



QUEEN'S PARK
ACADEMY

WHY WORK FOR QUEEN'S PARK ACADEMY

ABOUT US

At Queen's Park Academy, we speak over 25 different languages, creating a vibrant, multicultural environment. This linguistic richness reflects the wide range of backgrounds and cultures present in the school, fostering inclusivity and global awareness from a young age. Teachers embrace this diversity by promoting cross-cultural learning, ensuring that pupils and families not only feel welcomed but also gain an appreciation for the world's many languages and traditions. This unique atmosphere prepares children to be open-minded and ready for the future.

SAFEGUARDING

"We believe in the safeguarding and welfare of children and expect all staff to share this view."

The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post including checks with past employers and the Disclosure and Barring Service. We are an equal opportunities employer.

The Department of Education (DfE) has set out statutory guidance 'Keeping Children Safe in Education' for schools and colleges on safeguarding. Safeguarding is defined in paragraph 4 as: "Protecting children from maltreatment; preventing impairment of children's health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and taking action to enable all children to have the best outcomes."

The definition of 'children' includes everyone under the age of 18.

WE LOOK FORWARD TO HEARING FROM YOU

Please read the information in this pack. If you are interested in this job opportunity, please apply online today via our career site on:

www.advantageschools.co.uk/join-us/work-for-us

If you have any questions about the role or would like to visit the school, please contact **HR Recruitment, Jay Powell on 01582 211 226** or jpowell@advantageschools.co.uk

If you decide to apply, you should include a supporting statement with your application form giving your reasons for applying for the post, addressing information you have read in the pack with particular reference to the person specification and outline any relevant experience you would bring to Advantage Schools. Thank you, we appreciate how much energy goes into it.



MEET OUR LEADERSHIP

Dear Applicant,

I would like to thank you for your interest in the vacancy at Queen's Park Academy. Within this recruitment pack you should be able to find all the information you need to assist you in your application. It will also provide you a little more information about our extraordinary school. I would be delighted to show you around the school and speak with you prior to/during your application.

Here at Queen's Park Academy we believe that given the right circumstances, all children are capable of extraordinary things. We live by this statement, focusing unreservedly on the detail to ensure that the very best is provided. Further details of the role can be found in this pack, the job description and the personal specification.

I have been the Principal at Queen's Park Academy since 2019. The school is a very special place to work. The staff, children and families are a community that will capture your heart, provide you with professional challenges and offer you a place where you can develop your skills and knowledge professionally. We are passionate about teacher development and our teachers are skilled, knowledgeable practitioners, who are continually developed by our excellent professional development offer.

We are keen to appoint someone who can continue to build and enhance on recent improvements. The pupils, the staff and the families need you to be kind, ambitious, honest and willing to join a school where professional learning will not stop. It is important that you lead by example and have exceptionally high standards.

The school has a variety of challenges ahead, but it is a brilliant and wonderful place to work. The children (and their families) need you to be the best. They need you to be driven and determined to ensure that they learn as much as possible so that the attainment gap between them and their national peers is narrowed, diminished, and reversed over the course of their time with us.

I look forward to meeting with you to explore this exciting role further.

With very best wishes,

Emma Bolton
Principal | Queen's Park Academy



VALUES



INTEGRITY, AMBITION, EXCELLENCE

We are a unique family of schools, sharing our practice and beliefs to enable young people to achieve the very highest standards.

At Advantage Schools, we provide exceptional opportunities for all to be knowledgeable with experiences that broaden horizons. We ensure our children, students and adults cultivate a strong self-belief so that they can flourish and develop into successful, well-rounded, self-respecting people.

Our commitment to this vision can be demonstrated by our values.

INTEGRITY

We provide a caring, nurturing environment where children and young adults feel happy, healthy and supported. Our academies will be places of safety, enabling pupils to develop courage, strong ambition and be the best that they can be.

We act honestly and transparently, advocating for pupils even when this causes difficulties.

We work together to share innovative practice and to provide a wealth of opportunities for all pupils and staff.

We focus on the development of all our colleagues through quality recruitment and retention, with excellent opportunities for clear and dynamic career progression.

AMBITION

We provide exceptional lessons enabling our pupils to be highly successful.

We share the most impactful approaches to teaching, curriculum and assessment, ensuring an interesting, inclusive and challenging education is on offer in each of our schools.

Our aim is to guarantee excellent 2-19 provision, with clear progression routes for all. You can expect excellent behaviour and conduct at all times, allowing all to make progress and achieve.

