**Position: Teaching Assistant**

**Salary: NJC04 £16,894**

**Location: Coppice School, Hatfield**

**Contract type: Full time**

**Closing date: Friday 27th September 2024**

**Interview date: Thursday 3rd October 2024**

**About the School**

Coppice School is a special school in Hatfield, that serves 163 children and young people aged 5-19, who have an Education, Health and Care Plan with a primary diagnosis of Severe Learning Difficulty.

You can be part of a team that is forward thinking and innovative, aiming to provide an education and environment where pupils and staff can truly flourish.

Our children and young people at Coppice deserve an education that will change their lives and give them the opportunity to fulfil their potential. Staff employed in our Academy Trust enjoy a fulfilling career and we focus on realising your potential and maximising your impact.

**About the Trust**

Nexus Multi Academy Trust was founded in 2016 and has the highest ambitions possible for everyone we work with. We are a forward thinking and innovative Trust with collaboration, enrichment and improvement enshrined within our day to day practice ensuring that leaners and their families are always at the centre of what we do.

The vision for Nexus is that we are constantly “Learning together, to be the best we can be.” This vision is what we aspire to and is as relatable to every employee and partner of our Trust as it is to our children, young adults and their families. Please see a copy of our most recent prospectus, which is included in the recruitment pack for this advert.

**Our Opportunity**

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| To work under the direct instruction of Teaching/HLTA staff;  Support students’ learning and care needs;  Support the Teacher/Senior support staff in the management of students, including their behaviours;  Support in the management of the classroom/teaching and learning areas  To provide clerical support to the class teacher including, but not exclusively: photocopying and collating  documents obtaining information from parents/carers typing/basic word processing filing and sorting  documents/distributing letters; |
| To attend to the pupils’ personal needs including social, health, physical, hygiene and general welfare  ensuring their safety and access to learning by responding to individual needs, including but not exclusively:  toileting; nappy changing; clearing-up of body fluid spills; |
| The post holder’s duties must be carried out in compliance with the school’s policies and procedures including  child protection procedures and the Council’s Equal Opportunities Policy, Information Security Policies,  Financial Regulations and Standing Orders, the Health and Safety at Work Act (1974), and subsequent health and  safety legislation; |

**What you can expect**

* An exciting opportunity to join an academy with a fantastic cohort of pupils and a highly supportive staff and leadership team.
* A thriving environment where you will be supported and encouraged to think in new ways.
* An opportunity to join colleagues who will make you proud to be part of our state education system.
* Working within an award winning MAT who pride themselves on having friendly and supportive academies who together are helping to transform communities.

**Further information**

We encourage visits to the school to discuss the role, so for an informal and confidential conversation about the role, please contact the Office Manager at the school Rachael Mitton on coppice.admin@nexusmat.org or on 01302 844883.

**Nexus Multi Academy Trust is committed to safeguarding and protecting the welfare of children and expects all staff and volunteers to share this commitment.**

Safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed.

This post involves working with children and therefore if successful you will be required to apply for a disclosure of criminal records check at an enhanced level and a barred list check. Further information about the Disclosure and Barring Service and can be found at [www.gov.uk/disclosure-barring-service-check](http://www.gov.uk/disclosure-barring-service-check).

We are an equal opportunities employer committed to recruiting and retaining a diverse workforce.

For more information and an application form to apply please visit www.coppiceschool.com

All candidates are advised to refer to the job description and person specification before making an application.

Applications should be emailed to Rachael Mitton, Office Manager at coppice.admin@nexusmat.org

We reserve the right to close this vacancy early should we receive an overwhelming response.