



BRAKENHALE SCHOOL

RECRUITMENT PACK



Proud to be part of the

GREENSHAW
LEARNING TRUST



Brakenhale School,
Rectory Lane,
Bracknell,
Berkshire
RG12 7BA

Telephone: 01344 423041

Email: HR@brakenhale.co.uk

Dear Candidate

Thank you for your interest in the role of Teaching Assistant at Brakenhale School. We are looking to appoint an enthusiastic, motivated and reflective colleague to join our wider team. Our school is driven by our three values: Aim High, Be Kind and Take Responsibility. These values permeate everything that we do and, as a result, they enable us to help fulfil our vision whereby we prepare our students for their individual successes and future careers. Each and every one of us has a role to play in ensuring that our students get the very best.

We are an 11 to 18 school situated on the southern side of Bracknell town centre. Our commitment to high standards and outstanding teaching has led us to become the school of choice for families in Bracknell Forest. Our progress score this summer has been the highest since its inception, but there is still a long way to go, we are committed to moving our P8 to +1.0 to ensure our students have the best possible life chances. In the Sixth Form, three quarters of grades for vocational courses were graded a Distinction or Distinction*. Being an integral part of our local community is something that we value.

At Brakenhale, we work to do the simple things well, over and over again, as this is what 'great schools do'. We have disruption free lessons, so that teachers can focus on teaching. We have worked to simplify systems and structures within our school to help us manage what we do: students line-up every morning so that our children start the day in a calm and orderly manner; we centralise detentions so that teachers are not expected to do these daily; we 'live mark' so that teachers do not take class sets of books home; we have two data drops for each year group which reduces the unnecessary need to collect data.

With the above in mind, a vital element of any school and its continued development is the people who are part of it. Every single member of staff matters. They contribute, individually and within teams, to ensure we drive standards and outcomes. As a result, the enthusiastic, motivated and reflective individual joining us will be eager to be part of this culture. They will whole-heartedly believe in our vision of increasing the life chances for our students.

We are proud members of the Greenshaw Learning Trust, a 'family' of like-minded schools, that collaborate to provide mutual support, share their good practice and learn from each other, whilst retaining and developing our own distinctive character.

The Trust is a vibrant and forward-thinking community of teachers, support staff and learners committed to educating the 'whole child' to improve life chances, whilst securing the best possible outcomes for students. We

encourage all young people to work hard and make the most of the opportunities they are given. Our amazing team of teachers and support staff themselves demonstrate and encourage a lifelong love of learning, both within and beyond our curriculum.

As one of the highest performing multi-academy trusts in the country, we currently comprise of thirty six schools: eleven in South London, six in Berkshire, one in Surrey, fifteen in Gloucestershire and South Gloucestershire, and three in Plymouth. We are continuing to grow and have further schools joining us on a regular basis.

We are ambitious about diversity and inclusion and very much look forward to receiving applications from candidates whose personal qualities and values reflect those in the person specification and whose experiences also place them in a strong position to deliver the challenges set out in the job description. We encourage applications from candidates regardless of age, disability, gender identity, sexual orientation, pregnancy, marital status, religion, belief, or race.

Brakenhale School is committed to safeguarding and promoting the welfare of children and young people therefore this appointment will be subject to vetting, including an enhanced DBS disclosure.

The school websites provide a clear picture of our aspirations and our vision; however, please do not hesitate to contact us to seek further information by emailing hr@brakenhale.co.uk. We very much look forward to receiving applications from candidates whose personal qualities, values and experiences support and reflect ours.

Yours sincerely

Camilla Douglas

Headteacher

TERMS AND CONDITIONS

CONTRACT

Permanent

SALARY

- Salary calculated in line with NJC Fringe pay scale, points 3-6, £25,525 - £26,718 per annum (£19,240.88 - £20,140.17 per annum pro-rated). Starting salary and pay points will be aligned with relevant regional NJC spine on appointment, dependent on the location of the postholder.

HOURS OF WORK

32.5 hours per week term time only plus 4 inset days

PLACE OF WORK

Brakenhale School, Rectory Lane, Bracknell, Berkshire, RG12 7BA.

