

ALDRIDGE
SCHOOL

Achieving Excellence Together



Application Pack

Remote Teaching and Learning Support Technician

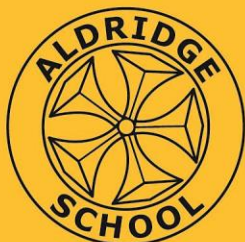
Aldridge School
Tynings Lane, Aldridge,
Walsall, West Midlands
WS9 0BG

01922 743988



THE MERCIAN | TRUST

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About Aldridge School - a Founder Academy of the Mercian Trust



Dear Applicant

Thank you for taking the time to find out more about Aldridge School. This pack is intended to give you information about this role and our school's broader vision and ethos. Further background information is available in our Prospectus and Sixth Form Prospectus on our website.

We are a comprehensive school of over 1500 students situated near the centre of Aldridge village. We believe that it is our responsibility to work to meet the needs of every individual student, challenging them to achieve their best, supporting them to become responsible young adults and preparing them for their next steps into the world of work or further education.

Aldridge School is a good school (Ofsted 2017). It is a school which is proud of its traditions and successes which have been achieved through hard work and high expectations. In particular, we encourage our students to be **Respectful**, **Responsible**, **Resilient** and **Ready to learn** in order that they will be happy and successful at school and in the wider world beyond.

Aldridge School has a dedicated, talented and conscientious team of staff who work together to provide a high standard of teaching, excellent pastoral care and professional support services. Our broad curriculum is designed to meet national expectations, be relevant and interesting, support our students in achieving the best possible standards in external examinations and to equip them with the skills they need to be successful in adult life.

At Aldridge School we have a popular and thriving Sixth Form. We are very proud of our students' success with over 80% securing places at some of the top Universities and on Higher Apprenticeships last year. We offer a very broad range of both academic and vocational courses at level 3, ensuring that Aldridge School Sixth Form is an option for a wide range of students.

We also enjoy strong links with surrounding primary schools, working with students in Years 5 and 6 including work in Science, Maths, English, Performing Arts and Enterprise. We are proud of our community and we work hard to promote this pride in all our partnerships, so that we can make sure that future students from these schools enjoy an easy, enjoyable transition to Aldridge School.

Students at Aldridge School are friendly, polite and respectful. Strong relationships between staff and students contribute significantly to ensuring that students are happy and feel safe.

If you would like to find out more, please contact us to arrange a visit to see our school at work. We look forward to meeting you.

Ian Bryant
Head teacher

The Mercian Trust



Aldridge School operates as an Academy Trust, and now as a founder member of the Mercian Trust.

The Mercian Trust is a new and exciting development for education in Walsall. It brings under one banner six successful schools to work together as a Multi-Academy Trust or MAT.

The six schools are unique in their identity and united by their ambition to offer the best possible future for their students.

The six Schools are:

- Aldridge School
- Queen Mary's Grammar School
- Queen Mary's High School
- Shire Oak Academy
- Walsall Studio School
- The Ladder School

Each School has its own distinct ethos and approach, but we have this over-arching aim in common: we prepare all our students to enjoy life to the full by inspiring them to:

- Realise their potential as learners
- Thrive in the world of work
- Make a positive contribution to the local, national and international community

The Mercian Trust respects the autonomy of its member schools but, through collaboration, fosters strengths that are greater than the sum of its parts. Working together as a Multi Academy Trust provides a framework for sharing expertise and enthusiasm, resources and ideas.

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Job Description



POST: Remote Teaching and Learning Support Technician

Job Purpose

1. To improve access to our school curriculum for students outside of lesson time; to catch-up, revise, research and extend their learning following Covid closures.
2. To improve the skills of teachers in providing resources for remote catch-up of lost learning and to delivering remote teaching; including filming lessons and using MS Teams and Google Classroom.

