



NOTTINGHAM UNIVERSITY
SAMWORTH ACADEMY

Job Application Pack

Communication Support Worker

Scale 5 £20,253 - £22,212 full time salary per annum.

£18,333 - £20,106 actual salary per annum.

37 hours per week, 42 weeks (term time plus 3 weeks)

Closing Date: 12.00 noon Monday 6 July 2015



Welcome:

Thank you for expressing an interest in a Communication Support Worker post at NUSA.

NUSA is a vibrant, improving school, conceived to offer life-changing education and opportunity to the children of its community, on the outskirts of Nottingham City. NUSA is now working in partnership with the Torch Academy Gateway Trust, which has already enabled our 2014 cohort to secure results at Key Stage 4 that went against the national trend, and improved significantly. However, there is no complacency within the academy, and all staff are committed to seeing NUSA fulfil the aspirations of its sponsors and governors.

NUSA's partnerships with the University of Nottingham and Torch allow us to offer a truly unique suite of professional development and career progression pathways. We are fully committed to the continual professional development of all staff, and we are able to offer unique opportunities through collaboration with our co-sponsors, the University of Nottingham.

Thank you for the interest you have shown in working at NUSA and I look forward to receiving your application for the post.

Mark Watts
Head of School



Letter from the CEO

Dear Candidate,

I am delighted to be able to introduce you to the Nottingham University Samworth Academy and the tremendous opportunities this school offers the young people of Nottingham.

Our partnership with Nottingham University Samworth Academy began in November 2013, and we have made enormous progress in developing standards across the school. We are dedicated to ensuring that every pupil receives the best possible provision.

We will deliver the community's vision of an outstanding school providing the highest standards of education and care for all children in the local area. We have a proven track record of delivering outstanding education for young people. Our flagship school, Toot Hill, is currently rated 'outstanding' by Ofsted and is in the top 2% of all schools nationally for pupil progress.

The trust is a growing and dynamic multi-academy group based in the East Midlands. We pride ourselves on extensive staff development, progressing and supporting employees to ensure that staff are constantly striving to improve.

Thank you for showing an interest in working at the Nottingham University Samworth Academy and we look forward to receiving your application.

John Tomasevic

CEO of the Torch Academy Gateway Trust

Application Details

Thank you for your interest in the Communications Support Worker vacancy at Nottingham University Samworth Academy. 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 and return an application form along with a covering letter addressed to Cate Holmes, Human Resources Officer which clearly demonstrates your suitability for this role. Applications can be submitted via email to recruitment@nusa.org.uk or by post, for the attention of Cate Holmes, to the following address:

NUSA
Bramhall Road
Bilborough
Nottingham
NG8 4HY

Application forms

These can be downloaded from the school website www.nusa.org.uk. Wherever possible, please provide email addresses for your referees.

Closing Date

Please ensure your application arrives by 12.00noon on the closing date of Monday 06 July 2015.

Interview:

Interviews will take place on Tuesday 14 July 2015. If you have not heard from us within 3 weeks of the closing date, please assume that unfortunately, on this occasion, your application has not been successful.

Overview of the Trust

The Torch Academy Gateway Trust is a dynamic and growing 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 track record demonstrates our ability to deliver our core goal: achievement for every child. 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

Ethos

The Nottingham University Samworth Academy has a very clear and distinctive ethos. Our culture is highly aspirant, centred on our passionate belief that every child can succeed. We encourage staff to be creative, independent and ambitious. We expect them to challenge and inspire our students, providing high quality learning experiences that motivate students to be the very best they can. High standards and academic rigour underpin our daily work.

We value commitment, independence and courtesy from all of our students. We demand the very highest standards and in return we nurture and respect student ideas and opinions. We explicitly promote leadership skills and offer a range of opportunities for students to take an active role in developing and improving their school. We have a clear message to guide all students in their daily lives; Work hard, be kind.

Achievement

Student achievement is at the very heart of everything we do. We believe that academic and examination success provides the foundation that allows students to make the most of their lives and the opportunities available to them.

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

Should a child require additional support a range of services are available to ensure every student's success, whatever their individual educational needs.

Our track record at our schools within the Torch Academy Gateway Trust demonstrates our ability to deliver high levels of achievement in a variety of contexts.



Curriculum

At the Nottingham University Samworth Academy Key Stage 3 students study a two-year programme that covers all the National Curriculum subjects. Students are taught in ability groups in the majority of subjects, ensuring that every child is taught at a level that matches their ability.

During our three year Key Stage 4 programme most students 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, ICT, technology and PE supplement the core curriculum.

