



Applicant Information Pack

TEACHING ASSISTANT

Level 2



'Every Individual is in a great school'



Headteacher letter to Applicants

Dear Applicant

Thank you for the interest you have shown in our school. I am delighted you are considering joining William Brookes School and as the recently appointed Headteacher I am proud to welcome you to our vibrant and successful school.

William Brookes is unique in that it is the only Coubertin school in Great Britain and is a place where Olympian values infuse every aspect of school life. Students gain good academic outcomes, but education is not just about the academic mind; it is also about the heart, and so students at William Brookes are exposed to a broad range of enrichment activities; especially through the Arts and in Sport.

Please explore our [website](#) and read the additional materials included in this pack to find out more about us. The Job Description & Person Specification give you full information about this post. I hope that you are inspired by what our school has to offer.

If you decide that you have the energy, enthusiasm and experience to enhance our culture and make a difference, then we look forward to your application

We look forward to hearing from you.



Ruth Shaw
Headteacher

About our Trust



The 3-18 Education Trust is currently made up of ten schools and derives its name from the age range of the pupils and students who attend those schools. We have an inclusive ethos, defined by age and we recognise that education is a continuous process, secured through consistent values and a strong transition (through the key stages).

Our Vision:

To ensure every individual is in a great school.

Our Mission:

To celebrate the diverse nature, culture and identity of our individual schools, whilst enjoying the benefit of the team, so that each school is reciprocal in their support for one another and achieves together.

Our Values:

- **Accomplished:** to provide high quality education and training for all
- **Resilient:** to be solution focused and able to intelligently manage challenges
- **Compassionate:** to show care and understanding towards others

Not only do we pursue the important dimension of achieving the best results for each student regardless of their starting point, but we also believe strongly that education is about developing well-rounded individuals who are ready, willing and able to make their contribution to society.

Please take a look at our [Trust website](https://www.3-18education.co.uk) (<https://www.3-18education.co.uk>) for more details on what we offer. For information about each of our schools, please read on.



The 3-18 Trust: What We Offer

Hours & Working Weeks

Work-life balance is important in our Trust.

Having the ability to organise your working hours in a way that suits you, whilst not compromising your hours and standard of work, alongside meeting the requirements of the post and the needs of the Trust can help to achieve this work-life balance. It may be to avoid a busy commute or to allow time to work around childcare or caring for dependents. We will be looking for core-working hours, which will be agreed with the successful applicant and other hours are to be worked around other commitments.

We also support home-working and this will be discussed at interview.

You must exhibit a high level of self-motivation and self-discipline and be able to manage your own time effectively for this to be successful.

In addition to a comprehensive induction and a commitment to your ongoing training and career progression, we also offer:

✓ **Unbeatable Pension Scheme**

Thinking about your future? We are too and it's never too early. We'll automatically enrol you onto the relevant pension scheme – we will pay a whopping 28.68% into your Teachers Pension scheme or 19% if you are a member of our amazing support staff through the local government pension scheme – you'll find it hard to beat that.

✓ **Holiday**

Whilst holiday allowances vary across the roles, we offer no less than 27 days plus bank holidays– and to top it off, your holiday entitlement grows as your career does – as after five years' service you'll be awarded five extra days. Plus, we run a special leave policy making allowances for paid time off for those unplanned life events or family milestones that we just wouldn't expect you to miss.

✓ **Saving Scheme**

Saving for those rainy days has never been easier than with our salary savings scheme where you can have your savings taken directly from your salary into an accredited savings scheme.

✓ **Support for you and your family**

We understand that becoming a parent, growing your family or looking after those who mean the most to you, can be life changing. That's why we're proud to provide policies that fit around your family, whenever you might need it.

✓ **Your wellbeing**

It's a top priority for us, and that's why we look after your physical wellbeing with free eye tests, flu vaccinations, and an outstanding occupational health service. We also look after your mental wellbeing too, with our employee assistance programme, providing legal, financial, health, parenting and life advice with 24 hour access for you and your family

members. We also provide access to independent counselling specialists to beat those long waiting lists and ensure you have access to the right support at the right time.

✓ **Online GP Service**

Struggling to get an appointment with your local GP, we've got you covered. As an employee at The 3-18 Education Trust you will have 24 hour access to a GP appointment, these usually take place within 2 days at a time to suit you, prescriptions provided when required to be collected at your local pharmacy. This service is also open to your dependants.

✓ **We've always got you covered**

If the unexpected happens – for example, you can't work because of illness or you're in an accident – we've got you covered with excellent sick pay benefits. Plus, in the event of death in service, we'll pay up to three times your salary. All these give you financial protection and take away any worries – all at no cost to you.

✓ **Cycle to work scheme**

Choose a brand-new bike and accessories and save on tax and National Insurance. Select a bike worth up to £3,000 and spread the cost over 12 months, interest free.

✓ **Home and Electronics Scheme**

The latest Xbox on the birthday list? Washing machine broken down at just the wrong time of year? We have you covered with our newest salary sacrifice scheme, open all year round and open to all staff, spreading the payments for those expensive items over 12 months.

