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Briefing and Application pack for Teaching Assistant wishing to be appointed to the Royal Greenwich UTC commencing after 1st July 2013 Preamble This pack contains briefing for and details of all the support posts the UTC is currently recruiting. The scale of the project – to recruit 15 or so support staff is ongoing. The Royal Greenwich UTC is committed to safeguarding children and young people and the recruitment process reflects this commitment through its use of a set of safer recruitment processes.

Including but not limited to: * Taking up references prior to interview – including most recent two employers * Only offering employment subject to successful outcomes of post appointment checks with DB'S / CURB * Use of a standard application form * Use of a structure interview scheme We will treat all applicants equally throughout this appointment process, assess the contribution they can make to the UTC and how we might help applicants develop individually during their work with us.

The first section contains the outlines of the attributes, responsibilities and accountabilities of the post we are offering. The middle portion of the pack contains details of the UTC its philosophy and ethos. Finally the pack contains details of the application process, terms of employment and an application grid that all applicants must complete.

The Teaching Assistants Role at the Royal Greenwich UTC We see our support team as a fundamental and fully integrated part of ensuring the UTC meets its goals. As a member of our support team you will become part of a dynamic learning community where you are empowered and can give of your best, be supported through challenges, take responsibility for your role

and develop yourself as part of both the team, the whole UTC and as an individual.

This role will be fundamental to the successful student outcomes we expect at the UTC and will form part classroom operations team of the UTC. Training in our key packages, Simms (Management Information System) will be provided where applicable. This role will be pivotal at the UTC in supporting the role of the teachers at the UTC and will report to the relevant director of learning.

The role will entail activities including, but not limited to: * Providing support to children with mathematics, reading, writing, practical and course work on an individual, class or small group basis * Giving extra help to children with special needs Helping develop programmer of learning activities and to adapt appropriate materials * Motivating and encouraging pupils * Supporting our pupil premium goals * Assisting with marking and correcting work * Attending meetings and reviews * Helping with school events, trips and activities The Royal Greenwich UTC has set its goals high and is seeking classroom support staff who want to be part of creating and running a dynamic, forward thinking, energetic and passionate education environment in which our students can flourish and where staff are self actualities.

To align with this we have set very high expectations of those staff we seek to appoint and we see the development of a strong, happy ambitious and confident team of staff as key to the UTC success. We aspire to be an employer of choice for support staff, our HER policies, remuneration scheme, the opportunities for career development and our professional ethos all

actively support this goal. We expect that working at the UTC will be a challenging yet rewarding by virtue of the project led curriculum, our stretching aspirations - to be an outstanding school at our first inspection, the environment with its exceptional facilities and our world class information technology.

However the UTC will be a small institution in year 1 of operation and our staff structure and staffing numbers will necessarily reflect this for the first year of operation. Inevitably this mean that we may have to blur some roles, focus on the big picture goals for our students and work flexibly in meeting our aspirations. Key attributes and behaviors we are seeking in our Teaching Assistants are: 1. Key Attributes a. Essential: I. Be a passionate and enthusiastic exponent of their role. Excellent communication skills; lie. Posses iii. Demonstrate strong communication skills in dealings with people; Possess proven capabilities in an environment of continuous quality improvement. V.

Possess a track record of improving the quality of personal and colleagues output. V'. Able to demonstrate a well developed philosophy of high aspiration and expectation for our students including equal opportunities, diversity, ethos and inclusion; vii. Be able to demonstrate capability in improving the quality of provision and efficiency of delivery of their role; viii. Possess a good grasp of data driven approaches to supporting students and teachers in the class room; ' x. Possess excellent IT skills including basic office applications such as word recessing and spreadsheets. X. Be qualified to at least level 3 (NV) or equivalent with both GESE Math and English at grade C or above. B. Desirable: x'.

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Possess a proven track record in being part of high performance teams; xii.

Possess a record of delivering innovation in processes using the latest techniques and technology; xiii. Demonstrate an understanding of 14-19 education contexts, national priorities and standards; xiv. Have experience of working in industry or commerce. Xv. Able to communicate passionate commitment to the added value the UTC will bring to its students and the community.