EXCELLENCE

We enable all of our pupils to develop and flourish, through close working and regular communication with our families and local community.

Our Cross-Trust focus is to ensure children are supported to meet ambitious targets and to provide exciting opportunities both inside and outside of the classroom.

INTEGRITY, AMBITION, EXCELLENCE

Welcome to Advantage Schools; a high-performing family of ten schools.

We unashamedly believe in high attainment. Our schools seek to transform the life-chances of the young people in our care. We do this through very high expectations – of behaviour and conduct, of hard work and of determination and perseverance – alongside the very best knowledge-based curriculum.

At Advantage Schools, we commit to ensuring that pupils will be able to learn in an environment that is free from disruption so that they can chase their dreams and fulfil the aspirations they share with parents and colleagues. A broad curriculum places pupils in a strong position to question and debate the world around them, making them intellectually resilient and prepares them for citizenship in a democratic society. We believe this is a right of all pupils and one which is empowering.

We also pride ourselves on the additional opportunities available to pupils outside of the classroom. Our extensive extra-curricular programmes include residentials, sports and music so that we develop well-rounded young people.

Our schools work together to provide teachers and support staff with the best possible training. In partnership with families, we work hard to ensure that pupils have the widest possible opportunities in their lives.

Our schools' doors are open in every sense:

- we are in the centre of our communities, inviting them in regularly and celebrating the richness of our local area and those we serve;
- we collaborate with other professionals and schools, sharing our work to benefit pupils across the country;
- we celebrate what we do while maintaining humility in accepting feedback so that we can continue to improve.

We run our schools in the best interests of the pupils, guided by our principle that *"it must be good enough for our own children or those that we care deeply about to be good enough for our pupils"*.

"Educating children, serving the community, achieving exceptional outcomes."

Stuart Lock
Chief Executive



ABOUT QUEEN'S PARK ACADEMY

OUR APPROACH TO EDUCATION

We believe that the quality of education in the United Kingdom can be significantly better and are determined to show how.

We emphasise the importance of kindness, civility, and inclusivity in a text-rich, teacher-led learning environment. We want our pupils to leave our schools equipped for success in the next stage of their educational journey, and to achieve this we teach an academic curriculum enhanced by an entitlement to enrichment for all. We prioritise the teaching of powerful knowledge (Michael Young) in our curriculum; knowledge that is transformational, taking children and young people beyond learning that can be easily acquired through their everyday experience, and providing them with the tools they need to make sense of and navigate the world around them as educated citizens.

This means ensuring pupils develop a solid foundation of knowledge and skills that they can build on throughout their education. We place a strong emphasis on securing the fundamentals of literacy and numeracy and focus on developing an understanding of distinct subject disciplines in the wider curriculum. We believe this knowledge is fascinating, beautiful and worthy in its own right, and use the knowledge itself to foster curiosity and creativity in our pupils.

Because powerful knowledge is not easily acquired through everyday experience, we know our pupils are novices in much of this learning, and that novices learn best through explicit and direct instruction rather than inquiry based or discovery learning. In our experience, this promotes the motivation of success, and enables high levels of pupil interest, inclusivity, participation and thought.

Our teachers break down learning, planning backwards from clearly defined curricular goals. We value formative assessment and responsive teaching, whereby we actively diagnose and act to address gaps, errors or misconceptions in pupils learning in a timely manner. We ensure learning is revisited regularly to help pupils remember. We know that doing this well requires strong subject knowledge, not just of the current unit but of the coherent picture of the wider curriculum in each subject area, so we ensure we have detailed curriculum plans and resourcing in place and invest time in subject specific professional learning.

We believe in supporting pupils to successfully achieve high standards of conduct, resulting in very high expectations, and a calm and consistent learning environment where pupils feel safe, valued and can thrive. We think this makes for a warm and happy school, but moreover enables us to give pupils the foundations they need to lead happy and fulfilling lives.

Therefore, these are the aspects of our schools we prioritise enacting well and focus on through professional development.