✓ **Awards for long service**

We owe so much to our long-serving colleagues. That's why we're all about rewarding their continuous service and celebrating their key milestones. Just the way it should be.

✓ **Career Progression**

From bitesize learning right through to professional qualifications. With our trust wide dedicated CPD leads, we believe every colleague should have the chance to progress – personally, professionally and as far as possible.

✓ **Additional Perks**

Many of our sites have access to freshly made hot meals at a discounted rate, free carparking, gyms and swimming pools all open to members of staff at greatly reduced rates or free.

Job Description



Title of Post	Teaching Assistant Level 2
Grade and SCP	Grade 5 (SCP 5-6)
Hours/Working Weeks	17 hours per week, term time plus 1 PD day
Post Status	Permanent
Accountable To	SENDCo

Main Purpose

- Working under the instruction of the SENDCo and teaching staff, Teaching Assistants support access to learning for students and assist the teacher in the management of students in the classroom. Work with students will be carried out in the classroom and during intervention sessions as required. You will be required to attend to students' personal needs and assist with the development and implementation of Individual health and personal care programmes.

The role is flexible and responsibilities are likely to include:

- Working with class teachers to raise learning and attainment of students
- Out of class support within our Learning and Wellbeing Base
- Promotion of students' independence, self-esteem and social inclusion
- Assist in the day to day clerical work of the SEND department

Principal Duties and responsibilities

Supporting the school/Learning Support Department

Where appropriate:

- Develop a relationship to foster links between home and school
- Liaise, advise and consult with other members of the team regarding SEND students
- Contribute to reviews of student progress and to target setting
- Attend relevant in-service training
- Be aware of and support school policy and procedures
- Deliver specific interventions as directed by the SENDCo
- Assist in supervising vulnerable students at lunchtime
- Undertake any other duties that would reasonably be expected of the postholder

Training & Support

Training and support will be provided in the following ways:

- There are a number of well-established routines which are clearly understood by existing teaching staff and students: these will be carefully explained along with the range of rewards and sanctions available
- Help keep knowledge and understanding relevant and up-to-date by reflecting on your own practice, liaising with school leaders and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications and /or experience needed for the role, with support from the school

Professional development

- Help keep knowledge and understanding relevant and up to date by reflecting on your own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness;
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school.

Other Responsibilities

- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person;
- Be aware of and comply with all school policies and procedures;
- Be aware of and support difference and ensure equal opportunities for all;
- Contribute to the overall ethos and aims of the School and Trust;
- Appreciate and support the role of other professionals;
- Attend and participate in relevant meetings, training and learning activities as required.

A reasonable educational background will be key, probably having achieved 5 A* to C grades, including an O Level/GCSE or equivalent qualification in English Language.

The postholder may be required to carry out any other duties that are commensurate with the post. Whilst every effort is made to explain the main duties and responsibilities of the post each individual task undertaken may not be identified.

This job description is subject to review, in negotiation with the post holder at any time. However, an annual review of this job description and allocation of responsibilities will take place as part of agreed performance management arrangements.

