



ANTA 2

Temporary Post

Candidate Information Pack



Respect All, Learn Together, Achieve Excellence

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Welcome from the Chief Executive Officer



Dear Candidate,



I am delighted that you are considering a role with the Sea View Trust. We are looking to recruit enthusiastic and dedicated staff to work with us on a brand-new and exciting Early Years initiative run in partnership with Blackpool Council. We are seeking to recruit a specialist SEND teacher and Additional Needs TAS (ANTAs) Level 2 and Level 3 to support a group of 8 Reception aged pupils with SEND.

We hope that you will share our interest in improving education and our passion for making a difference so that together we can ensure the Trust functions effectively and efficiently.

The entire Trust staff, including the Central Team, are passionate about our academies and college. We work with many children who are disadvantaged, either through deprivation or because of additional needs causing barriers to learning, therefore the efficient use of available resources is critical. Our Headteachers are energetic about their schools and will welcome an opportunity to source new funding streams to make an even greater difference to our children and families.

The Sea View Trust is a relatively young organisation, and we strive for continuous improvement. However, although we are a newcomer, we are already growing our reputation locally, regionally and nationally as an inclusive and collaborative Trust where children can thrive. We constantly engage with new initiatives and, should the right school make an approach, we are ready to consider welcoming a new organisation into our family of schools. We recognise that additional academies would offer a greater depth of expertise and knowledge and it is our belief that the sharing of expertise, knowledge and resources is the best way to improve education across the whole Trust.

I do hope the information contained within this application pack will be useful to you and will inspire you to apply. Meanwhile, I would like to thank you once again for expressing an interest in joining us as the newest member of our supportive and innovative team.

Yours sincerely,

Angela Holdsworth MBE
CEO Sea View Trust

Overview of the Trust

In Blackpool in September 2013, Anchorsholme Primary, Devonshire Primary and Park Community School (Special) converted to Academy status and formed the Blackpool Multi-Academy Trust (BMAT). The Trust then welcomed Revoe Learning Academy a short time after.

Meanwhile, in Rossendale, Tor View School (Special) converted to academy status in January 2017, to form The View Trust, a Multi-Academy Trust with one school. This status afforded more autonomy and thus enabled the Trust to open a specialist post-16 institution (SPI), a wholly owned subsidiary known as Valley College.

In November 2019, The Sea View Trust was established, borne as a result of a merger between BMAT and the equally successful View Trust. The academies and college now all benefit from a unique relationship that has developed between the schools, and the Trust is particularly proud of its 'Sponsor' status.

Each academy within the Trust currently has a dedicated Academy Business Lead and Finance Lead to manage the day-to-day academy requirements. The Central Team of Trust employees work across all the academies and college, leading on performance, compliance, operational and financial efficiencies, governance, development and Trust growth. The Central Team also work across the other areas of the organisation.

Embrace Teaching School Hub is led by Tor View School and The Sea View Trust and serves South and West Lancashire. It is a centre of excellence for teacher training and professional development and works closely with schools across Chorley, Fylde, South Ribble and West Lancashire to implement the DfE's Recruitment and Retention Strategy through the delivery of the 'Golden Thread' of programmes, dedicated to supporting teachers throughout their career.

The Sea View Trust is a lead MAT in the Behaviour Hub Programme. This is funded by the DfE and enables our executive team to support other MATS in creating effective and lasting behaviour culture, supporting pupil outcomes and empowering teachers.



The Trust is extremely proud of all its academies and the college. Each is unique, benefiting from strong and dedicated staff teams that are focused on improving the outcomes for all their learners.

About Us at Revoo Learning Academy

We are a 2 form entry, urban academy in the heart of Blackpool, serving a very diverse community. We are proud of our heritage and our place in our local area and are keen to develop our role in nurturing people's aspirations further.

Our large, Edwardian site, created in 1903 as separate junior and infant buildings, has been developed, extended and modernised over its history to meet the ever-changing needs and ambitions of our vibrant, progressive and aspirational place of learning, work and play.



Successful capital schemes, focussed on providing enhanced, expert resources and facilities include a purpose-built, specialist SEND facility; and a state of the art outdoor, covered teaching and learning space. Improving our premise suitability and condition for all is very important to us when formulating value for money spending and development plans; and considering selection of contractors and providers.



