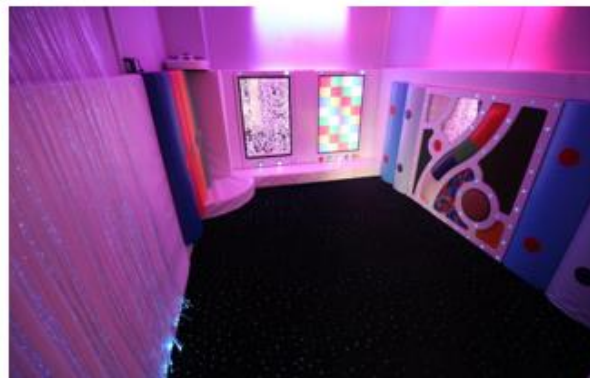
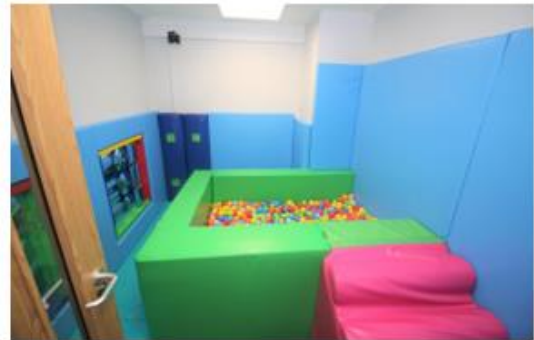




Specialist Teaching and Learning Assistant Candidate Information Pack 2024-2025



Contents

Within this pack you will find both information and advice on applying for a role within Brackenfield SEND School.

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HEADTEACHER

TRISH TURNER



Thank you for your interest in applying for the post here at Brackenfield SEND School. The school has expanded over the last 9 years from 62 pupils to 210 at this current time. Within this time our designation has also been changed from 4yr-16yrs to 3yrs-19yrs. We are now taking on the next phase of development as a school. We are opening a second premises on the same road as our existing site, where there is also have planned expansion work to add further capacity. This will support an additional 70 pupil places (including Post 16). Due to this, we are extending the current staffing structure including leadership. This is an exciting opportunity to join our passionate and experienced team.

As a school we meet the needs of children from our local community and surrounding areas, with complex learning, communication and physical needs. Pupils attend the school from Derbyshire, Derby City and Nottinghamshire, Nottingham City, Leicestershire and Rutland local authorities.

Brackenfield is an oversubscribed South Derbyshire special school for children from 3-19 years old. Over the last 9 years we have streamlined our offer to become a specialist school for pupils with severe and complex learning needs and we have a growing population of children with profound and multiple learning needs and disabilities. All our pupils are significantly cognitively impaired operating developmentally between 0 – 6 years of age. We support pupils' learning and journey into adulthood through a curriculum based on life skills and skill generalisation. The school benefits from a dedicated Children's Services Team which oversees safeguarding and family support, a Health Care Team, which support the medical and care needs of our pupils and a Therapies Team, including onsite Speech and Language Therapists (SALTs) and Occupational Therapists (OTs) which support with assessment and interventions. These teams work with our highly skilled teaching team to shape the provision around our young people.

Brackenfield was last inspected November 2024 by Ofsted in a graded inspection. Inspection findings showed that Brackenfield SEND school is Outstanding in all 5 areas of the Education Inspection Framework. Please read out latest Ofsted report <https://reports.ofsted.gov.uk/provider/25/113031>

Our vision is to support our pupils to reach their potential and become functionally and emotionally literate young adults. Through a curriculum with functional life skills at its core, we are developing our pupils to become young adults who can safely navigate and contribute to society- with independence appropriate to their needs. We are fully committed to the safeguarding of all pupils, this is embedded through all aspects of school life, with strong home-school links. We are committed to developing pupil voice to enable our students to make positive choices, share their opinions and preferences whilst demonstrating an understanding of British Values. We have strong belief and ethos of character education, which is used to support our pupils development a self-recognition of character, alongside providing a curriculum that is ambitious and designed to give our young people the knowledge, self-belief and cultural capital they need to succeed and be happy in life. Pupils leave Brackenfield being the best version of themselves. We work with pupils and families to ensure that pupils are happy, safe and reach their potential during their time with us.