2. Key Behaviors c. Essential: xvi. Be enthusiastic and passionate about putting the student at the centre of all that the UTC does; xvii. Be a tenacious self starter; xviii. Be highly organized and flexible; xix.

Able to strongly demonstrate, as a role model, the attributes we expect of our graduates: Enthusiastic, Open Minded & Opportunity Oriented, Exceptional Interpersonal Skills, Strong Team player, Critical Thinker & Reflective Practitioner, Strong IT capabilities, Integrity, Business Acumen, Self Motivated, Problem Solver, Innovative, Creative, Able to act autonomously, Confident. Xx. Be passionate about industry and educational partnership; xix. Be articulate and approachable; xii. Show a strong commitment to inclusively; xiii. Be emotionally resilient and the able to operate in high pressure environments. The Responsibilities and Accountabilities of the teaching assistant's role: 3.

Key responsibilities of the role – The post holder is responsible for: d.

Supporting the Royal Greenwich Tutor's commitment to safeguarding its students and ensuring the safety and well being of the students and other colleagues at all times; e. Ensuring the exceptional quality of classroom support activity and support for the UTC wider goals; f. Ensuring that the

operational systems, arising out of the role, are developed, are continuously
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improved and are resilient; g. Assisting the executive, academic staff and fellow support staff in running the UTC; h. Working with teaching staff to develop stretching activities for students to improve their I.

Working with students 1: 1 or in small groups on tasks developed by outcomes; the teacher and under their direction; J. When appropriate supporting students during their private study time; k. Working with teaching staff in arranging and running trips and visits for students; l. Continuous improvement of their role to increase its quality, delivery, capabilities and fitness for purpose alongside developments in the UTC and the wider contexts of business and education; Using the Tutu's MiS to obtain student records and support the development of Individual Education Plans with the academic staff; n. Using the Tutu's MiS in support of registration functions; o.

Treat the Tutu's students as grownups, within the confines of our commitment to safeguarding our students, support the business led ethos of the UTC at all times and the management of student behavior by establishing and enforcing UTC codes of conduct and, if appropriate, supporting disciplinary procedures; p. Participate in additional activities that sustain the UTC including enrichment activities for students such as social activities, sporting activities, clubs and student organizations; q. Keep updated with developments in professional practice and methods ensuring continuously improved personal capabilities; r. Additional responsibilities as directed by the CEO or nominee. 4. Key accountabilities for the teaching assistants role – The post holder is accountable for: s. The quality of their classroom support activity in the UTC;

The quality of the class room environment in partnership with the teacher;
Meeting the relevant operational and quality Kips set by the governing body;
The safeguarding of students and the safety and security of colleagues and students; w. The quality of presentation of student's work in the display units around the UTC and on our screens; x. Efficient deployment of personal resources against the operational requirements of the UTC; y. Personal performance and development; z. Additional accountabilities as directed by the CEO or nominee. This post is a Term Time only appointment; the salary range for this post is between: E17000 and E20000 per annum pro rata, actual salary will be based on qualifications and experience. [For term time only appointments the pro rata salary is based on 0. Of the salary and will be paid in 12 equal salary installments each paid monthly.] CONDITIONS OF EMPLOYMENT for support staff roles at the Royal Greenwich UTC (These conditions coupled to the responsibilities and accountabilities set out above will form the core of the contract if appointed.) 1. Remuneration a. This will be in accordance with the remuneration plan for support staff post holders at Royal Greenwich UTC. Initial salary will be dependent upon qualifications ND experience. B. The post holder will contribute to the Local Government Pension scheme. 2. Commencement c. The post will commence the 1st of September 2013 or as soon thereafter as possible. 3. Working Practice d.

