



Job Application Pack



Djanogly Sherwood Academy Teaching Assistant Apprenticeship

Term time only – Temporary for the duration of the apprenticeship

Salary: Apprentice Payscale

£9,508 - £16,041 pro rata (£11,250 - £18,980FTE)

Closing Date: 12 noon Monday 17th January 2022

Interview Date: Monday 24th January 2022



Welcome from the Chief Exec



Dear Candidate

Thank you for showing an interest in joining our team at Djanogly Learning Trust. We have a simple shared mission here at Djanogly – to make a difference to the lives of our children and their families.

Children at our established academies are leaving well prepared for the next stage in their learning. End of key stage achievements are in line, above or rapidly catching up with national averages. Children make great progress in our academies, both in terms of academic achievement and in their development as future citizens. Our children are engaged and keen to learn, they are polite and supportive towards each other. Visitors to our academies always comment on the warm welcome and the calm atmosphere.

Where newer academies have joined our Djanogly family it's because they share our commitment to our children and communities as well as our drive to be the best we can be.

As professionals, we know that this doesn't happen by accident. We are committed to providing high quality support to all our staff, whatever their role. Our continuous professional development strategy is called 'Journey to Excellence' and through this, we ensure that everyone has opportunities that are unique to them.

A recent Ofsted at one of our primary schools states:

"The journey to excellence ethos permeates all aspects of the school...Staff are extremely positive about this approach and said that it helped them to improve"

This is a tremendous opportunity to make a difference and to be part of a dynamic and innovative staff team. We look forward to receiving your application and working with you on your own professional journey to excellence.

Best regards



Liz Anderson
CEO
Djanogly Learning Trust

November 2021

Letter from the Head of School

Djanogly Sherwood Academy is an ambitious school where children are valued and placed firmly at the heart of everything we do. Everyone is committed to making a difference for the children and families in our community.

Making a difference at Djanogly Sherwood Academy really does mean just that. Our children are fantastic and the job satisfaction that you have from working with them and being part of our community is enormous. We have a constant drive to improve so that everyone, children and adults alike, can succeed.

People ask me why they should work at Sherwood. My message is clear: at the end of each day you know that you can go home, having worked hard, but really know that you have had a big impact on the lives of our children and their families. You have made a real difference.

We set high expectations of ourselves and our team but your career development and professional worth is huge and much greater at Djanogly than in other schools. In addition, being part of a growing group of academies brings many more opportunities for professional growth. We serve a diverse community in inner City Nottingham, we have children from over 30 different cultures, many who live in deprived households yet we ensure that they all achieve their potential and our end of key stage results are in line with national with no groups significantly underachieving in comparison with their peers.

Our high aspirations were reflected in our Ofsted report in February 2018 in which our feedback details:

"Pupils are happy and enjoy experiences in school. They are polite, confident and self-assured. Pupils recognise that their teachers want them to do well and are keen to succeed in all aspects of school life".

We recognise that this takes everyone working as a team, united in striving to give our children the best possible education.

If you are considering joining us then please take the time to come and visit us to see for yourself why we think Djanogly primary academies are the best.

I look forward to reviewing your application form and possibly meeting you in the near future.

Kind regards

Hayley Keen
Head of School

Application Details

We are looking for an enthusiastic Early Years Teaching Assistant Apprentice to join our team here at Djanogly Sherwood Academy. We need ambitious and driven candidates with a passion for helping children learn effectively. Everyone who visits our academies comment on the calm atmosphere, the enthusiasm our children have for learning and the great sense of team amongst staff and children alike. In our Trust we value every individual and put our children at the heart of everything we do.

The role of an Early Years Apprentice is primarily to:

- Foster the participation of pupils in the social and academic processes of the academy
- Support pupils to become more independent learners

If you think this sounds like you then come and visit us to see for yourself. Visits to our academies are positively encouraged. Please phone or email to arrange a mutually convenient appointment. Find out if we're right for you!

Contact Sunita Rathore on 0115 9421301 or email s.rathore@sherwood.djanogly.org

Djanogly Learning Trust is committed to safeguarding and promoting the welfare of children. We follow safer recruitment procedures and will require an enhanced DBS clearance and references from past employers.

Closing Date: 12 noon Monday 17th January 2022

Interviews: Monday 24th January 2022

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 Djanogly Learning Trust, which clearly demonstrates your suitability for this role.

Applications can be submitted via email to s.rathore@sherwood.djanogly.org with, EYFS Apprentice in the subject line, or by post, for the attention of Sunita Rathore, to the following address:

c/o Sunita Rathore
Djanogly Sherwood Academy
Sherwood Rise
Nottingham
NG7 7AR

Application forms

This job pack can be found electronically at <https://www.djanogly.org/working-for-us/>. Wherever possible, please provide email addresses for your referees.