The East Midlands SEND Training Hub is an integral part of Brackenfield Special School and has been created to support and formalise our outreach work to schools, (both mainstream and special). The hub provides and brokers high quality training and provides work experience and professional placements for education and health professional/students/graduates.

JOB ADVERT

SPECIALIST TEACHING AND LEARNING ASSISTANT (GRADE 8)

Brackenfield School is an area special school for the South of Derbyshire, providing an exciting and relevant education for young people with complex needs including communication and comprehension difficulties.

The Headteacher and Governors wish to appoint an Specialist Teaching and Learning Assistant (STLA) for 37 hours a week.

The successful candidate will join an experienced team of teachers, STLAs (Specialist Teacher and Learning Assistants) and LSAs (Learning Support Assistants) who support young people aged 3 to 19, working developmentally between birth and 6years of age.

All of our young people have profound and multiple, complex and severe learning needs.

Pupils in Brackenfield school are not chronologically age grouped and instead are grouped by their cognitive, social, communication and sensory needs. We are looking for someone to join our highly skilled team, who can build excellent relationships with our children and is committed to high standards in the classroom as part of a highly motivated and hardworking team. You should have knowledge and understanding of specialist education and early childhood development. You will be required to demonstrate good verbal communication skills and an ability to annotate pupils' work.

The successful applicants will promote the school ethos through high levels of expectation, being an adaptable team player, promoting growth mindset through recognition of character education and be able to encourage pupil independence.

Please see job specification and job description for full responsibilities.

Brackenfield School is committed to the safeguarding of all children. Due to this post having access to children and/or vulnerable adults, the successful candidate will be required to undertake a Disclosure and Barring Service check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided. Brackenfield SEND School is committed to promoting equality of opportunity, preventing unlawful discrimination in all of its activities and to valuing diversity.

Weeks of employment per year	39
Hours per week	37
Working day pattern	Monday to Friday
Start and finish times	08:15-15:55 or 08:45-16:25
Grade	Derbyshire Pay Scales Grade 8
Full time equivalent Salary	Grade 8 (£28,797)
Pro-rata salary	£24,658.92

If you would like more information please contact HR@brackenfield.derbyshire.sch.uk

JOB DESCRIPTION

SPECIALIST TEACHING AND LEARNING ASSISTANT

Supporting Teaching and Learning

- Have a clear and precise understanding of how children with Special Needs and complex behaviour learn

Work under the direction of the class teacher to

- Deliver planned programmes to support students learning
- Work in partnership with the class teacher to plan and deliver activities for identified students/groups of students
- Support students in attaining learning objective
- Write quality annotation to support the assessment of student attaining learning objective
- Report on observed progress of students
- Develop an understanding of different learning styles
- Adapt learning activities appropriately
- In the short term absence of the teacher lead taught sessions from the teachers planning

Behaviour and Safety

- Establish a safe, purposeful and stimulating environment for pupils, rooted in mutual respect and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly
- Work in a team to manage pupil behaviour effectively, using approaches which are appropriate to pupils' needs in order to inspire, motivate and challenge pupils
- Maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary
- **To show knowledge and understanding of a wide range of SEN which affect behaviour and access to learning**
- Be a positive role model and demonstrate consistently the positive attitudes, values and behaviour, which are expected of pupils
- Have high expectations of behaviour, promoting self-control and independence of all learners
- Be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns following school protocol/procedures
- Be responsible for writing and updating personal risk assessment/behaviour plans and IEPs for pupils within the class
- Use Team Teach approach to positively support behaviour

Team Working and Collaboration

- Participate in any relevant meetings/professional development opportunities at the school, which relate to the learners, curriculum or organisation of the school including pastoral arrangements and assemblies
- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them
- Ensure that colleagues working with you are appropriately involved in supporting learning and understand the roles they are expected to fulfil

Recording and Assessment

- Work with the team leader to set effective and detailed targets for developing communication for a group of identified students.
- Update the class teacher on the impact curriculum and intervention strategies has on individual students.
- Attend meetings and consultation evenings and keep parents informed about their child's progress

Standards and Quality Assurance

- Support the aims and ethos of the school
- Set a good example in terms of dress, punctuality and attendance
- Attend and participate in open evenings and school events
- Uphold the school's Behaviour management policy
- Participate in staff training and development
- Attend team and staff meetings
- Develop links with parents and partners schools