Our motivation for any improvements and developments at RLA is always centred around supporting the delivery of excellent service to our special young people and their families; and to our extremely dedicated workforce. Using all available revenue and efficiencies to enhance colleague's effectiveness and work life balance simultaneously, is a key motivation for decision making at Academy, Governor and Trustee levels. Expert, happy staff = successful, happy children!

We pride ourselves on our highly successful, purposeful, multi-disciplinary partnerships with agencies (and Poppy, our own Therapy Dog) which have real impact on enhancing our children's life chances; and developing staff's knowledge and expertise, so that we can be the best that we can be. We are delighted to co-locate with professional partners, such as the Police, who offer additionally to our curriculum offer whilst also enhancing the safety and security of our community.



Nurturing our children (and staff!) in their holistic development is our core purpose, using all resources and networks to create engaging and stimulating opportunities and environments which aid the growth of successful learners, child and adult alike.



As an ambitious, inclusive academy, we are very proud of our children and their achievements, both in and out of RLA. We are equally proud of our staff and Team's achievements such as promotions and successful career qualifications.

However, we are a place which is determined to continuously learn and improve, so that our children and staff get the very best outcomes and experiences which we can provide; and, therefore, achieve even greater successes over their RLA life and career.



Application Procedure

For informal discussions about Revoe Learning Academy, you are warmly invited to contact:

Mr Paul Osborne, Headteacher or Ms Carley Preston, Deputy Headteacher
Telephone: 01253 763414 Email: admin@revoe.svt.org.uk

For a confidential discussion about The Sea View Trust, please do contact:

Angela Holdsworth (CEO)
Telephone: 01706 214640 Email: a.holdsworth@theviewtrust.org

Please refer to the applicant pack when completing the application form. Ensure you provide supporting information to demonstrate your suitability for the post. Read the advertisement and the job description to get a clear view of what the job involves. The person specification describes the necessary skills, experience, and qualifications we are looking for.

IMPORTANT DATES

Visit date: Tuesday, 19th September at 10.00am and 2.00pm
Closing date: Monday 23rd September 2024 at 9.00 am
Interviews: Thursday, 26th September 2024
Start date: Monday, 4th November 2024 or sooner.

Applicants are advised that, following shortlisting, successful candidates will be contacted with further details about the interview process **Please note:** *To ensure compliance with Safer Recruitment Guidelines, CVs will not be accepted.*

Safer Recruitment

The Sea View Trust is an equal opportunities employer and welcomes applications from all sectors of the community. We are committed to protecting our students and staff and therefore have a rigorous recruitment process that includes assessing candidates' suitability to work with children.

The settings within our Trust are committed to safeguarding and promoting the welfare of pupils and expects all staff and volunteers to share this commitment. All staff will be required to hold an enhanced DBS Disclosure. To ensure compliance with Safer Recruitment Guidelines, CVs will not be accepted.

Equal Opportunities

At our Trust we believe that all individuals are of equal value, and we are committed to equal opportunities for all. All people who work and study in the Trust have the right to be respected and valued within a safe and secure environment and not to be discriminated against on the grounds of age, class, sex, race, disability, sexual orientation and religion or belief.

TERMS OF THE POST - ANTA 2

Post Title:	Additional Needs Teaching Assistant – Level 2	
Grade/Range:	Grade D:	SCP 7 - 11
	Salary Range FTE:	£24,294 – 25,979
Salary:	Pro Rata:	£18,413-19,690
Terms:	Term Time, plus 1 week (inset days) – 39 weeks total	
Hours:	32.5 hours per week	
Temp/Perm:	Temporary until 31.08.2025	
Location:	Revoe Learning Academy, Blackpool	
Please note that The Sea View Trust is a Joseph Rowntree Foundation employer		

PRE-EMPLOYMENT CHECKS

All offers of employment are subject to the Trust receiving:

- Proof of identity
- Two satisfactory references
- A pre-employment medical check
- An enhanced DBS disclosure
- Evidence of relevant qualifications
- A signed Code of Conduct

All posts are also subject to successful completion of a 6-month probation period.

WORKING TIME

- This post is 32.5 hours per week, term time plus one week, to include inset days.
- The post holder may be required to work outside of normal working hours on occasion, with due notice.
- Staff are required to take their holidays during periods of school closure.

