



Bridgnorth Endowed School

Applicant Information Pack

Level 2 Teaching Assistant



'Every Individual is in a great school'



Letter from the Headteacher

Thank you for your interest in Bridgnorth Endowed. As Headteacher, I am delighted to welcome you to our thriving and successful school.

We place great value on our students' pastoral and academic development, and we aim to create a genuine and positive atmosphere that can be felt and that resonates throughout each day, and in every part of the school.

We aim to ensure that every young person achieves their personal best by providing an education that challenges them intellectually and offers them a wide range of opportunities to develop and stretch their unique talents and interests.

We are incredibly proud of our school and our community. We have dedicated and happy students and staff, both of whom work together to achieve excellent results. Bridgnorth Endowed students thrive during their time here and visitors frequently comment on students' outstanding manners and behaviour.

We expect and give the very best education to every child as it is our mission to challenge and support our young people to achieve their potential. We believe that the academy's values of kindness, trust, resilience, aspiration and respect ensure that every student develops into a confident, successful and happy young adult, ready to face the future.

We are a small school and students in each year have an academic education that is student-centred and tailored to their individual needs. We have high expectations of positive learning behaviours of all our students and expect all to uphold the school standards. We have a dedicated team of teachers and support staff who will work tirelessly to provide pupils with the support they will need to be successful in their education.

If you share our values and aims and are interested in a rewarding career at Bridgnorth Endowed then I invite you to pay us a visit, meet some of our inspirational staff and students, and spend some time with us in school. I look forward to receiving your application.

For further information about Bridgnorth Endowed School, please visit our website: <https://www.bridgnorthendowed.co.uk/>

You can also find the latest news via our social media pages:



<https://www.facebook.com/bridgnorthendowed>



<https://www.instagram.com/bridgnorthendowedschool/>



https://twitter.com/bes_school



Michael Penn, Headteacher

About Our School



Founded in 1503, Bridgnorth Endowed School has a rich and long history in education. Today, it is a vibrant non-selective co-educational secondary school that offers great facilities, high quality teaching and an exciting choice of extra-curricular activities.

The school benefits from a thirty-acre campus and its own on-site leisure centre, with all the convenience of a town centre location.



The school benefits from 30 acres of beautiful grounds with sports pitches and a historic Old Hall, its own on-site leisure centre, and the convenience of a town centre location in the heart of Bridgnorth.

Smaller than the average sized secondary school, Bridgnorth Endowed currently has approximately 600 pupils, which means that students, staff and parents really get to know each other.

The secure campus is a safe and healthy place for young people to learn. It provides a calm and caring setting in which everyone works together in an atmosphere of mutual respect.

Bridgnorth Endowed is a truly extraordinary school that combines its solid 500-year history with superb modern facilities and a progressive approach to education.

The teaching focuses on creating an educational experience that fires up the students' love of learning and boosts participation in the fantastic choice of extra-curricular activities available.

Central to this is the desire to develop well-rounded young people who are able to discover their special talents and nurture strong relationships with their peers in an environment where they can thrive.



Our Vision

To provide an outstanding education that inspires all of our young people to excel in the classroom and beyond.

Our Mission

To challenge and support our young people to fulfil their potential and to discover their unique talents in an educational setting where they will thrive and be happy.

Our Aims

To support our vision and mission, we have two key aims:

1. To support our young people to be confident, resilient and independent, and develop strength of character.
2. To support our young people to develop detailed knowledge and skills, so that they achieve well.

Our Ethos

We believe that our vision, mission and aims are best achieved by providing pupils with a calm, orderly and challenging learning environment, underpinned by traditional values of discipline, courtesy and good manners. We believe that all children can succeed and we have high academic ambition for all of our pupils.

Our Core Values

This outlines our core values and how we like everyone to approach 'School Life' here at Bridgnorth Endowed



We strongly believe in providing an excellent education and, most importantly, we aim to encourage students to be successful and happy in a competitive world, and to build a bright future for themselves.

About our Trust



The 3-18 Education Trust is currently made up of eight 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/> for more details on what we offer. For information about each of our schools, please read on or click on the below links.



[Bowbrook Primary – The 3-18 Education Trust](#)



[Coleham Primary – The 3-18 Education Trust](#)



[The Priory School – The 3-18 Education Trust](#)



[St Martins 3-16 School – The 3-18 Education Trust](#)



[Thomas Adams School – The 3-18 Education Trust](#)



[Williams Brookes School – The 3-18 Education Trust](#)



[Much Wenlock Primary – The 3-18 Education Trust](#)



[Bridgnorth Endowed School – The 3-18 Education Trust](#)

The 3-18 Trust: What We Offer

The 3-18 Education Trust is a multi-academy trust with students aged from 3-18 and which works collaboratively to provide interesting and exciting opportunities for staff to share ideas, resources and expertise, for the benefit of the students. Our Schools serve their communities of small villages and the larger towns throughout Shropshire.

The 3-18 Education Trust has a philosophy that ensures that each school within the Trust has its own Head and Local Governing Body and can maintain its own ethos and independence whilst enjoying support and additional capacity where required from the Trust. The Trust is absolutely committed to ensuring that each of its constituent schools retains its unique identity, whilst the combined experience and expertise available provide a dynamic synergy. Our school within our Trust is an excellent place to develop your career.