The person(s) appointed will be available to the University Technical College on a full-time basis and will be required to abstain from any other occupation if, in the opinion of the Principal, it interferes with the due performance of duties or conflicts with the interests of the ERUCT. E. The post holder will be required to work as many hours as are reasonably necessary to fulfill the

requirements of the role with a minimum working week of 40 hours. F. The UTC operates an extended day (08: 30-17: 00 Monday – Thursday and on Fridays) and an extended directed year comprising 200 days for students and 205 days for staff. Staff are expected to be available on campus across the 205 days unless otherwise directed. The UTC will seek to maintain the closest alignment it can achieve with other local school provision in setting term dates. G.

The person(s) appointed may be asked to undertake some directed activities associated with student recruitment, parent's evenings, other events and the appointed person's personal development activities outside the normal working week on an occasional basis. The UTC will provide reasonable notice of any such activities. 4. Location & Residence h. Your principal place of work will initially be the ARGOTIC premises at SEE LLC. However, you may be required to work on either a temporary or an indefinite basis at any premises which the ARGOTIC currently has or may subsequently acquire or at any premises at which it may from time to time provide services. I. As part of your duties, you may be required to travel within the United Kingdom or outside it.

Such travel may include attendance at conference or seminars for the purposes of maintaining and updating your professional skills and the supervision on visits and work placements. 5. Medical & Fitness for Work J. The post holder will be required to demonstrate an appropriate level of fitness and health to enable them to withstand the day-to-day rigorous and challenges of the post. The post holder will be required to complete a medical form and if appropriate undertake a medical examination.

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Confirmation of the appointment will be conditional upon this being satisfactory. In addition any current or recent medical problems must be advised to the Selection Committee prior to appointment. Professional Appearance & Dress k. The ERUCT seeks to maintain high professional standards at all times. The post holder will be required to present them self in a professional and corporate manner and to adhere to any dress code approved by the Board of Governors. 7. Background l. In accordance with the criteria defined in and the provisions of the Joint Home Office/Department of Education and Science circular Protection of Children; Disclosure of Criminal background of those with access to children' dated 17th July, 1986; the appointment is subject to a check by Criminal Records Bureau in respect of NY possible criminal convictions. M. The Employee warrants as follows:- l.

The post holder will disclose to the Employer any previous criminal convictions that he/she may have and which are not spent within the meaning of section 1 of the Rehabilitation of Offenders Act 1974 save where the employment falls within the scope of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (for example, where the Employee is involved in the teaching, supervising or training of persons under the age under 18.) it. That the post holder will disclose to the Board of Governors immediately upon conviction, the fact that he/she has been invoiced of any offense during the period of his/her employment. N. AND in the event that the Employee fails to disclose any convictions in accordance with paragraphs 1 and 2 above, such failure to disclose may be deemed by the Board of Governors to be gross misconduct. 8. Leave o. The leave year commences on 1 September. The post holder will be entitled to 30 days annual leave, pro rata

for term time only and part time positions, plus all public holidays usually observed in England and Wales.

All leave will be taken outside term times at times appropriate to the ARGOTIC calendar and must be agreed with the Principal in advance. Outline plans should be agreed with the Principal by September 30 in each holiday year. Staff will be paid a full salary during their leave periods, unless they are receiving less than full salary arising from the application of the sick pay scheme, maternity scheme or for some other reasons specified to them in writing. 9. Appraisal ; Performance Review p. The post holder(s) will be required to participate in the staff appraisal and performance review schemes approved by the ERUCT Board of Governors. 10. Deductions q.

For the purposes of the Employment Rights Act 1996, staff are required to authorities the ARGOTIC to deduct from their salary any sums due from them to the ERUCT, including any overpayment, loans, professional development fees or advances made to them by the ARGOTIC. 11 . Sickness r. If staff are absent from work due to sickness or injury, they will be eligible to receive sick pay in accordance with the ARGOTIC Sickness Policy, a copy of which will be supplied upon request. s. The payment of sick pay is subject to compliance with the ARGOTIC criteria for the notification and verification of sickness absence, which are set out in the Sickness Policy. 12. Maternity, Paternity ; Family Leave .