Our staff work together to ensure we deliver on our promise to local families – that high expectations, superb behaviour and great teaching will be hallmarks of our school. You will benefit from our strong systems, processes and standards which will enable you to focus on the job you love – teaching. Our staff are supportive of pupils and one another, which ensures our schools offer families a genuine choice of an excellent education for their child, including:

- Rigorous and effective safeguarding practice
- High quality wrap-around care
- A disciplined “can do” culture that allows every student to be known, feel safe, and be cared for
- An intensive focus on the basics of reading, writing and maths
- An academic, knowledge-rich curriculum that values distinct subject disciplines
- Excellent quality, evidence-based classroom practice
- High quality PSHE provision
- Plentiful enrichment opportunities, including trips, visits, after-school clubs and sporting fixtures
- A focus on preparing every single pupil to be prepared for success in their education

STAFF BENEFITS

We offer a fantastic range of benefits across our trust, supporting our staff in a variety of ways. From an extensive **Wellbeing package**, you can be reassured that we have your best interests at heart.



Whole trust training events



Free eye test vouchers



Staff recognition with reward shopping vouchers



Enhanced pension employer's contribution & death in service payment



Refer a friend £500 bonus scheme



Support for all staff with an experienced licensed counsellor



Cycle to work scheme



We are in the process of a big benefit review. Watch this space!

CAREER PROGRESSION

At Advantage Schools, we are committed to helping every colleague grow, thrive, and achieve their full potential. Supporting career progression is at the heart of what we do.

To empower our staff, we provide fully funded opportunities to study for NPQs, along with tailored middle leader training for eligible colleagues. Additionally, we offer a wide range of CPD training through various platforms, including The National College, giving all staff access to an extensive selection of professional development courses.

Join us and take your career to the next level with our exceptional development opportunities!

The
National
College®

RECRUITMENT BOOKLET



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SEE MORE AT

WWW.ADVANTAGESCHOOLS.CO.UK



Teaching Assistant – Level 3

We are seeking an inspirational, dedicated and passionate Level 3 Teaching Assistant to join our highly effective and supportive team.

We are dedicated to providing an outstanding education to every child. Our lovely students, hardworking teachers, and supportive parents create a community that is committed to excellence in all areas of education.

Duties and Responsibilities:

- To work collaboratively with colleagues as part of a professional team, in particular the class teacher, the Special Educational Needs Co-Ordinator (SENDCO) and other teaching assistants, working at all times within the school's policies and procedures
- Within the overall plan set by the class teacher or SENDCO to assist in devising and extending educational activities and in preparation of the curriculum. This may include contributing to the development and implementation of Individual Provision Plans (IPPs) and Personal and Pastoral Support Plans.
- To promote and support the inclusion of all pupils in the learning activities in which they are involved.
- To help assess and systematically record pupils' progress and achievements, using the results of this monitoring in further support work.
- The successful applicant will join our staff working under the instruction and guidance of experienced teaching staff, to undertake educational activities and attend to the educational, personal and social needs of pupils in order to support their learning and development whilst ensuring their safety.
- At Queen's Park Academy we challenge all learners to work hard and achieve as individuals across a broad and engaging curriculum, where learning is at the heart of all we do. Our children are nurtured to show respect for themselves, others and the wider community by developing positive relationships built on our school values.

The successful candidate will have

- Minimum of Level 3 Teaching and Learning Qualification
- GCSE English and Maths (grades A*-C) or equivalent.
- Previous experience working with children/young people
- Experience of working in an educational setting
- Experience of planning and leading small group teaching/interventions desirable
- Good knowledge of SEN
- Good IT skills (with good knowledge of Microsoft applications e.g. word, excel, etc)
- Good literacy and numeracy skills
- Excellent communication skills
- Team player and the ability to be able to build effective relationships with both colleagues and students
- Able to work using initiative



JOB SPECIFICS

Start date: asap

Salary: AS 5-7 FTE £25,893-£26,712 Actual pro rata salary £20,496-£21,144

Contract: Fixed Term until July 2026, Term time + inset days, 33.75 hrs per wk, Monday-Friday 8:30am-3:45pm

The Trust reserves the right to interview and appoint a suitable candidate before the deadline date.



JOB DESCRIPTION

TITLE: Teaching Assistant – Level 3

WORKPLACE: Queen's Park Academy

RESPONSIBLE TO: Classroom teacher/Headteacher/SENCO

JOB PURPOSE: Under the instruction and guidance of teaching staff/managers, to undertake educational activities and attend to the educational, personal and social needs of pupils in order to support their learning and development and to ensure their safety.

