

## **APPOINTMENT OF ASSOCIATE TEACHER**

### **CONTEXTUAL INFORMATION**

Stratford upon Avon School is a large successful school with a student roll of about 1600 students, and with capacity to grow further.

We are offering a fixed term contract appointment until August 2023, ideally to an outgoing graduate who is considering a career in teaching, or who would like to learn more about working with students.

The role consists of these main components:

1. Cover for absent subject teachers; the delivery and support of learning activities, and the management of classes of students
2. Working as a Teaching Assistant alongside lead teachers in supporting the learning of all students, including those with Special Educational Needs (SEN)
3. Delivery of extra-curricular activity – In keeping with the experience and specialism of the associate teacher, and via discussions with the Curriculum Leaders for Physical Education and Performing Arts, you will deliver clubs and if appropriate, teams. This will include coordination and delivery of inter school events.
4. Other work linked with your own area of expertise – You may have a particular skill that is not necessarily linked to the curriculum but nevertheless may spark the interest of students.

It is not possible to indicate what proportions of time will be given to each aspect, because much will depend on the particular strengths of the successful candidate and the day to day cover requirements within the school, but the following is considered to be reasonably typical, working within a team of three Associate Teachers:

#### Per fortnight (Including 50 timetable periods)

Lead Cover for staff absence	22 periods
Teaching Assistant	24 periods
Non-contact, planning and preparation:	4 periods
Extra-Curricular sport (item 3):	7 hours
Lunch time duty:	1.3 hours (2 lunch periods)

Your contracted hours will extend beyond the basic school day, thus allowing time for contribution to after-hours clubs and activities, beyond the number of periods shown above.

Working hours are based on 8.30am to 4.35pm x 5 days & 8.30am – 3.45pm x 5 days with a 40 minutes unpaid lunch break. Total weekly working hours are 34.75hours.

Any additional hours worked, for instance to deliver a breakfast club or an extra-curricular activity *outside of your contracted hours* would attract extra payment. This subject to prior agreement with the line manager.

The post is offered for a 39 week year, consisting of 38 weeks of student attendance plus 1 week (5 separate days) of Staff Learning Days.

### **Key relationships:**

Your line manager will be our Inclusion and Assessment Leader, working directly to the Assistant Headteacher (Inclusion).

All centrally allocated cover work will be assigned to you by the Cover and Curriculum Support Coordinator. Teaching Assistant role will involve working closely with the SEN Dept and SENCo.

You will have a close working relationship with senior staff with teaching and learning responsibilities who will take responsibility to ensure you have access to training, time and opportunity to source and undertake your own personal development.

The school is committed to make this work as smoothly as possible so that your time with Stratford upon Avon School provides you with a full range of relevant experiences to support your future career.

## **Resources**

All teaching departments have their rooms in close proximity, and have their own resource base or a share of a resource base for staff. Lap Top Computers are issued to Associate Teachers for use in the classrooms and resource bases.

All practical rooms at Stratford upon Avon School are well-equipped, although we are always seeking to enhance our facilities, and the school itself provides a very pleasant working environment.

## **Working Hours and Holiday Arrangements**

The post is advertised as described for 34.75 hours per week; 39 working weeks per year.

As you are entitled to a proportion of the full time annual entitlement, the pay allowance for your holiday entitlement is included in the calculation of your annual salary. The number of weeks you will be paid each year is 44.85 weeks based on grade and as a result you are not entitled to take holiday entitlement during term time. This may increase dependent on any continuous service.

## **Grading of the Post**

The pay system in operation uses a banding system, and this post is aligned to Band F. The indicative salary is as noted in the advertisement.

Payment is made monthly at the end of the calendar month direct into a nominated bank or building society account. Cost of living rises are awarded for all staff on or around 1<sup>st</sup> April each year, except during national wage freezes. Increments within the scale for the post are automatic in April, as long as a minimum of six months has been completed by the time of the first increment and successful completion of the probationary period. For example, if starting in September, the increment would be paid the following April, but if starting on 1<sup>st</sup> December, the first increment would not be paid until six months had elapsed, that is on 1<sup>st</sup> June.

## **Induction and Professional Development**

An induction programme will be developed for the successful applicant and a programme of support and training will be given. After the induction period, a planned professional development (PD) programme will be agreed, linked to the competency based performance review system, which is carried out in school for all staff.

## **The Organisation of Staff at Stratford upon Avon School**

There are around 190 staff employed at the school, with slightly over half being support staff.

We aim to be a cohesive, inclusive workforce, and we operate in a professional environment of respect, with the overriding purpose for every post in the school being to support the learning of our students.

We take seriously the wellbeing of our staff, and believe that everyone has a vital contribution to make to the life and vibrancy of the school. We operate a wellbeing programme; all staff have the opportunity to be involved in school improvement activities, and to contribute to student development through co-tutoring, mentoring and other areas appropriate to their role and expertise. Other opportunities, some of which are intrinsic to the AT role, but which are available through choice to the wider staff, include running extra-curricular clubs, accompanying school trips, leading an assembly, getting involved in sport (e.g. staff football or cycling), and participating in staff social events.

## **Start Date**

It is anticipated that the successful candidate will be able to start as soon as possible. However, it is our policy always to appoint the individual whom we believe to be the best person for the job, and if there is a delay whilst extended notice is worked, then that is accepted.

## **Interviews**

The selection process will normally take place with 2 weeks of the closing date.

I hope you find this opportunity of interest, and we look forward to receiving your completed application form. Meanwhile if you have any questions or queries about the post, please contact me at the school, on 01789 268051.

Mark Brennan, Assistant Headteacher June 2022