PERFORMANCE APPRAISAL

- The post holder will participate in the Trust's appraisal cycle, following the guidelines established for staff working at an executive level
- Incremental payments are awarded on 1st April each year, following a successful annual review
- Bonus payments are not included in the pay policy and are not awarded by the Trust

STAFF BENEFITS

The Sea View Trust appreciates that, in achieving its' full potential, it is the staff that make the biggest difference. Therefore, in order to attract the best talent, we offer a competitive reward and benefits package.

Competitive salaries

Competitive salaries are offered for both teaching and non-class based staff, depending on the type and level of role. Pay ranges are reviewed annually and the Trust works closely with recognised Union colleagues to ensure that the pay scales reflect the national picture. Starting salaries are determined by the pay range for the role, the experience of the candidate, as well as external market conditions. The Trust is also proud to be a Living Wage Foundation employer, this helps to ensure that all our staff are treated fairly.

National Terms and Conditions

The Sea View Trust is committed to offering national terms and conditions in line with the School Teacher's Pay and Conditions document ("STPCD"), the Burgundy Book (for Teachers) or the NJC Green Book (for Support Staff). This commitment is reflected in an agreement between The Sea View Trust and the national Trade Unions and Professional Associations.

Pension Scheme

All contracted members of staff will be automatically enrolled into the appropriate pension scheme (the Teachers' Pension Scheme or the Local Government Pension Scheme). Employees do not pay tax or national insurance on their contributions and the Trust adds a generous employer contribution, which varies depending on the salary. All staff are entitled to opt-out of the pension scheme should they wish to do so.

Continual Professional Development

The Trust values the contribution of its' skilled staff team and is supportive of Continual Professional Development opportunities. Funded opportunities are upon application and subject to business need.

Holiday

The Trust recognises the importance of a good work-life balance and provide generous holiday entitlements for support staff (for those staff who are on a full year contract). This entitlement is in addition to any Bank or Public holidays. If you work part-time, your holiday entitlement will be pro-rated. There is a statutory closure period for all staff over the Christmas and New Year period.

Flexible and Family Friendly Policies

The Trust understands that employment policies need to be flexible and responsive in order to promote diversity and equality, and to attract and retain the highest quality workforce. Our Flexible Working Policy provides an opportunity for employees to request (after a qualifying period) an arrangement such as a job share, a part-time role or flexibility with home working. Such requests will always be considered fairly, whilst taking account of the needs of the employee, the post and the Trust. The Trust is also very mindful of staff welfare and has policies in place to support staff, wherever possible, with leave for emergencies or for compassionate reasons.

Wellbeing and Occupational Health Services

The Trust has an active Wellbeing focus and is continually considering collective opportunities for staff, together with addressing the agenda for 'workload reduction'. For individual staff, colleagues may be referred to our supportive Occupational Health services and be offered access

to appropriate services (e.g. physio assessment, counselling services). All staff have access to the Employee Assistance Scheme (EAP).

The Trust and each of its settings have signed up to the DfE Education Staff Wellbeing Charter which means that we will:

- Prioritise staff mental health
- Give staff the support they need to take responsibility for their own and others' wellbeing
- Give managers access to the tools and resources they need to support the wellbeing of those they line manage
- Establish a clear communications policy
- Give staff a voice in decision-making
- Drive down unnecessary workload
- Champion and enable flexible working
- Create a good behaviour culture
- Support staff to progress their careers
- Protect leader wellbeing and mental health
- Hold ourselves accountable, including by measuring staff wellbeing

Cycle to Work scheme

The Trust's Cycle to Work scheme enables employees to purchase brand-new bicycles and cycling equipment via salary sacrifice, making tax and National Insurance savings.

Occupational Pay Policies

Subject to qualifying periods, the Trust has both an occupational maternity pay policy and an occupational sick pay policy.