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

- A competitive salary
- Access to the Trust's Employee Assistance Programme, which includes 24 hour access for you and your family members to legal, financial, health, parenting and life advice
- 1:1 Counselling Service
- Discount Scheme for high street retailers, mobile phone providers, holidays, electrical goods, supermarkets, restaurants, cinema, etc.
- Cycle to Work Scheme
- Childcare Voucher Scheme or Tax-Free Childcare Scheme
- Access to freshly made hot meals or deli-style food on site
- Teachers Pensions (23.68% employer contributions)
- Local Government Pension Scheme (17.9% employer contribution)
- Generous Sickness Payment Scheme
- Eye Testing Scheme
- Flexible Working Policy
- Special Leave Policy
- Member of the Valued Worker Scheme (accredited by our recognised unions)
- A Disability Confident Committed Employer
- Continuous Professional Development (CPD)
- Collaborative working culture and professional development opportunities across our Trust schools

We are also currently exploring:

- Electric/Hybrid Car Lease Scheme
- Healthcare Scheme

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.

Job Description: Assistant Headteacher (Pastoral)



Title of Post	Level 2 Teaching Assistant
Post Status	Permanent, Full Time
Salary/TLR/ Allowance	Grade 5, SCP 5 to 6 – £23,500 to £23,893 (pro rata)
Reporting to	SENDCo
Responsible for	n/a

Main Purpose

Work under the guidance of the teaching staff and nominated Teaching Assistants, and within an agreed system of supervision, to implement agreed work / care / support programmes with individuals or groups, in or out of the classroom.

Duties and Responsibilities

Support for Pupils

- Attend to pupils' personal needs, and assist with the development and implementation of Individual Education / Behaviour / Support / Mentoring Plans and Personal Care Programmes.
- Supervise and support pupils, including those with special needs, ensuring their safety and access to learning.
- Establish constructive relationships with pupils and interact with them according to individual needs.
- Promote the inclusion and acceptance of all pupils.
- Encourage pupils to interact and work co-operatively with others, and engage in learning activities.
- Set challenging and demanding expectations for pupils, and promote self – esteem and independence.
- Provide feedback to pupils in relation to progress and achievement under the guidance of the teacher.

Support for the Teacher

- Assist with the planning of learning activities.
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals.
- Prepare the classroom as directed for lessons and clear afterwards. Assist with the display of pupil's work.
- Ensure the timely and accurate design, preparation, and use of specialist equipment / resources / materials.
- Monitor pupils' responses to learning activities and accurately record achievement / progress as directed.
- Establish constructive relationships with parents / carers.
- Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems etc.
- Maintain records as requested.

- Administer routine tests, invigilate exams, and undertake routine marking of pupils' work, accurately recording achievement / progress.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- Provide general clerical / admin. support e.g., administer coursework, produce worksheets for agreed activities, photocopying, typing, filing etc.

Support for the Curriculum

- Support pupils in understanding instructions.
- Undertake structured and agreed learning activities / teaching programmes, adjusting activities according to pupil responses.
- Undertake programmes linked to local and national learning strategies e.g., literacy, numeracy, as directed by the teachers.
- Support pupils in using ICT, and develop pupils' competence and independence in its use.
- Prepare, maintain, and use equipment/resources required to meet the lesson plans/relevant learning activities, and assist pupils in their use.
- Monitor and manage stock and supplies, cataloguing as required.

Support for the School

- Be aware and adhere to all school policies and procedures.
- To establish and maintain effective relationships and communication with staff, parents and pupils.
- To uphold the high standards of the school in all communications.
- To play a full part in the life of the school community, supporting its mission and ethos.
- To take part in marketing and liaison activities such as open evening, parents' evenings and liaison events as required.
- To comply with employees' code of conduct.
- To engage actively in the staff review and development process.
- Be aware of confidential issues linked to home/pupil/teacher/schoolwork and to keep confidences as appropriate.
- If required be prepared to attend in-service sessions to further own skills and knowledge.
- Working to establish positive relationships with colleagues, pupils and parents.
- Providing informal assistance to less experienced colleagues.
- To undertake professional development.
- Other such duties as required by the Headteacher in accordance with responsibility.

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> NVQ Level 2 for Teaching Assistants or equivalent qualification or a similar level of experience. 5 GCSEs or equivalent, including Maths and English 	<ul style="list-style-type: none"> First Aid qualification Teaching Assistant Induction Training
Work or relevant experience	<ul style="list-style-type: none"> Minimum 2 years' experience working with or caring for students of a relevant age in an educational setting. General understanding of the National Curriculum and other basic learning programmes and techniques. Basic understanding of child development and learning Awareness of inclusion and vulnerable groups in a school setting. 	
Knowledge, and Understanding	<ul style="list-style-type: none"> The ability to provide support for all students, including those with special needs, ensuring their safety and access to learning activities. Promote good behaviour, dealing promptly with conflict and incidents in line with the agreed school policies. Awareness of procedures relating to child protection, health, safety and security, confidentiality and data protection. 	
Skills and Abilities	<ul style="list-style-type: none"> Good communication skills and ability to relate well to children, staff and parents. Evidence of working well as part of a team. ICT and the willingness to update skills and undertake further training. Sufficiently fluent in spoken English to ensure effective performance in the role. 	
Personal Qualities	<ul style="list-style-type: none"> Ability to bring to the role, initiative, enthusiasm and commitment. Flexibility and reliability. Willingness to develop skills with further training. 	
Special Conditions	<ul style="list-style-type: none"> Willingness to undertake an enhanced Disclosure and Barring Service (DBS) check. 	

Application & Appointment Process

An application form is available to download from the school 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.

Please send completed applications to Mrs Victoria Dober at vdober@bridgnorthendowed.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.

Required: 1st September 2024

Closing Date: Midday on Friday 30th August 2024

Interview Date: Week commencing 2nd September 2024

If you wish to arrange an informal discussion to find out more about this post, please contact the school: vdober@bridgnorthendowed.co.uk

Please note:

- It is essential that all elements of the application form are completed in full.
- We do not accept CVs 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 Keeping Children Safe in Education (KCSiE), online checks will be carried out on the successful applicant.