Closing Date

Please ensure your application form arrives by **12 noon** of the closing date of Monday 17th January 2022

Interview

Interview for the role will be held on, Monday 24th January 2022



General Data Protection Regulation

Our privacy notice can be found at www.djanogly.org/privacy-notice.

Safeguarding and Child Protection

Djanogly Learning Trust is committed to safeguarding and promoting the welfare of all children and expects all staff to share this commitment. All new staff with the Trust will be subject to an enhanced DBS check and all other safeguarding requirements in accordance with DfE legislation.

Senior leaders are all accredited Designated Safeguarding Leads who staff should refer any safeguarding concerns to straight away. All members of staff will receive training in line with our Safeguarding and Child Protection Policy.

Equal Opportunities

Djanogly Learning Trust welcomes enquiries from everyone and values diversity in our workplace. A commitment to promoting diversity and developing a workplace environment where all staff are treated with dignity and respect is central to our recruitment process.

Djanogly Learning Trust Job Description

Djanogly Learning Trust Vision

We believe that every child has the right to an education that gives them the best opportunity to succeed and prosper. We know that this takes great people, hard work and attention to detail. This is a considerable responsibility and we take it very seriously. Everyone within our trust is fully committed to learning. Our ethos is to be innovative in order to improve, to develop resilience in order to face challenges, and to strive for excellence in everything we do.

Job title	Early Years Teaching Assistant Apprentice
Hours and weeks	37 hours per week, term time only

Djanogly Values

Employees who demonstrate a commitment to our core values of Excellence, Resilience and Innovation will:

- Embody the belief that every child has the right to an excellent education and constantly strive to give every child the best opportunity to succeed and prosper through their contribution to the Trust
- Recognise and demonstrate the importance of working hard, showing resilience and paying close attention to detail to ensure every child achieves their best.
- Strive for excellence by demonstrating a commitment to innovation, engaging in CPD and constantly striving to improve provision and outcomes for pupils.

Djanogly Behaviours

Employees will demonstrate their professionalism and promote a positive culture by:

- Behaving in a professional manner at all times
- Developing professional working relationships with all colleagues and stakeholders, showing understanding and mutual respect in all aspects of their role
- Taking personal responsibility by paying attention to the small things to intercept issues before they become a larger problem
- Resolving any issues in a professional, calm manner, seeking support where necessary and always demonstrating kindness and respect for others
- Starting and ending the day with the same emotional constancy with every interaction.

Job Purpose:

Early Years apprentices are appointed to support work with pupils as part of a team under the direction of the Academy Leader of the individual academy.

Apprentices work is primarily to:

- Foster the participation of pupils in the social and academic processes of the academy
- Support pupils to become more independent learners
- Contribute to the wider team in its aim to raise standards of achievement for all pupils

You will undertake an early years apprenticeship which will be supported by the Trust and is a key part of your duties. You will be given paid time off to study and undertake assessments.

Job Responsibilities:

Support for the Pupil

- Work under the direct supervision of colleagues to meet needs of individuals or small groups assigned
- Support pupils' learning activities including additional learning needs and development
- Support pupils' physical needs to overcome potential barriers to learning
- Support pupils' individual learning needs and development, e.g. cognitive and learning skills
- Give immediate feedback to pupils and support colleagues in marking work
- Support teachers and teaching assistants in assessing pupil progress and attainment
- Help with the care and support of pupils
- Contribute to the health and well-being of pupils
- Establish and maintain relationships with individual pupils and groups
- Use planning from colleagues to regulate own workload

Support for the Teacher/Teaching Assistant

- Help with maintenance and deployment of classroom resources and records
- Contribute to the management of pupil behaviour
- Provide assessment feedback to inform planning

Support for the Curriculum

- Provide support for learning activities across all areas of the curriculum as appropriate
- Support the use of ICT in the classroom
- Support colleagues in preparing resources used to support learning
- Support colleagues in providing a vibrant learning environment across the academy

Support for the School

- Maintain effective working relationships with colleagues and parents
- Contribute to the maintenance of pupil safety and wellbeing
- Review and develop own professional practice

Djanogly Learning Trust General Requirements:

Policies and procedures

You will comply with all policies and procedures at all times which include:

- ensuring the safeguarding of young people by adherence to the child protection and safeguarding policies.

- ensuring all equality, diversity and health and safety requirements are upheld in the performance of your duties.
- ensuring you comply with the Trust's Staff Behaviour policy, including outside of work where applicable.