MAIN RESPONSIBILITIES:

Support for Pupils

1. To attend to the educational, personal and social needs of pupils and any other requirements depending on the pupil's special needs and, wherever possible, make these part of the learning experience (this may include toileting, other hygiene needs, help with dressing and/or assisting with feeding if necessary).
2. Under agreed school procedures, to give first aid/medicine where necessary.
3. To promote and support the inclusion of all pupils in the learning activities in which they are involved.
4. Whilst there may be a specific requirement to support a named pupil or pupils with an Educational Health Care Plan (EHCP), support to other pupils may also be required, at the direction of the Headteacher.
5. To assist with preparation for school visits and the supervision of pupils on such visits, in liaison with the Educational Visits Coordinator.

Support for Teachers

1. Within the overall plan set by the class teacher to assist in devising and extending educational activities and in preparation of the curriculum. This may include contributing to the development and implementation of Individual EHCP's and Personal and Pastoral Support Plans.
2. To help assess and systematically record pupils' progress and achievements, using the results of this monitoring in further support work.
3. To efficiently prepare, maintain and use classroom teaching materials and equipment, including organising the use of audio/visual and ICT equipment, bearing in mind the efficient use of school resources (this may include photocopying, arranging displays of work etc).
4. To assist in maintaining classroom discipline by working with individual and groups of pupils in developing expectations of acceptable personal and social behaviour and help make them part of the learning experience.

Support for the Curriculum

1. Undertake structured and agreed learning activities/teaching programmes
2. Support the use of ICT in learning activities
3. Have the ability to make minor adjustments to activities according to pupil responses



4. Undertake pre-defined programmes linked to local and national learning strategies e.g. literacy, numeracy, early years, recording achievement and progress and feeding back to the teacher
5. Prepare, maintain and use routine equipment/resources that are required to meet the given lesson plans/relevant learning activity and assist pupils in their use

Support for the School

1. To work collaboratively with colleagues as part of a professional team, in particular the class teacher, the Special Educational Needs Co-ordinator (SENCO) and other teaching assistants; working at all times within the school's policies and procedures
2. To assist in the general efficient operation of the school, including providing cover for other support staff where necessary and as directed by the Headteacher.
3. To attend staff meetings, participate in performance management arrangements and undertake training and development activities.
4. To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential or sensitive information.
5. To undertake tasks of a similar nature and level, as directed by the Headteacher/Class Teacher/Phase Lead.

Safeguarding

- To be responsible for promoting and safeguarding the welfare of pupils and for raising any concerns in line with School procedures

Equality and Diversity

- To be responsible for promoting equality and diversity in line with School policies and procedures

Health and Safety

- To be responsible for following health and safety requirements in line with School policies and procedures

Training and development

- To participate proactively in training and development including qualification development required in the job role

GDPR – Data Protection

- To be responsible for following GDPR requirements in line with School policies and procedures.

Other responsibilities

- To undertake as required other duties and responsibilities relevant to the job as directed by the Headteacher



PERSON SPECIFICATION

Job Title: Teaching Assistant

| Attributes | Essential | Preferred |
|---|---|--|
| Qualifications/Experience | <p>Educated to GCSE or equivalent in English and Maths</p> <p>A minimum of two years' experience of working with children preferably within an education setting or working as a level 3 or 1:1 with children who have specific additional needs</p> <p>Good IT skills, including previous use of Microsoft packages, MIS and CPOMs</p> <p>Ability to communicate effectively and confidently face to face, on the telephone and in writing</p> | <p>Additional diploma or qualification in Childcare in education</p> <p>Sounds Write trained</p> <p>Experience of working in a school</p> <p>2 years' experience of working with children with Autism</p> |
| Professional Knowledge & Understanding | <p>Knowledge of planning and development of educational activities</p> <p>Good organisational and time management skills</p> <p>Mark work under the direction of the teacher and update assessments</p> <p>Ability to work on own initiative and as part of a team.</p> <p>Provide strategies to support spelling, reading, number skills</p> <p>Ability to promote the school's reputation and carry out the school's business appropriately and professionally at all times</p> | <p>Knowledge and understanding of the National Curriculum/Early Years Curriculum as appropriate to the age of the child being supported</p> <p>Ability to respond confidently and constructively to challenging behaviours and motivate and encourage students to make good choices.</p> |
| Personal Qualities and Skills | <p>Ability to meet the physical needs of pupils</p> <p>Must demonstrate the ability to speak fluent English at a level appropriate to be able to carry out the duties of the post</p> <p>Agreement to undertake safeguarding and GDPR training.</p> | |



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| | Have a self-awareness of your own mental wellbeing | |
| Other | Willingness to acquire First Aid Qualification. Must demonstrate the ability to speak fluent English at a level appropriate to be able to carry out the duties of the post. | Current First Aid Qualification |