SVT Additional Needs Teaching Assistant (ANTA) Level 2 Grade D

Job Description	Typically reports to
Sea View Trust Additional Needs Teaching Assistant (ANTA) Level 2 Blackpool Grade D	Class Teacher/ Senior Support Staff
Information sources	Date of profile
Agreed by School Working Party Job Evaluation Panel	01.04.2021
Purpose of the role (job statement)	
To work with teachers as part of a professional team to support teaching and learning for pupils with SEND. Providing learning support to pupils who need particular help to overcome barriers to learning, such as those with moderate, severe, profound and multiple learning difficulties and/or behavioural, social, communication, sensory or physical disabilities.	
Responsibilities	
<p>Key duties:</p> <ol style="list-style-type: none"> 1. Work with individuals or groups of pupils in the classroom under the direct supervision of teaching staff and provide feedback to the teacher; 2. Assist with planned learning activities / teaching programmes as agreed with the teacher, and resolving related problems as appropriate; 3. Participate in planning and evaluation of learning activities with the teacher for the session, day or week and providing feedback to the teacher on pupil progress and behaviour; 4. Support the teacher in monitoring, assessing and recording pupil progress / activities; 5. Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher; 6. Work with pupils on therapy or care programmes, designed and supervised by a therapist / care professional; 7. Share information about pupils with other professionals, as appropriate; 8. Support pupils to understand instructions support independent learning and inclusion of all pupils; 9. Support the teacher in behaviour management and keeping pupils on task; 10. Attend to pupils' personal needs including toileting, hygiene, dressing and feeding, as well as help with social, welfare and health matters, reporting problems to the teacher as appropriate; 11. Physically assist pupils in activities (may involve hoisting/lifting, where mobility is an issue); 12. Requires the regular manoeuvring of pupils with severe physical disabilities; 13. Prepare and clear up the learning environment and resources and contribute to maintaining a safe learning environment, including photocopying, filing and the display and presentation of pupils' work; 14. Responsible for the careful and safe use of specialist equipment e.g. standing frames, sensory equipment; 15. Maintain confidentiality and adhere to safeguarding procedures; 16. Working with individuals, small groups and / or whole classes of pupils where work is regularly interrupted, which requires switching from one activity to another. <p>Additional Needs Teaching Assistants at this level may also:</p> <ol style="list-style-type: none"> 1. Administer medication in accordance with an agreed plan under direct supervision of healthcare practitioner and following appropriate training; 2. Support children's learning through play; 3. Support pupils as part of a planned inclusion programme / work experience programme; 4. Assist with break-time supervision including facilitating games and activities; 5. Assist with escorting pupils on educational visits; 6. Support pupils in using basic ICT; 7. Support pupils with exams and tests; 8. May demonstrate own duties to new or less experienced staff. 	

Indicative knowledge, skills and experience
<ul style="list-style-type: none">• Level 2 qualification or equivalent, or relevant experience;• Knowledge and compliance with policies and procedures relevant to child protection and health and safety;• Requires knowledge and procedures for supporting personal and learning activities;• Experience of dealing with pupils with challenging behaviour.

Person Specification ANTA Level 2	Essential (E) Desirable (D)	To be identified by (e.g. application form, interview, task etc.)		
Qualifications				
A minimum of GCSE Grade C or equivalent qualification in English and Mathematics	E	AF		
Recognised and relevant NVQ Level 2 or equivalent qualification or relevant experience	E	AF		
Team Teach trained	D	AF		
Experience				
Understanding and experience of school setting and classroom environment	E	AF	I	
Experience of working in a special school or substantial experience of working with children with SEND	D	AF		
Experience of working with or caring for children of primary age	E	AF	I	
Experience of supervising pupils, behaviour management and supporting pupils with challenging behaviour	D	AF	I	T
Knowledge/Skills/Abilities				
Ability to operate at a level of understanding and competence equivalent to NVQ Level 2 standard	E	AF		
Ability to work both independently and as part of a team	E	AF	I	
Ability to use initiative and organise one's own tasks without supervision	E	AF	I	
Ability to organise classroom resources	E	AF	I	
Ability to supervise and assist pupils with their learning needs and development and actively seek learning opportunities	D	AF	I	T
Excellent verbal and written communication skills with a variety of stakeholders	E	AF	I	T
Excellent time management and organisational skills	E	AF	I	
High levels of motivation and commitment	E	AF	I	
A strong work ethic and resilience under pressure, with an ability to prioritise conflicting demands	E	AF	I	
Ability to make effective use of ICT	D	AF	I	
Ability to maintain confidentiality and deal sensitively with others	E	AF	I	
Other				
Commitment to undertake continuing professional development	E	AF	I	
Commitment to safeguarding and protecting the welfare of children and young people	E		I	

Take care of their own and other people's health and safety	E		I	
Adhere to the Nolan Principles; display the Trust values and behaviours at all times and actively promote them in others.	E		I	