Other Duties and Responsibilities

- *Other duties that the Headteacher may from time to time ask the post-holder to perform e.g*
 - Medicine administration
 - *Feeding programme*
 - *Physio/SALT/OT programmes*
 - *Use positive intervention to support behaviour where appropriate*
 - *Support with personal care/toileting*
- *If required undertake a specific role e.g. college lead*

PERSON SPECIFICATION

SPECIALIST TEACHING AND LEARNING ASSISTANT

Relevant Qualifications	Essential	Desirable
<ul style="list-style-type: none"> NVQ 3 or equivalent or above Mathematics and English (O Level/ GCSE Grade C or above) Relevant L1/2 qualifications such as Autism Awareness Training, First Aid, Medicines Administration 	<ul style="list-style-type: none"> x x 	<ul style="list-style-type: none"> x
<ul style="list-style-type: none"> Experience in working with children in a class, a small group and one to one Experience of working with children with severe attachment disorder Experience using sign support communication e.g. Makaton, PECs 	<ul style="list-style-type: none"> x 	<ul style="list-style-type: none"> x x
<p>Aptitude:</p> <ul style="list-style-type: none"> Evidence of ability to communicate with colleagues clearly and work as an effective member of a team Evidence of ability to follow instructions quickly, accurately and efficiently Evidence of ability to act on own initiative within the framework of the SEN TA remit Evidence of ability to empathise with the child's emotional needs 	<ul style="list-style-type: none"> x x x x 	
<p>Job Specific requirements:</p> <ul style="list-style-type: none"> Commitment to positive care of children Commitment to improving the educational achievement of children To liaise with a wide range of agencies and attend relevant meetings Willingness to communicate with the child's parents as and when required Ability to successfully form a positive working relationship between parent and child, outside agencies and school 	<ul style="list-style-type: none"> x x x x x 	

HOW TO APPLY

Please apply for this post via the Derbyshire Local Authority website: [Derbyshire - Jobs and careers](#)

Online applications

There are a number of benefits for you from applying online which include:

The information you give us when you register on the job site, and before you apply for a job such as in the 'employment history' section, is automatically included in your online application, saving you time - you can update the information held in these sections whenever you need to.

You can part complete an application form, save it and come back to it, and work on it and submit it later or on another day - you can also print off a copy at home. Applying online gives you access to your application form, advert, and any other recruitment documents throughout the recruitment process, even after the job has closed.

You can track the progress of your application online, for example, to see if you have been shortlisted. You'll receive communications about the recruitment process more quickly, by email rather than letter, including any invitations to interview. You'll be able to view any communication as soon as it is sent to you by logging into your account.

You can search for specific types of jobs and then set up a job alert which will ensure you receive an email anytime a similar post is advertised

Other ways to apply

There are still ways to apply if you're unable to do so online. If you do apply offline, please provide your email address if you have one, as this will ensure we send you any communication by email so you receive it as quickly as possible. You can complete either a PDF or Word version of our online application form. These are attached to: [Ways to apply - Derbyshire County Council](#)

This form can be printed out, completed by you and then sent by post to:

Derbyshire County Council

Shared Services Centre

John Hadfield House

Dale Road

Matlock

Derbyshire

DE4 3RD

Or completed as a Word document and emailed to jobs@derbyshire.gov.uk

If applying by post or email please make sure that:

- the vacancy reference number is entered on the form
- we receive your application before the closing date

You can request an application pack by telephone.

You can also request an application pack by contacting Call Derbyshire tel: 01629 533190, quoting the reference number of the vacancy.

Please make sure there is enough time between you requesting an application pack and the closing date as it will take a minimum of 2 working days to receive your pack through the post.

Completed applications should be returned to:

Derbyshire County Council

Shared Services Centre

John Hadfield House

Dale Road

Matlock

Derbyshire

DE4 3RD

Help to complete your application

If you have any problems filling in either your registration or your application form, email recruitment@derbyshire.gov.uk or tel: 01629 535118 and select option 1.

Help if you're disabled

We are a Disability Confident Employer. If you're disabled and looking for employment with us, we're keen to hear from you. If you meet the essential criteria for a job, we guarantee to give you an interview.

