



Information for Applicants

- Birchwood Primary School
- Teaching Assistant Level 1/Lunchtime Supervisor
- D 3 - 4 and B 2 (Pay Award Pending)
- Term time only, plus training days
- Contractual basis Permanent and Fixed Term posts

Education is for improving lives and for leaving your community and world better than you found it.

INFORMATION TO CANDIDATES

Vacancy Title: Teaching Assistant Level 1 plus Lunchtime Supervisor

Vacancy Description: Term time only plus training days

Vacancy Location: Birchwood Primary School

Vacancy Closing Date: Wednesday 1st May 2024

About us:

Community Academies Trust currently operates in three hubs in North Warwickshire & Staffordshire, Warwick, Stratford-upon Avon & Leamington Spa and in Telford & Wrekin. The Trust works across three local authority areas and suspect that this will only increase as it is envisaged that expansion will lead to more hubs being created in the Midlands.

Our Trust is a values driven organisation, believing fundamentally in the talent of young people and is motivated to ensure local communities have exceptional schools. Directors have set strategic objectives for the trust. These ensure that the schools in our Trust are:

- Focused on achieving outstanding academic, personal and social outcomes for the children
- Committed to the moral imperative of community school improvement and shared system leadership.
- Mutually supportive, not in competition with each and are fiercely loyal to each other
- Equal partners with all other schools irrespective of their phase, size or successes.
- Multi academy trust minded - our schools celebrate the success of others as well as themselves and share accountabilities
- Financially disciplined and committed to fulfilling their delegated responsibilities to the best of their abilities under a robust governance arrangement

About our school:

Please refer to our Advertisement for details.

If this role is of interest to you and you can contribute to our future success an application pack is available on our website www.birchwoodprimaryschool.com

Should you require any other details please contact Mrs J Jackson, Office Manager on 01827-892913 or Email: Jackson.j@welearn365.com

How to complete the Application Form:

Please note that it is essential that a fully completed application form is submitted. Community Academies Trust cannot accept Curriculum Vitals (CVs)/Resumes alone. It is recommended that you retain a copy of your application form so you can refer to it if you should be invited for interview.

The main sections of the application form will ask for a variety of information relating to your work, educational and personal history. This information allows your application to be fully assessed against the criteria / competencies needed to do the job. When completing the application, you should provide your entire work history, including a description of any gaps in this history. In addition, you should outline all the skills, qualifications and awards you have, but these can be selective and you only need to provide those you consider relevant to the job you are applying for.

The additional information section is the most significant element of the application form, as this is the section where you have the opportunity to explain why you are suitable for the vacancy you are applying for.

To give yourself the best opportunity of being short-listed, you should look at the criteria / competencies for the role (outlined in the Job Description & Person Specification) and give examples

from your personal, educational or work career that show how you can demonstrate these. If you do not meet all of the essential criteria, you are unlikely to be invited to interview.

Community Academies Trust asks that all potential employees highlights any relationships to school governors or employees in order to ensure everyone is treated fairly and so that there is no reason why offering a position would be unfair or would create a conflict of interest.

Community Academies Trust is committed to safeguarding and promoting the welfare of all those we serve, therefore, if you are offered a job the offer will be conditional on satisfactory safer recruitment checks. These can include; identity, references, qualification, occupational health assessment, Disclosure and Barring Service (DBS), children's barred list and any prohibitions.

Please provide details of two referees, one of whom should be your present/most recent employer. **References will not be accepted from relatives or friends.** References are requested for all shortlisted candidates unless you specifically request us not to do so. Open references ('To whom it may concern') will not be accepted.

Community Academies Trust is committed to safeguarding and promoting the welfare of children and young people. Candidates for vacant posts are expected to share this commitment.

This post is exempt from the Rehabilitation of Offenders Act 1974. If you are appointed you will be required to complete a Disclosure and Barring Service (DBS) Application. Any information received from the DBS will be treated in the strictest confidence. Having a criminal record will not exclude you from appointment, unless it is considered that the conviction renders you unsuitable to work with children. Should a conviction be disclosed on your certificate this will be risk assessed and a decision made on your suitability to work with children.

Under the Criminal Justice and Court Services Act 2000, it is a criminal offence if an individual who is disqualified from working with children knowingly applies for, offers to do, accepts or does any work with children.

You can find more information around DBS conviction filtering and when convictions may be considered spent at, <https://www.gov.uk/government/publications/dbs-filtering-guidance/dbs-filtering-guide>

Should you have any queries around if your conviction would be filtered or the type of disclosure you may need to make when applying the DBS Customer Service Team can be contacted on DBS helpline 03000 200 190 or email customerservices@db.gov.uk

Please submit your application form to the email address provided in the advertisement.

ALSO INCLUDED:

- Letter from Philip Hamilton, CEO.
- Job Description Person Specification
- Application Form
- Equality Form