



**NOTTINGHAM**  
FREE SCHOOL

## Job Application Pack

### **Classroom Cover Supervisor/Teaching Assistant**

Salary: Scale 4, Point 7 – 11 (£20,092 - £21,478) pro rata, pa

Contract Details: Part-time & Full-time applications will be considered, Term Time only

Closing Date: Friday 4 December 2020, 9am



**NOTTINGHAM**  
FREE SCHOOL

## **Letter from the Head of School**

Dear Candidate

Thank you for expressing an interest in working at Nottingham Free School. On behalf of the whole Nottingham Free School community, I extend you a very warm welcome.

I am really proud to be the Head of Nottingham Free School which opened in September 2014. We currently have over 500 students in years 7 to 12 and are over-subscribed with applications for each year group. Our sixth form provision starting with year 12 opened in September 2019 offering a suite of A Level courses.

Our aim is to be an 'Outstanding' school for our community with high aspirations for all of our students both academically and socially. The extended school day enables us to provide our students with a rich variety of activities both within curriculum subjects, study support and our enrichment lessons.

It is our core belief that every student has the innate ability to succeed whatever their starting point and our experienced staff will work hard to ensure excellent rates of progress for every individual.

The next few years will continue to be a very exciting time as we grow and develop together and we are looking for staff with a flexible approach and a desire to be part of an excellent educational provision.

**Mark Watts**  
Head of School



**NOTTINGHAM**  
FREE SCHOOL

## **Letter from the CEO**

Dear Candidate,

We are immensely proud of the Nottingham Free School which opened in September 2014. The Nottingham Free School exists as a direct result of the local community's need for good secondary education provision within the Sherwood area.

This small, friendly school embodies an ethos of high aspiration for all its students whilst at the same time nurturing and supporting personal growth.

The very nature of the Nottingham Free School demands staff of the very highest calibre and we would encourage applicants who share our vision and high expectations.

Working at Nottingham Free School is a unique opportunity and privilege.

Thank you for your interest.

**Ash Rahman**

Acting CEO Nova Education Trust





NOTTINGHAM  
FREE SCHOOL

## **Application Details**

Thank you for your interest in this vacancy at the Nottingham Free School. Further details of this post, the school and the Trust are included in this pack and details of how to apply can be found below.

## **How to Apply**

Should you wish to apply for the post, please complete an online application form including the cover letter, which clearly demonstrates your suitability for this role.

The online application form for this role is located on the current vacancies page of the school website [www.nottinghamfreeschool.co.uk](http://www.nottinghamfreeschool.co.uk). Wherever possible, please provide email addresses for your referees.

## **Closing Date**

Please ensure your application arrives by 9am on the closing date which is stated on the front page of this job pack.

## **Interview**

Interviews dates for this role are yet to be confirmed. If you have not heard from us within 2 weeks of the closing date, please assume that unfortunately, on this occasion, your application has not been successful.

## **Safeguarding**

The Nottingham Free School is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment.



NOTTINGHAM  
FREE SCHOOL

**Reports to:** SENDCO

### **Purpose of Role**

The cover supervisor/teaching assistant will be a member of the SEND team under the leadership and supervision of the SENDCO.

### **Key Elements of the roles**

#### **Classroom Cover Supervisor**

##### **Specific Responsibilities**

Covering lessons for absent teachers as indicated below;

- Supervising students in class in the absence of a teacher in accordance with the school policy
- Assisting in preparing the learning environment and the materials used therein
- Managing student behaviour to ensure a constructive working environment
- Responding to students about the work that has been set
- Collecting any work completed after the lesson and returning it to an agreed person/place
- Leaving the room in good order at the end of the lesson
- Supervising entry and departure of students in accordance with school policy
- Recording and reporting attendance at lessons in accordance with school policy
- Assisting in exam invigilation under the supervision of the examinations officer.
- Reporting back as appropriate using the schools' agreed referral procedures on the behaviour of students during the class and any other issue arising.
- Dealing with any immediate safeguarding emergencies according to the schools' policies and procedures
- Supervising students arriving and leaving the school site
- Supervising students at lunch time on a duty rota

