



## **Application Pack & Job Description English Teaching Assistant (TA)**



**Brookvale Groby Learning Campus**



## Welcome from the Headteacher

Dear Prospective Applicant

Thank you for expressing an interest in the role of English Teaching Assistant at Brookvale Groby Learning Campus. This is an exciting time to join our campus and we look forward to working with a new member of staff who will share our ambitious vision, "Valuing Everyone, Achieving Excellence".

The campus has been through a period of significant change having converted to a multi academy trust in 2017 and a merger to a single academy trust from September 2019. Our founding schools were Brookvale High School, an 'outstanding' 11-14 high school, and Groby Community College, a 14-19 upper school graded as 'good with outstanding features'. Now, as a united campus, we meet the educational needs of over 1500 students with over 300 of those enrolled in our Post 16 provisions.

We have a strong ethos of valuing everyone and achieving excellence for all. We set very high standards for our students and ourselves, we work hard, we look after each other, and we are committed to professional learning for all staff. As a consequence the motto we use on a daily basis with our young people is to work hard, be kind which we feel symbolises the culture we aim to create on campus.

We have a spacious semi-rural campus location and most of our students live in the surrounding villages with some travelling from Leicester and its western suburbs.

We hope the documents provided help you to gain a feel for the school, but if you'd like to find out more, then please contact Elaine Freeman, PA to the Senior Team – [efreeman@brookvalegroby.com](mailto:efreeman@brookvalegroby.com) or telephone 0116 2879921, in the first instance.

All of the documents to support this application process are available on our website, [www.brookvalegroby.com](http://www.brookvalegroby.com).

I would like to thank you again for your interest in the post and I look forward to receiving your application.

Yours sincerely

Will Teece  
Headteacher



## Visions, Values and Ethos

The shared vision and values of the Trust underpins all that we do, including the governance arrangements for the Trust.