About the School

The Nottingham University Samworth Academy opened in 2009. Primarily serving the residents of Bilborough, the school is housed in a stunning, state-of-the-art building, with excellent resources.

The academy is the product of a partnership between the University of Nottingham and the Samworth Trust.

In November 2013 the Torch Academy Gateway Trust began working with the Nottingham University Samworth Academy Trust to help develop the school further, ensuring the very best outcomes for all its students.

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 will be subject to an enhanced DBS check.

The School 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.

Nottingham University Samworth Academy

JOB DESCRIPTION

Job Title: Communication Support Worker

General Responsibilities

1. To promote the corporate image of the academy and high standards of behaviour and courtesy among pupils.
2. To communicate effectively and professionally at all times, in accordance with the Staff Conduct Policy.
3. To provide effective support for teaching staff and pupils.
4. To promote and support implementation of the academy's aims, policies and values.
5. To work flexibly as part of the support staff team to contribute to the smooth operation of the academy.
6. To use the standard computer hardware and software packages where appropriate.
7. To commit to safeguarding and promoting the welfare of children and young people.

PART B

Specific Responsibilities:

Summary: To support deaf students in mainstream classes and to help with the development of strategies and programmes to raise these student's achievement and attainment.

- To provide in lesson support for deaf pupils, under the direction of the Teacher of the Deaf, including liaising with the relevant teaching staff before a lesson to ensure that relevant support materials are available.
- To assist with the differentiation of resources to be used by the deaf students.
- To assist with the maintenance of hearing technology required by the deaf students.

- To support deaf students in extra-curricular activities where appropriate and by arrangement with the teacher of the deaf
- Plan and deliver one-to-one and small group sessions for deaf pupils under the direction of the teacher of the deaf, in line with schemes of work and education plans, to achieve progression of learning;
- Work closely with teaching staff to monitor deaf pupils' progress relative to their peers, and feedback to the teacher of the deaf, SENDCO and subject heads/class teachers;
- To feedback to the Teacher of the Deaf and the relevant department heads about standards in the lessons they support;
- Promote good behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour;
- Work to establish supportive relationships with the children and their parents/carers, and any relevant third party agencies;
- Work closely with the care and nursing staff to ensure that appropriate care needs are met:
- Documentation recording through SIMS and Microsoft products;
- To provide in lesson support for identified pupils, under the direction of the SENDCO if required, including liaising with the relevant teaching staff before a lesson to ensure they are prepared, and to assist with the differentiation of resources.
- You may be asked from time to time to undertake other tasks that are considered to be relevant to your position.

2 In common with other members of the academy's support staff, the post-holder will also be expected:

- to liaise with parents and the wider community, receive and respond to telephone enquiries and to receive visitors as required;
- to attend support team, staff and other meetings as required;
- to work actively to secure continuing development through participating in the academy's training programme;
- to undertake other duties as may reasonably be required.

Nottingham University Samworth Academy

PERSON SPECIFICATION

Job Title: Communication Support Worker		
	Essential	Desirable
Qualification and Training	<ul style="list-style-type: none"> • GCSE Grade C or above in Math's and English or equivalent • Level 3 NVQ for Teaching Assistants, Level 3 CACHE Diploma in Childcare and education and BSL level 2 or equivalent qualifications. 	
Knowledge and skills	<ul style="list-style-type: none"> • Excellent communication skills both orally and in writing. • Knowledge of the teaching assistant's contribution to raising standards by promoting independent learning. • Ability to contribute towards the management of pupil behaviour. • Ability to contribute to raising standards o • Understanding of what is required to create a fully inclusive learning environment. 	<ul style="list-style-type: none"> • A clear understanding of the difficulties faced by deaf learners and how these may be overcome. • Awareness of the impact of language deprivation on learning and how these barriers may be overcome.



NOTTINGHAM UNIVERSITY
SAMWORTH ACADEMY

	<ul style="list-style-type: none"> • Ability to organise classroom resources and maintain pupil records. • Understanding of equal opportunities issues and their application to work. • Understanding of safeguarding and promoting welfare of children issues. 	
Experience	<ul style="list-style-type: none"> • Experience of working with children or young people to raise their attainment. • Experience of support work with children and young people including those with special needs. 	<ul style="list-style-type: none"> • Experience of working with deaf students in a learning environment. • Use of ICT packages that support students' learning.
Personal Qualities	<ul style="list-style-type: none"> • Flexibility • Good team worker • Good communication skills • Resilience • Enthusiasm • Reliability and integrity • Commitment to ongoing CPD 	<ul style="list-style-type: none"> • A willingness to contribute to extra curricular activities