When there is no cover the time will be spent supporting students in lessons, either with individual students /small groups in or out of the classroom, or supporting Departments with display and administration as follows;

#### **Teaching Assistant**

##### **Specific Responsibilities**

Planning, teaching support and student management to;

Provide teaching support to allocated students by implementing learning activities with the class teacher to achieve progression through:

- sharing learning objectives with the students
- assisting in the setting of tasks which challenge students and ensure high levels of interest
- setting appropriate and demanding expectations
- setting clear targets, building on prior attainment
- provide clear structures for lesson support maintaining pace, motivation and challenge;
- make effective use of assessment and ensure appropriate coverage of programmes of study;
- ensure effective support and best use of available time;
- monitor and intervene to ensure sound learning and discipline;
- use a variety of supporting methods to:



**NOTTINGHAM**  
FREE SCHOOL

- i. match approach to content, structure information, present a set of key ideas and use appropriate vocabulary
  - ii. use effective questioning, listen carefully to students, give attention to errors and misconceptions
  - iii. select appropriate learning resources and develop study skills through library, I.C.T and other sources;
- ensure effective support so that students acquire and consolidate knowledge, skills and understanding appropriate to the subject taught;
  - evaluate their own support methodology critically to improve effectiveness;
  - work under the guidance of teaching/senior staff and within an agreed system of supervision, to 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 whole planning cycle and the management/ preparation of resources.
  - respond to questions and generally assist students to undertake set activities
  - promote good behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour;

### **Support the student by:**

- undertaking the activities with either individuals or groups of children to ensure their safety and facilitate their physical, emotional and educational development;
- working to establish a supportive relationship with the children and parents concerned;
- encouraging acceptance and inclusion of the child with special needs;
- promoting and reinforcing a positive self esteem;
- assisting with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes;
- providing feedback to students in relation to progress and achievement under guidance of the teacher.

### **Monitoring, assessment, recording, reporting to:**

- assess how well learning objectives have been achieved and use them to improve specific aspects of learning support;
- monitor students' work and set targets for progress;
- assess and record students progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the level at which the student is achieving

### **Other professional requirements to:**

- have a working knowledge of teaching assistants' professional duties and legal liabilities
- operate at all times within the stated policies and practices of the school
- establish effective working relationships and set a good example through their presentation and personal and professional conduct



**NOTTINGHAM**  
FREE SCHOOL

- being aware of confidential issues linked to home/student/teacher/school work and to keep confidences as appropriate;
- endeavour to give every child the opportunity to reach their potential and meet high expectations
- contribute to the corporate life of the school through effective participation in meetings and management systems necessary to coordinate the management of the school
- take responsibility for their own professional development and duties in relation to school policies and practices
- provide clerical/admin support e.g. photocopying, typing, filing, money, administer coursework etc
- prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist students in their use
- liaise effectively with parents/carers and governors
- take on any additional responsibilities which might from time to time be determined
- attend and participate in relevant meetings as required
- participate in training and other learning activities and performance development as required
- assist with the supervision of students out of lesson times, including before and after school and at breaktime
- accompany teaching staff and students on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher
- help administer and supervise examinations when required

This is not a complete statement of all duties and responsibilities of this post. The post holder may be directed by the Head of School to carry out any other duties that may be reasonably regarded as within the nature of the duties and responsibilities of the post.