Details of the ARGOTIC Family Policies and the procedures with which a member of staff must comply in order to exercise their rights are available on request. 13. Exclusivity of Service u. In the case of full time appointments

the post holder is required to devote their full time, attention and abilities to their duties during working hours and to act in the best interests of the ARGOTIC at all times. Accordingly, the post holder must not, without the written consent of the Principal - who will seek advice from the chair of governors, undertake any employment or engagement which might interfere with the reference of duties or conflict with the interests of the ARGOTIC. V.

It follows that the post holder is required to notify the Principal of any employment or engagement which they intend to undertake whilst in the employment of the ARGOTIC (including any such employment or engagement which commenced before employment under this contract).

The Principal, after taking advice from the chair of governors, will then notify him or her within 10 working days whether such employment or engagement is prohibited by the above paragraph. 14. Grievances w. If a member of staff has a grievance relating to their employment, they are entitled to invoke the ARGOTIC Grievance Procedure, details of which are available on request. The Procedure may be varied by the ERUCT Board of Governors from time to time. 15. Disciplinary Procedure x. The ARGOTIC Board expects the highest standards of performance and conduct from its employees. Details of its Disciplinary Procedure will be supplied to you.

The Procedure may be varied by the ARGOTIC Board of Governors from time to time. 16. Probationary Period y. The first 10 months of employment will be a probationary period, during which the post holders suitability for the position to which they have been appointed will be assessed. The ARGOTIC Board of Governors reserves the right to extend the probationary period if, in its opinion, circumstances so require. Z. During your probationary period, or <https://assignbuster.com/use-and-develop-system-that-promote-communication/>

at the end of it, your employment may be terminated either by you or by the ARGOTIC on giving the relevant notice. You will not have been deemed to have passed your probationary period unless and until that is confirmed to you in writing. 17. Confidentiality {.

The post holder shall not either during employment (except in the proper performance of duties), nor at any time after its termination, use for their own purposes (or for any purposes other than those of the ERUCT) or divulge to any person, corporation, company or other organization whatsoever any confidential information belonging to the ARGOTIC or to any Subsidiary or relating to its or their affairs or dealing which may come to the post holders knowledge during the course of employment. L. This restriction shall cease to apply to any information or knowledge which may come into the public domain after the termination of employment, other than as a result of unauthorized disclosure by the post holder or by any third party. 18.

Termination of Employment

Except in the case of dismissal for misconduct or other urgent causes, the period of notice is 1 month in respect resignations. Introduction to the UTC
The Royal Greenwich UTC is part of a new national initiative to provide very highly specialized centre for technical education of young people between the ages of 14-19. The Joint specialist of the ARGOTIC is Engineering, Construction and related industries. The UTC programmer is designed to be business led and supported by a University. The sponsoring University is the ' University of Greenwich' and the UTC has two business sponsors - Transport for London (Engineering) and Waters Group Construction). Our final sponsor is the Royal Borough of Greenwich.

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Our sponsors are all very strong supporters of the UTC who have demonstrated their commitment from inception. The UTC will deliver the GESE qualifications around the English Baccalaureate for 60% of curriculum time and technical, Gases, BITE and City; Guilds qualifications for the remaining time at KS. In KS it will only deliver STEM subjects through a combination of A Level, BITE and C; G qualifications, with the exceptions of aspects of business and a modern foreign language. The UTC can be summed up through:

- * The vision “ To be the best place to study in London for young people 14-19 of all abilities looking for a future in construction, engineering or related industries.
- * The ethos * Unashamedly technical, but looking across the technical from design to science and from high technology to traditional crafts from management skills to manual skills.
- * With a special focus on sustainable construction and transport and an emphasis on safety.
- * Our spectrum of qualifications will support all the STEM subjects strongly Construction and Engineering including the computing spectrum from software through networks to communications, design - both products and architecture, alongside Math and all three sciences where appropriate. The entire design technology spectrum, with the exception of textiles and food technology, will be included .
- The approach * To set high expectations, educate the whole person and centre their learning on a series of real world projects and activities, supported by business, that enthuse and * Learn what you need to know once you know why you need to know it motivate. And wherever possible not before!
- * To treat all our students as grownups from day 1.
- * The outcome * Enterprising, Opportunity Oriented, Confident, Capable, Creative, Open Minded, nouns people with great qualifications and real skills who are able to think things through, solve problems and

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demonstrate commercial understanding in everything they do and the way they behave. * Happy and self actualities staff learning all the time focused on continually improving themselves and the outcomes of the students.