### **Our Vision**

*Valuing Everyone, Achieving Excellence*

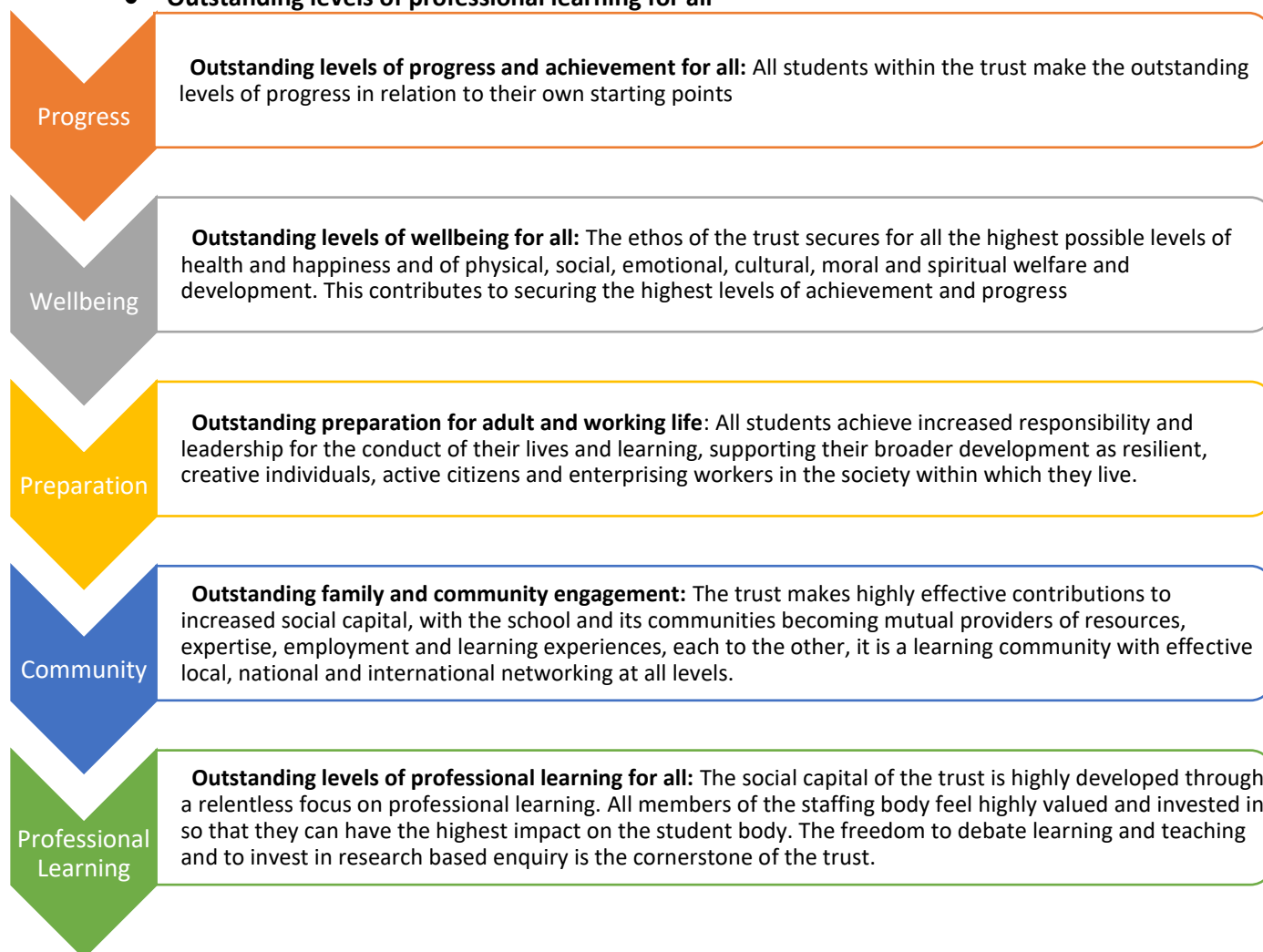
### **Our Motto**

*Work Hard, Be Kind*

### **Our goals**

The goals of our trust:

- **Outstanding levels of progress and achievement for all**
- **Outstanding levels of wellbeing for all**
- **Outstanding preparation for adult and working life**
- **Outstanding family and community engagement**
- **Outstanding levels of professional learning for all**





## Testimonials

### **Extract taken from email correspondence, following a tour of the school by a prospective parent:**

*'I would just like to say thank you for the time spent with me today on my tour of the campus, and state how impressed I was with the school. There seems to be a very calm, relaxed and organised approach to how the school operates, and I believe that obviously shows in the way your students behave.'*

### **Written comments from parents following Year 8 Progress Evening (2019):**

*'My child goes in happy and comes home happy and enjoys his day to day school life.'*

*'It has the caring element of a small school. Children are pushed to achieve targets in a positive way.'*

*'The staff at this parents evening have blown me away with their friendly, enthusiastic and knowledgeable manner.'*

### **Written comments from parents following Year 11 Progress Evening (2019):**

*'All the teachers I have met tonight know my son very well. I think all of them are interested and care about his progress.'*

*'All 3 of our children have thrived through support that the school has given them, so happy with their education.'*

*'The school is excellent, helping my child progress and I would recommend it.'*

### **Year 10 student (June 2019):**

*'In my opinion, the teachers that teach me are very patient in the sense that if I don't understand something, they will try their best to ensure that I grasp that piece of knowledge whether it be by a diagram or an acronym etc. Another great thing about the school is that we have so many facilities so that we can excel in whatever we may want to do so.'*

### **Year 7 student (June 2019):**

*'I think the best thing about Brookvale Groby Learning Campus is the facilities in every department and the opportunities that are given such as trips and extracurricular sports activities. I have also felt that I've been welcomed to this school with so much support from my form tutor and teachers.'*

### **Extract of letter from staff member:**

*'I have thoroughly enjoyed my time on campus. It has been a real pleasure working with staff who are always friendly, extremely supportive and willing to share ideas and knowledge. I have really appreciated having a senior leadership team which is so warm towards its staff and open to their comments and new ideas.'*