**Person Specification:**

<b>Factor</b>	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• 5 GCSEs or equivalent (including Maths and English A-C).</li> <li>• Educated to Degree level or equivalent.</li> </ul>	<ul style="list-style-type: none"> <li>• HLTA qualification.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of providing support to young people with additional needs, particularly through the delivery of numeracy and literacy-based activities.</li> <li>• A desire to start a career in teaching.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with students in an education setting.</li> </ul>
<b>Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>• Effective time management skills.</li> <li>• Ability to work effectively within a team environment, understanding classroom roles and responsibilities and a willingness to support others.</li> <li>• Knowledge and previous use of AET progression framework and resources.</li> <li>• Knowledge of how to work effectively with young people who have autism and other special needs.</li> </ul>	



NOTTINGHAM  
FREE SCHOOL

	<ul style="list-style-type: none"><li>• Ability to prioritise tasks.</li><li>• Adaptable approach to work and confidence to respond and deal with unanticipated problems.</li><li>• Capability to work independently and use own initiative as and when required.</li><li>• Excellent record-keeping skills.</li><li>• Ability to build effective working relationships with all students and colleagues.</li><li>• Ability to promote a positive ethos and role model positive attributes.</li></ul>	
<b>Personal Qualities</b>	<ul style="list-style-type: none"><li>• Outstanding communication skills.</li><li>• Approachable.</li><li>• Ability to remain calm in stressful situations.</li><li>• Reliable and punctual</li><li>• High expectations of all students; respect for their social, cultural, linguistic, religious and ethnic backgrounds; and commitment to raising their educational achievements.</li><li>• Ability to build and maintain successful relationships with students, treat them consistently, with respect and consideration, and demonstrate concern for their development as learners.</li><li>• Demonstrate and promote the positive value, attitudes and behaviour they expect from students with whom they work</li><li>• Ability to work collaboratively with colleagues, and carry out role effectively, knowing when to seek help and advice</li><li>• Ability to liaise sensitively and effectively with parents and carers, recognising role in students' learning</li><li>• Willingness to participate in relevant training and development opportunities.</li><li>• A commitment to safeguarding and promoting the welfare of young people.</li></ul>	





NOTTINGHAM  
FREE SCHOOL

## Overview of the Trust

Nova Education Trust is a dynamic Multi Academy Trust based in the East Midlands. Our Trust Group is committed to providing high quality education to all our students, regardless of their backgrounds. Our portfolio of schools covers both secondary and primary phases, working in a range of contexts.

Our values are central to the positive ethos that we develop throughout our group of schools. This approach is focused on securing success for all our learners and providing them with the very best life opportunities.

We believe nothing is more important than making a difference to children.

## Overview of the School

### Vision and Values

**Nottingham Free School** – *'Inspired goals, valued achievements'*

**Our ambition** is to engage all of our students in an enriching education that broadens their horizons and deepens their understanding of the world and the true value to be found in human experience.

**Our core values**, hard work and kindness, equip our students with the depth of character required to tackle problems and pursue happy, successful and fulfilled lives.

### NFS students work hard

We are problem solvers, inquisitive and passionate about expanding our knowledge and understanding. We are courageous and determined in the pursuit of our goals, and we are resilient to setbacks. Every step we take, small or large, forms part of our journey to success.

### NFS staff work hard

We cultivate safe learning environments where we fuel students' curiosity about the best of what has been said, written and done in our fields of expertise. We scaffold learning in ways that help students to take the first step, and then we support them and challenge them to never give up. We help our students to understand that long term goals are achieved by taking small steps every day.

### NFS staff are kind

We are role models for our students and grow with them. We enjoy the privilege of sharing their journeys, helping them to develop their sense of responsibility and respect for themselves and the world around them.

**Our ambition** is to engage all of our students in an *enriching education* that *broadens their horizons* and *deepens their understanding* of the world and the *true value to be found in human experience*.

What kind of people do we want our students to be?

**Our core values**, *hard work and kindness*, equip our students with the *depth of character* required to *tackle problems* and *pursue happy, successful and fulfilled lives*



**NOTTINGHAM**  
FREE SCHOOL

## **Achievement**

We have very high academic aspirations for our students and expect them to make rapid rates of progress in all of their lessons from each of their starting points.

We have developed a curriculum designed to challenge and engage students, offering them the very best preparation for examination success and the skills and confidence required to make full use of those qualifications.

Exciting, engaging and inspiring lessons lie at the centre of our curriculum and as a school we constantly strive to provide students with the very best educational experiences.

Should a student require additional support Nottingham Free School provides a range of support services that will ensure every student's success, whatever their individual educational needs.