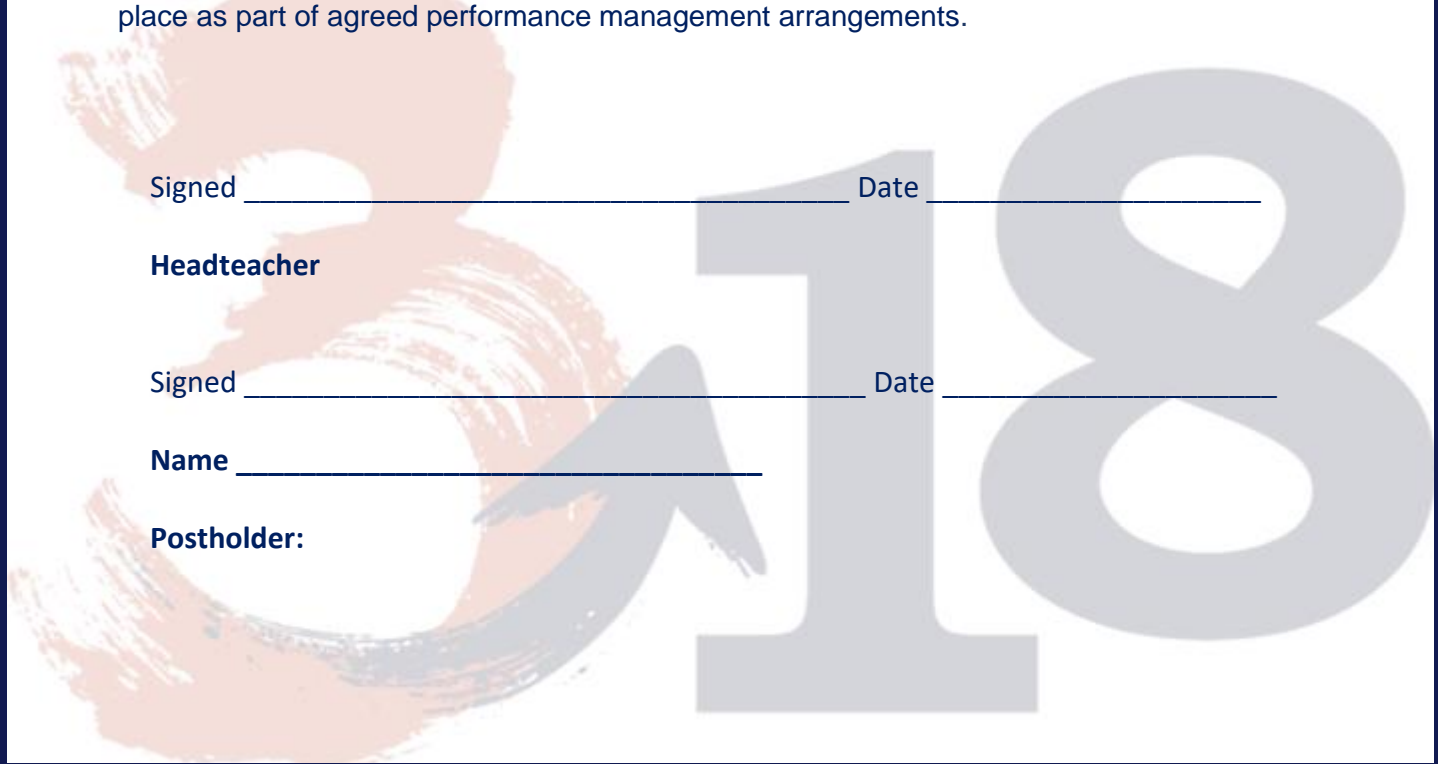
Signed _____ Date _____

Headteacher

Signed _____ Date _____

Name _____

Postholder:



Person Specification

Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> A reasonable educational background is important, probably having achieved 5 A* to C grades, including an O Level /GCSE or equivalent qualification in English Language 	<ul style="list-style-type: none"> NVQ in Support for Learning or equivalent First Aid qualification (or willing to undertake training)
Work or relevant experience:	<ul style="list-style-type: none"> Working with children, young people Working in an educational setting or similar Classroom administration support 	<ul style="list-style-type: none"> Classroom Experience
Knowledge and Understanding	<ul style="list-style-type: none"> Ability to support the needs of vulnerable children Awareness of school-based education including child development 	<ul style="list-style-type: none"> Experience of delivering intervention to students with cognition and learning needs
Skills and Abilities (relevant to the post)	<ul style="list-style-type: none"> Willingness to participate in training and development opportunities Excellent communication and inter-personal skills Good literacy skills (for report writing, etc) Good ICT skills Team player Sufficiently fluent in spoken English to ensure effective performance in the role 	<ul style="list-style-type: none"> Ability to train, supervise and develop other staff Ability to liaise with external companies and organisations
Personal Qualities	<ul style="list-style-type: none"> Sensitivity and empathy Willingness to develop language knowledge and skills Assertiveness and ability to elicit respect Ability to deal firmly and fairly with young people Self-motivation and initiative Accuracy and efficiency Ability to work calmly under pressure Ability to organise, to prioritise and meet deadlines Patience Flexibility and the ability to quickly learn new systems A positive and keen attitude with a commitment to high standards A sense of humour 	

**Special
Conditions**

- Sufficiently fluent in spoken English to ensure effective performance in the role
- Willingness to undertake an enhanced Disclosure and Barring Service (DBS) check

Application & Appointment Process

An application form is available to download from the school's website, which can be found [here](#).

Please complete and return your application form as soon as possible, clearly noting all the experience, skills and personal qualities that you can offer which are relevant to this post.

The deadline for applications is 9.00am Monday 3rd March

Interviews will be held on Monday 10th March

Please send completed applications to toni.ferrans@wbs.318education.co.uk
Interviews will be offered to those applicants who best demonstrate how skills, abilities and experience match the person specification, taking into consideration the job description.

Please note:

- It is essential that all elements of the application form are completed in full.
- We do not accept CV's in support of an application.
- Appointments will be subject to clearance in respect of medical fitness, satisfactory references, right to work in the UK and criminal disclosure.
- This post is exempt from the Rehabilitation of Offenders act 1974 and as such the applicant who is appointed to this post will be subject to an Enhanced Disclosure before the appointment is confirmed. This check will include details of cautions, reprimands or warnings, as well as convictions and non-conviction information. Once appointed, the successful applicant may also be required to apply for an Enhanced Disclosure at intervals during the course of their employment whilst in this post.

If invited for interview, **you are required to bring evidence of your qualifications and appropriate documents to initiate the DBS application process** should you be the successful candidate

The 3-18 Education Trust is committed to safeguarding and promoting the welfare of children and young people, as such this post requires acknowledgement and understanding of safeguarding and child protection policies. Policies can be found on the trust website.

In line with KCSiE, the Trust may carry out an online search on all shortlisted candidates as part of our safer recruitment process.