*The children I have taught have made me smile, laugh and cry! I will miss my relationship with them and that buzz you get from seeing them progress. It does, however, give me great satisfaction to think that I have put into place schemes of work for pupils and created learning opportunities for them which should continue even after I have left.'*

*I am sad to leave a post which I still love. Once more, thank you for all of your support and kindness.'*

### **Extract of letter from staff member:**

*'I have had the most positive experience and have enjoyed every day of it.'*

*I have worked in schools for the last 10 years and have never worked anywhere like this. From day 1, I have felt part of something amazing and special....the school has such a positive atmosphere and nothing has been too much trouble for anyone.'*

*I am sad to leave, but now have a great basis for my career ...although I think it will be hard to find a school as good! I wish you continued success and maybe one day we'll meet again!'*



## **How to apply**

Complete application should be returned to [efreeman@brookvalegroby.com](mailto:efreeman@brookvalegroby.com)

Or by post to

**F.A.O. Elaine Freeman  
Brookvale Groby Learning Campus  
Ratby Road  
Groby  
Leicester  
LE6 0FP**

An email will be sent to shortlisted candidates with details of the interview process.

## **Queries**

If you have any queries on any aspect of the application or need additional information please contact Elaine Freeman, PA to Senior Team, on the above email address.

Thank you.



## Faculty Information

### ***'Progress in English is Outstanding' – Ofsted***

Teamwork is one of our key strengths and we believe that this lays the foundations for successful learning within all of our subjects, both pre and post 16.

The team within the English Faculty works enthusiastically and energetically in a continual effort to get the best out of all students regardless of their abilities. Our focus is on challenging and stretching all students: we continually reappraise practice, thinking creatively about new approaches. Most recently we have focused on how to use retrieval practices to ensure that students see learning as a continual journey. One of our strengths in the faculty is the ability to question in a supportive and challenging way; we also encourage greater independence, and develop critical thinking. All approaches and resources are shared with each other through a team Google Drive, and we have regular Faculty meetings to share ideas and discuss teaching and learning strategies. Meeting with students outside of class is a natural extension of our work with them.

The team currently comprises thirteen English specialists and three dedicated teaching assistants. At GCSE we teach (AQA) Language and Literature as two separate qualifications to all students, offering GCSE Media as an option. At P16 we offer Language, Literature and the OCR Certificate in Digital Communications. There is a broad range of teaching experience and expertise in the Faculty; training and personal development of each teacher is of central importance to us. We work closely with graduate teacher and student teacher programmes. The Campus Library also falls under the management of the Faculty and we work closely with the Library team to promote reading and literacy.

The Faculty has a long history of academic success at both GCSE and A level. We set ambitious targets for ourselves. Our students consistently achieve exam results which reflect their hard work and our dedication to ensuring that no child knowingly under-achieves.

The team teaches the majority of its classes in an English suite of 11 rooms over 2 drops either side of the Campus Library. There are three English offices, two of which are shared between TAs and teachers. All rooms within the Faculty have data projectors and whiteboards.



## ADVERT

# ENGLISH TEACHING ASSISTANT (TA)

Grade 6 - £13,797 per annum (pay award pending)

Monday – Friday, 8.30am – 3.15pm, 30 hours per week, including an extra 30 paid hours for Teacher Training days and Faculty meetings.

We are looking for an energetic and enthusiastic English Teaching Assistant to support, motivate and challenge students within the English Faculty.

We are seeking someone with experience of supporting teaching and learning in a formal setting, along with knowledge of child protection and health and safety procedures.

The role will include: assisting with planning, delivery and evaluation of learning activities; supporting in whole classes; and working with individuals and small groups of students.

It is essential that applicants hold Level 2 qualifications in English and Maths.