## **CPD**

A comprehensive continuous professional development programme for teaching and teaching assistant staff is delivered through weekly timetabled sessions. These support the development of teachers as reflective practitioners who focus on outstanding teaching and learning. Other CPD opportunities are also available through the Torch Teaching School Alliance.

## **Pastoral**

At the core of this provision is a year system led by a Head of Year and supported by the Senior Leadership Team, Tutors, Student Welfare and Learning Support team.

This system provides students with the care they need whilst allowing them to nurture friendships and develop a strong sense of community.

Tutors play an active role in ensuring that students are happy, well supported and fully engaged in school life and serve as the first point of contact between school and home. There are regular updates of students' progress through termly reports, data on our online 'My Child At School' package, an annual parent consultation day with tutors and a parents' evening with subject staff.

The attainment and well-being of students is closely monitored throughout each year, ensuring that they are recognised and rewarded when they succeed but also supported when things are more challenging.

Nottingham Free School is a very caring community and the health, happiness and well-being of students underpins our overall ethos and philosophy.

## **Curriculum**

Our curriculum follows National Curriculum guidelines and aims to provide a broad and balanced learning experience for all.

At Key Stage 3 our three-year programme covers all the National Curriculum subjects. Students are taught in ability groups in the majority of subjects.



**NOTTINGHAM**  
FREE SCHOOL

During our two year Key Stage 4 programme the majority of students will study the English Baccalaureate core subjects of English, Mathematics, Science, a Modern Foreign language and a humanities subject such as Geography or History.

A wide range of option subjects including visual and performing arts, technology, sports, and ICT courses supplement the core curriculum. We expect all our students to achieve at least 8 passes at GCSE grade 5 or above including the English Baccalaureate subjects.

Students will continue to progress into years 12 and 13 to study a range of A Level facilitating subjects. These choices will enable students to have access to universities including those in the Russell group or employment and further training.

## **Enrichment**

This is a compulsory provision for all students for four days a week. This gives students the opportunity to have dedicated time to complete homework and revision in a supportive, supervised environment and also take part in a wide range of enrichment activities. These will always include a wide range of activities which cover sports, creative and performing arts, science and activities which promote positive mental health. These sessions are supported and delivered by teaching staff, external extra-curricular providers and volunteers from our local community.

Music is very important to us and we encourage students to take up or continue playing a musical instrument. All year 7 will have a traditional music lesson and an instrumental lesson each week. All year groups also have the opportunity to receive private music tuition during the school day.

We plan residential, trips and visits to complement the curriculum and trips abroad to widen horizons and raise aspirations of all students.

## **Student Voice**

Student voice is an active part of Nottingham Free School with a student council consisting of student representatives from each year group. They are included in some decision making for the school and may be part of the interview process for staff appointments.

Students will also have the opportunity to take on leadership roles by being student ambassadors and coordinating and leading many initiatives within our enrichment and charity activities.

## **Learning Support Department**

The learning support team is led by our Special Educational Needs and Disabilities Coordinator (SENDCO) and provides support for any students who require intervention or support with their education. The learning support team will liaise with parents/carers to ensure that the best coordinated support is provided.

Below are some of the things Learning Support offers:

- One-to-one interventions for reading, spelling and numeracy.
- Bespoke support for particular needs e.g. dyslexia and handwriting support groups
- Some students may come out to complete small group work during lesson time with a TA.



**NOTTINGHAM**  
FREE SCHOOL

- Students who are struggling in lessons may come to Learning Support for extra support, either academically or socially.
- Break times and lunch time activities are available so that students have a safe place to go and can meet friends.
- In class support is provided by TAs where they assist the teacher with ensuring students make progress in lessons.
- Access arrangements are provided for students who need additional support.

### **Safeguarding and Child Protection**

The Trust and all its schools are committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. All new staff within the Trust will be subject to an enhanced DBS check.

Each school in the Trust has a designated senior member of the leadership team who is responsible for referring and monitoring any suspected case of abuse. All members of staff will receive training in line with our child protection policy.