The project led curriculum As part of the UTC ethos much of the learning will be centered on projects and Industry informed activity provided and supported by our sponsors and other companies who are supporting us. The structure of this approach is described in the figure. Industrially commissioned projects will be set up, shown in green, which will carry the learning of technical subject matter and aspects of the baccalaureate subjects. Teaching teams will be established that enable this multidisciplinary approach and some of the teaching will take place in more traditional frameworks outside the projects. The Enrichment programmer will also support the projects and the wider curriculum alongside ensuring that our students develop and deploy the transferable attributes that underpin their employability outcomes.

The Student Example structure for the project led curriculum Student Attributes Key to the students' employability and academic outcomes are a series of attributes that the UTC will develop in its students as part of all aspects of the teaching and learning process. The strong emphasis we put on these attributes will enhance our students' learning capabilities, support their growing confidence and set them apart from their peers at other institutions in competitive situations. By setting the UTC students apart these attributes are fundamental to us being able to meet our pledge of a place in higher education, an apprenticeship or a role in the industry for all of our students.

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The building and the site The building is currently being constructed at a location on the Woolworth Road in South East London close to the Thames Barrier. The build comprises the refurbishment of a historic factory that will house the technical zones and the construction of large modern block that will house the more traditional classrooms and administration. The building is on target to be completed during the summer of 2013 for opening to students on the 3rd of September. The specialist equipment - which will all be industry standard equipment, rather than education standard equipment and CIT are in the process of being procured. Our web site has more information about the building.

For the purposes of internet searches of the buildings location the post code is: SEES 5TH. The final plan of the site is: Main Building Main Building Further information can be found on our web site [www. Greenwich. Com](http://www.Greenwich.Com) The managerial structure the UTC will operate The UTC seeks to achieve a leadership, managerial and operational structure built on a series of strong and interlinked teams. Line management will support the integration and operation of these teams allowing functional autonomy of individuals n the teams. Individual staff has autonomy to own their roles and personal development while acting in support of and as part of their team. Some individuals will be part of several teams, EGG the directors.

When fully operational in September 2014 the UTC executive team will comprise: During year 1 growth phase (2013 - 2014) and so as to grow our senior leadership alongside student numbers: * The roles of Director of Technology and Director of Science and Math will be combined. Support for this role will be provided by the COO or CEO depending upon the specialist of <https://assignbuster.com/use-and-develop-system-that-promote-communication/>

the person appointed. For September 2014 the person appointed for 2013 will continue in their substantive role and a director in the complementary discipline will be appointed. * The role of director of Business services will be undertaken by the CEO with the support of bursaries services from our sponsors. For September 2014 a director of Business services will be appointed into this role.

Accountabilities for the Executive team: In addition to accountabilities set out in the role descriptions for their roles the UTC Executive team will: *

- Create a leading edge learning environment providing students with exceptional learning opportunities through the use of current industry standard equipment, machinery, and relevant work experience drawing on the expertise available from the UTC sponsors and partners *
- Design challenging but supportive learning experiences for students which utilizes problem solving and team working as a key driver for individual learning *
- Fully utilize the opportunities that are available to place CIT as a significant contributor to real time and relevant teaching and learning *
- Develop a people strategy that achieves 'Employer of Choice' status, attracts, develops and manages talent across all business areas to achieve the objectives of the UTC strategic plan *
- Create a 'learning organization' which enables students and staff to study and work in a well resourced, progressive, dynamic, healthy and safe environment *
- Set and monitor student achievement to ensure that all students are progressing at the appropriate rate and that UTC targets are met and exceeded *
- Work effectively within the business model to ensure that the UTC campus is asset efficient by utilizing access to the campus and the curriculum for adults,