Further details can be found on our website – [www.brookvalegroby.com](http://www.brookvalegroby.com)  
or email Elaine Freeman – [efreeman@brookvalegroby.com](mailto:efreeman@brookvalegroby.com)

**Closing Date: 9.00am, Monday 20<sup>th</sup> September 2021**

**Interviews to be held within 2 weeks of the closing date**

*Brookvale Groby Learning Campus is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo appropriate child protection screening, including checks with past employers and the Disclosure and Barring Service.*





## **JOB DESCRIPTION**

<b>Job Title:</b>	<b>English Teaching Assistant (TA)</b>
<b>Grade:</b>	<b>6</b>
<b>Responsible To:</b>	Faculty Leader
<b>Key Relationships/ Liaison with:</b>	Teachers, other classroom support staff, SENDCo, other agencies
<b>Job Purpose:</b>	A TA with an English background - will work under the direction and supervision of a teacher to assist with teaching and learning and associated activities in accordance with school policies and procedures. This may include: assisting with planning, delivery and evaluation of learning activities; supporting in whole classes; and working with individuals and small groups of students.
<b>Hours</b>	Monday – Friday, 8.30am to 3.15pm, including an extra 30 hours for Teacher Training days and Faculty meetings.
<b>MAIN DUTIES AND RESPONSIBILITIES:</b>	
1.	To assist with the planning, delivery and evaluation of whole class learning activities, including identifying how the students can best be supported.
2.	To work under the supervision of a teacher to plan, deliver and evaluate learning activities for small groups or individual students, providing feedback on pupil engagement and their achievement of the desired learning objectives.
3.	To help prepare, monitor and maintain a safe and secure learning environment in line with the teacher's lesson plans.
4.	To promote the development of student's self-reliance, self-esteem and emotional resilience.
5.	To promote, observe and report on pupil performance and development, using assessment strategies to improve learning.
6.	To support the physical, intellectual, emotional and social development of students, facilitating children and young people's learning and development.
7.	To promote the development of positive relationships and acceptable behaviour in accordance with school/college policy.
8.	To develop positive relationships with colleagues, providing consistent and effective support and working constructively as a member of the school staff team.
9.	To support students to improve their numeracy and literacy skills through focussed learning activities and more generally across the curriculum.





10.	To prepare and utilise ICT resources to support students learning.
11.	To prepare and support the use of learning materials, monitor and maintain curriculum resources, and create visual displays in order to ensure a relevant physical learning environment.
12.	To provide care and encouragement to children and young people with disabilities or special educational needs, supporting them to participate in activities and liaising, if required, with parents / carers / other professionals as appropriate.
13.	To provide support for bilingual / multilingual students if required.
14.	To invigilate internal and external tests and examinations under formal conditions.
15.	To assist with the maintenance of pupil record keeping systems, including recording agreed updates to individual records.
16.	To communicate as appropriate with parents and carers about the care and education of their children, as directed by the school.
17.	To assist volunteers based in your work area, as appropriate.

**Optional extra responsibilities, not affecting the grade**

18.	To contribute to assessing and developing plans to meet the personal support needs of children and young people with additional requirements, and assist in the implementation and evaluation of the plans.
19.	To monitor attendance to identify any patterns of absence and lateness and work with colleagues and parents to seek ways of helping the pupil to attend school more regularly.
20.	To lead an extra-curricular activity under the direction of the school but with limited direct supervision.
21.	To escort and supervise students on educational visits and out of school activities, ensuring their health, safety and well-being.
22.	To participate in the campus duty rota during break and lunch times.
23.	To provide toileting support to students as necessary.*
24.	To support, as appropriate, in instances where students are unwell whilst at the school/college.*

\* these duties only to be included by negotiation with individual employees, and after appropriate risk assessment and training have been undertaken.



### **SPECIAL FACTORS:**

**Subject to the duration of the need, the special conditions given below apply :**

- The nature of the post may involve the carrying out of outside of normal working hours.
- The postholder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the college.
- Expenses will be paid in accordance with the Local Conditions of Service.
- This post is subject to a check being carried out at an Enhanced level by the Criminal Records Bureau regarding any previous criminal record.