If you need advice or support with your application or need the recruitment documents in another format such as audio, Easy Read or braille, or wish to discuss related issues, please contact the Disability Employment Service email disabilityemploymentservice@derbyshire.gov.uk

They offer general help with job searches, applications and reasonable adjustments.

SELECTION PROCESS

BRACKENFIELD SEND SCHOOL

Shortlisting

All shortlisting is completed by a panel; with at least one person holds safer recruitment training. Shortlisting is completed by RAG rating against the following criteria:

Has necessary qualifications	Meets all essential criteria person specification	Meets all desirable criteria person specification	Gaps in employment history	Relevant Experience	2 Professional References	Invited to Interview
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After shortlisting, successful applicants will be invited to interview. In the case of a large field of successful applicants there might be an informal discussion via Microsoft Teams before being bought forward to interview at the school. References will be requested prior to applicants being bought forward to interview.

Interview Process

The same panel members from shortlisting also take part in the interview day. This day may include:

- Tour of the School
- Pupil Panel
- Staff Panel
- In Tray Tasks
- Formal Interview
- Time in classes / Teaching (for Teaching and Learning based posts)

During the interview process each question is RAG rated by each panel member using the below RAG.

	Answer was strong and examples were given. Well expanded and relevant to the job role. (Outstanding)	100
	Answer was correct but not well developed. Some prompts required. (Good)	50
	Question answered poorly, key points not identified, lots of prompting required. (Requires Improvement)	0

All elements of the day are taken into consideration as well as the application form and references prior to decisions being made.

SAFEGUARDING AND CHECKS

COMPULSORY CHECKS FOR ALL APPLICANTS

Brackenfield SEND School and Derbyshire County Council are committed to safeguarding and promoting the welfare of all its pupils. We expect all staff, volunteers and agency staff to share this commitment.

Digital Checks after shortlisting:

As part of Brackenfield's commitment to safeguarding pupils and the school, there will be pre-employment checks online, including:

Hr Admin to complete online searches Checklist:

- Google search of full name, maiden name/ previous name and name/, job title
- Google search on news tab of full name, maiden name/ previous name and name/, job title
- Use Brackenfield social media account to search Facebook, Instagram, Twitter, LinkedIn, YouTube, TikTok
- Screen shot evidence/ save hyperlinks, looking for: any relevant evidence which suggests that the individual may not be suitable to work with children should be identified. Relevant evidence may include offensive or inappropriate behaviour, jokes or language, discriminatory comments or inappropriate photos etc. Affiliation with certain online groups, or the responses to posts made by others may also indicate that the individual is unsuitable to work with children.
- Record date and time of search completed
- Findings will be reviewed by a Designated Safeguarding Lead
- Questions related to content will be added to interview questions to be queried with interviewee

The successful candidate will be required to undertake a Disclosure and Barring Service (DBS) check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided.

Brackenfield SEND School's Safeguarding Policy applies to all adults, including volunteers and agency staff, working in or on behalf of the school. Each pupil's welfare is of paramount importance. We recognise that some children may be especially vulnerable to abuse e.g. those with special educational needs and disabilities, those living in adverse circumstances. We recognise that children who are abused or neglected may find it difficult to develop a sense of self-worth and to view the world positively. We recognise that some children who have experienced abuse may harm others. We will always take a considered and sensitive approach in order that we can support all students within our academies.

The school pays full regard to the latest [DfE 'Keeping Children Safe in Education'](#) guidance. We ensure that all appropriate measures are applied in relation to everyone who works for the school who is likely to be perceived by the students as a safe and trustworthy adult including volunteers and agency staff.

As part of our safer recruiting practises, we scrutinise applicants; verify their identity, academic or vocational qualifications, obtain professional and personal references, check full employment history and ensure the applicant's health and physical capacity is suitable to undertake the role. Interviews and DBS checks are also undertaken. This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as "spent" must be declared.

If you are currently working with children, either paid or voluntary, your current employer will be asked about disciplinary offences, including those related to children or young people (whether disciplinary sanction is current or time-expired), and whether you have been the subject of any child protection allegations or concerns and, if so, the outcome of any investigation or disciplinary proceedings.

If you are not currently working with children, but have done in the past, that previous employer will be asked about these issues.

Where neither your current or previous employment has involved working with children or young people, your current employer will be asked about your suitability to work with children and young people, although it may be answered “not applicable”, where appropriate, if your work has not brought you in to contact with children or young people.