts**

**Employee Assistance
Programme**



**Generous Occupational
Pension Schemes**



Your Award-Winning Employee Benefits Provider



Working for SHINE Academies you will have access to our employee benefits platform in partnership with Vivup, a leading and award-winning employee benefits provider



24/7 counselling support, options include telephone, virtual and face to face counselling sessions

Online GP with video and telephone consultation options

Access to health and wellbeing resources such as recipes, podcasts & health assessments

Busill Jones Primary School

Message from the Headteacher



Welcome to Busill Jones Primary School, home of the Busill Bees!

Busill is a family and we support each other to be our best. We are very proud to be at the heart of our local community; working together with our families, external agencies, other professionals and community groups to create a bright future for all.

Our children experience an exciting and varied curriculum taught by a dedicated team of staff who go above and beyond to support them. They have a wide range of opportunities to experience the world around them; trips to the theatre, activity weekends, sporting events and competitions are amongst just a few of the ways in which our Busill Bees spread their wings.

We are also very lucky to have such spacious classrooms and fantastic outside spaces to learn and play together. Our well stocked libraries, sensory room, reading sheds, outdoor classroom and even our amazing outdoor firepit ensure there is something for everyone!

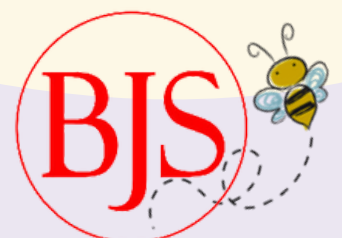
Our values underpin everything that we do; Be Positive, Be Respectful and Be Your Best. We live by these values every day, demonstrating what it is to be a Brilliant Busill Bee!

Our Bees leave the hive with the confidence and skills to pursue their dreams, living our values and knowing that they will always be a part of the family.



Our doors are always open, come along and experience the buzz for yourself!

Nicola Bayliss
Headteacher





Job Description for Teaching Assistant - Level 3

Cover Supervisor

Level 3, Grade 4

Description of post

Working under the guidance of teaching/senior staff and, within an agreed system of supervision, the postholder will implement agreed work programmes with individuals/groups, in or out of the classroom. This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting the teacher in the planning, delivery and management/preparation of resources. The post holder may also supervise whole classes occasionally during the short-term absence of teachers.

Applicable contract and terms and duties:

- The postholder will be available for work term time for 37 hours per week
 - Actual days and hours are determined annually by the Head Teacher and may include working beyond the school day
- The post holder is responsible to the Head Teacher in all matters

Main Duties / Responsibilities:

Duties will involve contact with students between the ages of 6 - 11 years, including those with challenging behaviour and additional needs. There will be contact with students, staff and parents who need support in wider aspects of school life.

Organisation

The postholder is expected to carry out the following duties;

- Work with small groups of pupils to provide targeted support in core subject areas, using plans and resources prepared by the class teacher. The post holder will provide feedback on pupil progress to the teacher, who retains responsibility for tracking, assessment, and overall pupil outcomes.
 - Manage the classroom and teaching equipment so as to create a positive learning environment which makes effective use of the available resources
 - Implement school policy with regard to safeguarding, attendance and behaviour
 - Establish constructive and supportive relationships with parents/carers, students and colleagues
 - Promote good behaviour, dealing promptly with conflict and incidents, in line with school policy
 - Help individual students or groups of students to access the wider curriculum
 - Assist with general administration and supports classroom management, including creating learning materials
- Supervise students in planned activities when the teacher is temporarily absent, in accordance with instructions/directions
- Supervise students in small group or 1:1 learning activities away from the main teaching area, following appropriate risk assessment.
- Support the inclusion of all pupils in by adapting planned activities, where appropriate, to help ensure access to the curriculum. This should be done under the guidance and with the support of the Class Teacher
- Contribute to appropriate extra-curricular provision
 - Provide classroom assistance and support for individual student needs as necessary

Administration

- Attend relevant meetings and carry out relevant administrative tasks

Resources

- Operate relevant equipment/ICT packages (e.g. MS Office, Internet, Email, Arbor)
- Use administration and teaching supplies resourcefully

Support for the school

- Undertake appropriate health and safety duties as detailed in the school's health and safety policy.
 - To undertake related duties, training or out of hours work as may be reasonably required, which are in line with the general responsibilities of the role.
 - Contribute to the overall ethos/work/aims of the school and its support services
 - Appreciate and support the role of other professionals, including multi-agency professionals.
- Attend and participate in relevant meetings as required and carry out relevant administrative tasks
- Participating in training and other learning activities and performance development as required.

The job description can never be fully descriptive and exhaustive of unforeseen circumstances. It is expected that staff will respond to emergencies as they arise, commensurate with their qualifications and undertake any other duties commensurate with the level of the post, as required to ensure the efficient and effective running of the service.

Because of the nature of the job, it will be necessary for an Enhanced criminal record Disclosure to be undertaken. Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind over's or cautions and, if so, for which offences. The post will not be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders 1974 (exceptions) (Amendment) Order 1986. Therefore applicants are not entitled to withhold information about convictions which for other purpose are 'spent' under the provision to disclose such convictions will result in dismissal or disciplinary action by the school. The fact that a pending charge, conviction, bind over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.

Disclosures are handled in accordance with the DBS Code of Practice which can be accessed for the Children and Learning Department, HR Division, or on www.disclosure.gov.uk

Safeguarding The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All appointments are subject to satisfactory safer recruitment checks including but not limited to satisfactory references and an enhanced DBS clearance.

The post holder must comply with the Trust's Equal opportunities policy, Health and Safety policy and all school policies

Personal Specification – L3 Teaching Assistant

	Essential	Desirable	Method of assessment
Knowledge & Skills	<ul style="list-style-type: none"> • Excellent IT skills • Ability to work on own initiative with minimum of supervision • Ability to relate well to children and young people, be an effective role model and motivate students to achieve success • Ability to raise standards of attainment and aspirations • Professional manner at all times • Excellent interpersonal and organisational skills • Excellent numeracy and literacy skills • Good communication skills, both verbal and written • Knowledge of the national curriculum and other relevant learning strategies/programmes of study • Ability to work well as part of a team • Ability to develop good working relationships with parents and visitors to the school • Ability to promote a positive image of the school 	<ul style="list-style-type: none"> • Awareness of data protection and confidentiality procedures • Commitment to the school's safeguarding procedures • Commitment to equality of opportunity • Desire to support other colleagues within and beyond the school and its school partnerships • Knowledge of school systems, e.g. Arbor 	Contents of the Application Form Interview Professional references
Personal Qualities	<ul style="list-style-type: none"> • Ability to work effectively with little supervision and polite and courteous to all at School • Willingness to be flexible with working hours to respond to the needs of the school • Ability to remain calm under pressure • Motivated to work with children and young people. • Ability to demonstrate empathy when dealing with children, colleagues and parents/carers 	<ul style="list-style-type: none"> • To identify and liaise with appropriate resources and agencies of support • To demonstrate good administrative skills including report writing 	Contents of the Application Form Interview Professional references