employers and groups at evenings and weekends * Provide effective support mechanisms and appropriate interventions to ensure student safeguarding and that education and social maturity remains a priority for all students * Develop, implement and maintain the admissions procedures to the UTC which ensure compliance, transparency and fairness * Actively promote, encourage and commit to the provision of Equality and celebration of diversity across every aspects of UTC life * Manage the financial strategy of the UTC to ensure that the budget, targets and the financial memorandum and procedures agreed by the Governors are realized and adhered to * Meet, as a minimum, all the statutory isolations and other requirements set by the local authority, funding agencies and bodies from whom the UTC receives funding * Oversee capital projects and estate matters to the benefit of students and those who work for and with the UTC within the parameters set by the Governing body * Maintain the highest standards of professional conduct and integrity by yourself and the staff of the UTC

The UTC size, student number targets and staffing levels

The UTC is a regional facility and we will draw students from all over the south of London and from further field where our specialist approach meets the aspirations of students. In its steady state the UTC will be a small, highly specialized institution of 600 or so students with ages from 14-19. Although a regional facility the UTC admissions process gives key weight, through the use of a nodal point distance measure, to the boroughs of Greenwich, Bexley and Lewisham.

The UTC is a new institution, there is no legacy institution, and it is planned that it will grow to steady state over two years from September 2013 when it will open with a target of 300 students (150 each in of year 10 and year 12

cohorts). It will recruit the same again for September 2014 and reach steady state at that point. Provision has been made in the building to allow some growth on these figures but this would be subject to UDF approval. Start-up grant funding is in place to support the discomposes of scale in the early years of operation. The expected staffing pattern for 2013 - 14 session, in addition to the executive team described above, is currently modeled to include 19 teaching staff, 1 SENSE, 1 IT manager, 10 teaching assistants, 3 Technicians 6 Administrative staff and 2 apprentices. In addition there will be contract FM and Catering staff working on the site.

For the 2014 - 15 session the staffing will grow representation with student numbers. Further details of the proposed staffing structure are set out below. Working in the UTC We aspire to be an employer of choice for teachers and support staff, our HER policies, remuneration scheme, the opportunities for career development and our professional ethos all actively support this goal. We expect that working at the UTC will be a challenging yet rewarding by virtue of the project led curriculum, our stretching aspirations - to be an outstanding school at our first inspection, the environment with its exceptional facilities and our world class information technology.

However the UTC will be a small institution in year 1 of operation and our staff structure and staffing numbers will necessarily reflect this for the first year of operation. Inevitably this mean that we may have to blur some roles, focus on the big picture goals for our students and work flexibly in meeting our aspirations. We see the development of a strong, happy ambitious and confident team of staff as key to the UTC success. Our focus in year one will be to develop and support an enthusiastic, creative, innovative, vibrant and

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above all professional atmosphere that infects the students and staff with a drive to succeed. The UTC will develop world class IT facilities in support of our key goals using several technologies that are not yet used in I-J schools.

Our vision is that the UTC will live on the WWW taking maximum advantage of IT in delivering its mission. This vision and our systems will support our staff, students and parent's strongly and enable our staff team to deliver inspiring lessons across the spectrum from chalk and talk to on-line interactive experiences taking full advantage of our facilities. We are committed to ensuring that all our staff are capable users of CIT and model the behaviors we expect of our students in using CIT for learning, personal development and social activities. As examples: Our virtual desktop will enable staff and students to work, as if in the UTC, from any suitably enabled internet connection elsewhere on the planet.

Seven of the classrooms will be equipped with interactive walls, essentially large touch screens that students and staff can control for learning in small groups, student work display and as a new part of classroom teaching and learning activity for the imaginative teacher. The message screens around the UTC will be able to display students work ND will have interactive features that will enable students and staff to use the message screens for learning and information in equal measure. Our technical facilities will be class leading. In association with our sponsors, architects and equipment suppliers