Job Description

We are seeking an enthusiastic and skilled individual who can help us fulfil the following roles:

1. Managing the use of Google Classroom by providing support for;
 - teachers – supporting them with uploading their resources to the classroom and training them with how to use the features of the platform
 - students – issuing passwords and dealing with connection or access problems
 - parents – supporting them with access to work for their children
2. Managing the Remote Learning area on the website
3. Working with departments to upload content on to the curriculum areas to ensure a wide range of resources for catch-up, further remote learning and revision
4. Filming staff, lessons and creating resources to be used on Google Classroom to support students with their catch up work and allow them to revisit key learning points within the curriculum
5. Supporting the work of Assistant Headteacher - T&L and training staff for remote T&L
6. Supporting in school with the delivery of remote teaching on MS Teams for teachers who are self-isolating
7. Monitoring the use of Google Classroom for those students learning from home
8. Supporting with collating remote learning work packs
9. Flexibility to undertake any other duties as directed by the Headteacher

Standards and quality assurance

1. Support the aims and ethos of the school
2. Set a good example in terms of dress, punctuality and attendance
3. Recognise own strengths and areas of expertise and use these to support others
4. Prioritise work and be able to meet deadlines
5. Participate in training and development as required
6. Attend team and staff meetings
7. Be proactive in matters relating to health and safety
8. Be committed to safeguarding and promoting the welfare of children and young people

The duties and responsibilities in this job description are not exhaustive. The post-holder may be required to undertake other duties from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post-holder.

Person Specification



Job Requirements	
Qualifications and Training	<ul style="list-style-type: none"> GCSE English and Maths at grade 4 or above, or equivalent (essential)
Knowledge and Understanding	<ul style="list-style-type: none"> Good working knowledge of Google Drive and MS Teams or a willingness to learn Good IT skills for video editing Good communication skills for supporting teachers, students and parents
Skills and abilities	<p>All skills and abilities below are an essential part of this role</p> <ul style="list-style-type: none"> The ability to work independently and show initiative The ability to prioritise and adopt a flexible approach to changing demands and deadlines A creative and organised approach to tasks Be able to work as part of a team The ability to communicate effectively with a range of people in a range of forums Maintain confidentiality The ability to work well under pressure
Personal attributes	<ul style="list-style-type: none"> A positive “can-do” attitude towards work and a commitment to making a difference An enthusiastic approach to professional development and learning

How to Apply



Fixed Term Contract until 16 July 2021

Hours Per Week

37

Weeks Per Year

39 (term time plus 5 training days)

Salary

NJC Grade 1, Scale Point 1 (£17,364 pro rata per annum)

£10,973 (actual salary based on a start date of 02 November 2020)

Closing Date

19 October 2020 at 9.00am

Interviews

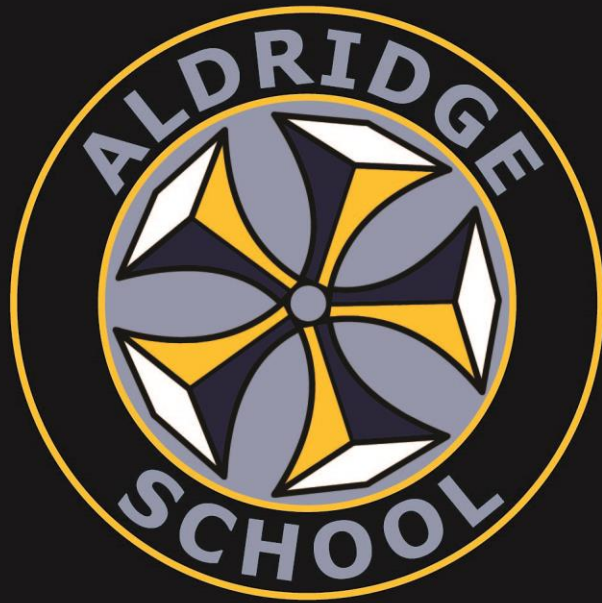
Week Commencing 19 October 2020

Start Date

02 November 2020 (or as soon as possible)

Applying

Please use the Associate Staff Application form which can be found on the school website www.aldridgeschool.org – Job Opportunities link. Applications should be submitted to applications@aldridgeschool.org for the attention of Mrs J Timmis, Headteacher's PA.



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