### **WHOLE CAMPUS RESPONSIBILITIES:**

- Support current policies and recognised good practice on campus.
- Be aware of the importance of confidentiality and data protection.
- Participate in annual Performance Management review with Line Manager, based on agreed objectives, ideally one of which should be linked to the campus improvement plan where possible.
- To work as part of a team, to act as a contact in providing basic emergency first aid, if training is provided.
- Willingness to be flexible in both approach & use of time.
- All tasks should be undertaken with due regard to Health & Safety Regulations.
- To undertake such other duties which are within the scope of the job purpose, title of the job and its grade.

This post is subject to enhanced disclosure from the Criminal Records Bureau.

All BGLC employees are expected to promote and safeguard the welfare of students at this school.

**The Governing Body are seeking to promote the employment of people with disabilities and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable candidate with a disability.**

This Job Description sets out the responsibilities of the post at the time it was drawn up. Such responsibilities may vary from time to time without changing the general character and requirements of the post or the level of responsibility entailed. Variations are a common occurrence and do not necessarily constitute additional responsibilities or warrant a higher grade.



## PERSON SPECIFICATION

	Essential	Desirable	How assessed
<b><u>Qualifications</u></b> <ul style="list-style-type: none"> <li>NVQ 3 in Supporting Teaching and Learning, or equivalent</li> </ul> OR Able to demonstrate the ability to meet the STL Level 3 National Occupational Standards relevant to this post.	✓		App/Doc
<ul style="list-style-type: none"> <li>Level 2 qualifications in English and Maths</li> </ul> OR Able to demonstrate competency in literacy and numeracy equivalent to level 2.	✓		App/Doc
<ul style="list-style-type: none"> <li>A Level 3 qualification</li> </ul>		✓	App/Doc
<b><u>Experience</u></b> <ul style="list-style-type: none"> <li>Experience of supporting teaching and learning in a formal setting</li> </ul>	✓		App/Int/ Ref
<ul style="list-style-type: none"> <li>Experience of working in 16-18 age range</li> </ul>	✓	✓	App/Int/ Ref
<ul style="list-style-type: none"> <li>Experience of working with secondary age students</li> </ul>			App/Int/ Ref
<ul style="list-style-type: none"> <li>Experience of working with young people on the Autistic spectrum</li> </ul>		✓	
<b><u>Knowledge</u></b> <ul style="list-style-type: none"> <li>Knowledge of child protection and health and safety procedures.</li> </ul>	✓		App/Int/ Ref
<b><u>Skills/Attributes</u></b> <ul style="list-style-type: none"> <li>Ability and willingness to undertake professional development.</li> </ul>	✓		App/Int
<ul style="list-style-type: none"> <li>Good interpersonal skills.</li> </ul>	✓		Int/Ref
<ul style="list-style-type: none"> <li>Empathy with children and young people.</li> </ul>	✓		Int/Ref
<ul style="list-style-type: none"> <li>Ability to work effectively as part of a team.</li> </ul>	✓		Int/Ref
<ul style="list-style-type: none"> <li>Ability to work flexibly and on own initiative</li> </ul>	✓		Int/Ref
<ul style="list-style-type: none"> <li>Willingness to dress and present oneself as a professional in line with the ethos of the campus</li> </ul>	✓		Int/Ref
<b><u>General Circumstances</u></b> <ul style="list-style-type: none"> <li>Attendance - evidence of regular attendance at work.</li> </ul>	✓		App/Ref/ Med
<ul style="list-style-type: none"> <li>An understanding of, and commitment to, Equal Opportunities, and the ability to apply this to strategic work and day-to-day situations.</li> </ul>	✓		App/Int
<b><u>Factors not already covered</u></b> <p>Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Disability Discrimination Act 1995.</p>	✓		Med



**App = Application Form**

**Test = Test**

**Int = Interview**

**Pre = Presentation**

**Med = Medical Questionnaire**

**Doc = Documentary Evidence (E.g., Certificates)**