Professional Development

- You are required to undertake professional development as part of your job description. This includes contributing to regular 'check ins' and Journey to Excellence reviews with your J2E reviewer, proactively seeking professional development to improve your performance.

This job description is not a complete description of the role, as you are required to undertake any other reasonable duties as directed by the academy leader and the leadership team.

Djanogly Learning Trust Person Specification

In order to be considered for interview all essential criteria must be met.

JOB TITLE	Early Years Teaching Assistant Apprentice
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Requirements	Essential	Desirable	Short listing criteria
Qualifications			
Good GCSE grades	X		X
Experience of working with children/young people	X		X
Work experience, showing ability to work with customers and reliability	X		X
Knowledge and understanding			
Knowledge of working with pupils who may present challenging behaviour		X	
Able to form supportive relationships with pupils	X		
Skills and abilities			
Good personal organisation in time management	X		
Able to plan and prioritise own workload		X	
Sound oral and written communication skills	X		
Able to develop positive, trusting, supportive and appropriate relationships with children, parents and stakeholders	X		
Able to contribute to and implement rewards and sanctions	X		
Assist with classroom resources and maintaining records	X		
Able to motivate children		X	
Able to work in a team	X		
Ability to use ICT programmes i.e. experience and knowledge of Microsoft Office applications, e mail and web.		X	
Skills and abilities - other			
A positive and flexible approach, open to challenges	X		
A willingness to contribute to extra – curricular programmes		X	
Empathy for pupils from a wide variety of social, cultural and religious backgrounds	X		
Sensitivity, flexibility and a sense of humour		X	

Personal Qualities			
Belief in the values and behaviours of DLT	X		
Evidence of continuing professional development	X		
Commitment to equal opportunities and diversity in the performance of duties	X		

Overview of the Trust

Djanogly Learning Trust is a dynamic Multi Academy Trust based in the East Midlands. Our Trust group is committed to providing high quality education for all our children, regardless of their backgrounds. Our track record demonstrates our ability to deliver on our core purpose; achievement for every child. Our portfolio of schools serve a range of communities, all have their challenges but all are fully inclusive and firmly believe that where a child starts out in life should not determine what they can achieve in their lives.

Our values are central to the strong, positive ethos that we share throughout our family of schools. This approach focusses 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 for our children.

We are proud to bear the name of our founding sponsor Sir Harry Djanogly. Sir Harry is a great supporter of education and the arts, his textile business was based in the East Midlands and he remains committed to the region despite now living in the capital.

Our Vision and Ethos

We believe that every child has the right to an education that gives them the best opportunity to succeed and prosper. We know that this takes great people, hard work and attention to detail. This is a considerable responsibility and we take it very seriously. Everyone within our trust is fully committed to learning. Our ethos is to be innovative in order to improve, to develop resilience in order to face challenges, and to strive for excellence in everything we do.

Innovation

We believe it's vital to look for new and creative approaches in order to maintain our ongoing commitment to improving our teaching and learning provision. We strive tirelessly to achieve the best, are not afraid to take risks and are never complacent. All of our staff are actively encouraged to look for improved ways of working and to promote an atmosphere of trust.

Resilience

We believe it's crucial for both children and adults to develop a strong sense of self in order to succeed in challenging times. Our mission is to ensure that our children and staff have the independence to work things out for themselves, the confidence to ask for help when they need it and the courage to never give up.

Excellence

We believe that everyone deserves to experience excellence. Our organisation is ambitious and we endeavour to support all our children and staff to reach their full potential. We commit to delivering high quality professional support at all levels as part of our journey to excellence. By providing this excellence in teaching and learning, we ensure that all our children have the necessary knowledge and skills to succeed.

Achievement

Learning is at the very heart of everything we do. We believe that academic success provides the foundation that allows all children the opportunities 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 child's success, whatever their individual educational needs.

Djanogly City Academy



Originally one of the first City Technology Colleges in the country, DCA is a 7-form entry secondary school in Nottingham. It is based across two sites 5 minutes apart; Sherwood Rise site for years 7-8 and Gregory Boulevard site in Hyson Green for years 9-10-11. Judged 'Good' by Ofsted in 2018 it has been in the top 10% for Progress 8 scores for the last 3 years.

Djanogly Northgate Academy

Northgate is a 2-form entry primary school in New Basford, Nottingham and a founding member of Djanogly Learning Trust in 2011. A popular and over-subscribed school where everyone is valued, they have been judged consistently 'Good' since 2009.



Djanogly Strelley Academy



Strelley is a 2-form entry primary based to the north of Nottingham. It has gained a strong reputation locally for its support for some of our most vulnerable children and their families. It was judged 'Good' in 2017 and strives to be a school where everyone is recognised, welcomed and respected.

Djanogly Sherwood Academy

Sherwood shares our Sherwood Rise site with DCA. It is a 2-form entry primary with provision for children from 2 to 11 years. It was established in 2014 to provide high quality education provision for the growing local community. Judged 'Good' in 2018 it has strong support from its diverse community where everyone belongs.



Springfield Academy



Springfield is a single form entry primary in Bulwell, north Nottingham. The school moved to a fantastic new building in 2017, with improved resources and environment for all the children and particularly the youngest. Springfield knows that success comes through cooperation; we do better working together.

Langley Mill Academy

Langley Mill is a 3-form entry junior school in Langley Mill, Derbyshire. It has recently expanded from 2-form entry to cope with a rising demand for places at this popular community school. Langley Mill's motto is 'Live Laugh Learn' and they do plenty of all three.



Laceyfields Academy



Laceyfields is a small infant school in Langley Mill, catering children from 3 to 7 years. They joined the Trust in 2019 to ensure that their children could benefit from being part of something bigger. This has helped them to provide an even broader range of opportunities to achieve their ambition to 'Help Little Minds Grow'.

Kensington Junior Academy

Kensington is a 2-form entry junior school in Ilkeston, Derbyshire. They actively promote a culture where children care for themselves and each other, for their school and their community, and where they can develop as happy, responsible and self-disciplined members of society



OUR SHERWOOD 'CURRICULUM TO INSPIRE'

PRINCIPLES OF EFFECTIVE LEARNING

Our Sherwood Curriculum to Inspire aims to promote a love of learning and discovery, as well as the development of the whole child. We have developed a skills based curriculum which is in conjunction with engaging teaching strategies such as 'Mantle of the Expert' as well as 'Elements of Discussion' in order to support our children to be successful learners and citizens.

What is our curriculum based around?

To help our children to develop as successful learners and members of the school and wider community we have developed our 5R Learning Powers. These characteristics are taught and developed through our series of PSHE learning power days, as well as circle time sessions. The children learn to know how these learning powers can support them to become successful.

Our 5R's

Resilience

Respect

Relationships

Resourcefulness

Reflection

We know that children learn in different ways and at Djanogly Sherwood we provide a rich and varied curriculum that allows children to develop to their full potential. We use a variety of teaching strategies that include but are not limited to;

- Investigation and problem solving
- Research
- Group and paired work
- Creative activities
- Trips and visitors to inspire
- Debate, role play and oral presentations

We encourage children to take responsibility for their own learning; to be involved as far as is possible in reviewing their learning and to reflect on how they learn best.

Our curriculum is carefully planned to meet the needs of our children and our community whilst still covering the knowledge, skills and understanding set out in the National Curriculum. In English and maths we closely follow the expectations set out for each year group in the National Curriculum.

To teach phonics we use the Nottingham City Letters and Sounds document. This is taught daily throughout the foundation years and year 1. In Year 2 and above it is used to boost children who did not achieve the expected standard in the phonics screening test or children who are new to English and recently joined the school.

Our reading books in school are from a range of schemes and are banded according to the Reading Recovery Book Bands. We teach reading through a range of approaches using Switch on, Reading Recovery, guided reading and individual reading.

Maths fluency is taught daily to ensure that our children become mathematically literate and accurate in their calculations. In Early Years the Mastery Approach is used to teach all children to ensure that they have a good knowledge of the foundations of number.

About the Academy

Djanogly Sherwood Academy began as a sister site to Djanogly Northgate Academy and opened its doors to 18 pupils in 2014. Our school has rapidly grown and developed in the last 4 years.

We are proud of all our children and have a diverse and varied community, our school celebrates the rich and diverse culture of Nottingham City. We have over 30 different languages that can be heard in our corridors, most of our children come to Djanogly Sherwood Academy with English as an additional language. We celebrate our diversity and inspirational community through a variety of events, inspiring engagement with our families' through international diversity day, picnic days and school fairs as examples. We also include whole school learning with a new language each term, we can all learn new words every day!

We pride ourselves on engaging with our wider community and feel that learning is extended far beyond the classroom. We encourage learning inside and outside, inspiring children to grow, develop and learn.

In return we offer you:

- a professional and supportive team intent on continued improvement for all
- a positive working environment where everyone is valued
- a purposeful environment where good behaviour and good manners are a priority
- high quality professional support and development
- a full day for planning and assessment every week for all class teachers
- no additional charges to park your car at work
- a 2 year programme of support if you are an NQT
- real commitment to work-life balance – we remember we are human beings first and teachers second!