PENSION SCHEME

- Under the Social Security Act 1986 the post holder has the right to make their own pension arrangements. They may choose to contribute to the Local Government Pension Scheme (LGPS) or a Personal Pension Scheme. Details of the Local Government Pension Scheme are available at: <https://www.lgpsmember.org>
- GLT will recognise continuous local government service for redundancy purposes in line with the Redundancy Payments (Continuity of Employment in Local Government, etc) (Modification) Order 1999.

HOLIDAY ENTITLEMENT

- The postholder will be paid an enhancement for holiday pay, which is included in the salary details above.

PROBATION PERIOD

New employees are required to complete a six-month probationary period.

STATUTORY CHECKS

All employment offers are made subject to checks in line with Government guidance (some of which are dependent upon the role/individual). These include: online checks, evidence of identity and right to work in the UK, an enhanced Disclosure and Barring Service check, overseas criminal record check if the successful candidate has worked or resided overseas in the last five years, confirmation of a satisfactory medical report, satisfactory references, evidence of qualifications, DfE teaching/management barred list check.

JOB DESCRIPTION

Post:	Teaching Assistant
Responsible to:	SENCO

ROLE OVERVIEW

We are looking for an enthusiastic Teaching Assistant to join the Brakenhale Team.

MAIN DUTIES AND RESPONSIBILITIES

- To assess, manage and deliver pastoral and learning support
- To work alongside teachers in the classroom to deliver learning to support the academic achievement of all pupils
- To support students during transition periods
- To provide feedback to pupils, the SENCO and the class teachers
- Assist the teacher with preparing materials for the class and assist at the end of lessons, always ensuring to maintain a safe working environment
- To support the pupils to understand instructions and develop independent learning skills
- To work in line with the behaviour for learning policy
- To support students with their social, emotional well-being and reporting concerns where appropriate
- To assist in responding to low level safeguarding concerns
- To support the SENCO in the identification of the needs of students on the SEN register
- Record basic student data
- Assist with break and lunch time supervision as required
- Assisting with extra curricular clubs, sometimes out of the normal hours
- To complete required training
- To follow all Health & Safety, safeguarding and GDPR requirements
- The post holder is responsible for ensuring that the school safeguarding/child protection policy is adhered to and concerns are raised in accordance with this policy
- To be first aid trained, and willing to assist students where necessary
- To assist students with personal care as required
- To carry out tasks as reasonably required by the Headteacher

PERSONAL RESPONSIBILITIES

- To play a full part in the life of the school community and to encourage staff and students to follow this example
- To actively promote school policies and procedures
- To be responsible for own continued professional development
- To comply with the school's Health & Safety policy and undertake risk assessments as appropriate
- To be courteous to colleagues, visitors and telephone callers and provide a welcoming environment

- To attend meetings scheduled in the school calendar punctually

SAFEGUARDING

- Be keenly aware of the responsibility for safeguarding children and to help in the application of the Safeguarding Policy within the school.
- Comply with the school's Safeguarding Policy to ensure the welfare of children and young persons.
- Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people therefore this appointment will be subject to vetting, including an enhanced DBS disclosure.

Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment.

The duties and responsibilities in this job description are not restrictive and you may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

PERSON SPECIFICATION

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, demonstrating experience and where appropriate citing supporting examples, within their application.

	Essential	Desirable
Qualifications and Experience		
GCSE Maths & English Grade C/4 or equivalent	x	
Good literacy and numeracy skills	x	
Appropriate experience of operating in a similar role	x	
A Level or equivalent		X
Personal and Professional Qualities and Attributes		
Knowledge of using IT systems and packages, in particular Microsoft Office	x	
Experience of working with vulnerable young people Experience of working in a school's environment	x	
Strong verbal & written communication skills and an ability to use these to have a positive input on student learning in the classroom & in small groups/1-1	x	
Ability to carry out allocated tasks under the supervision of our SENCO lead	x	
Ability to empathise and move students forward in their learning	x	
Able to build good relationships with students and to support good behaviour in & beyond the classroom	x	
Ability to develop one to one relationships with students with particular learning needs	x	
Ability to work within set guidelines and respond to unexpected circumstances	x	
Ability to cope with exposure to emotionally demanding situations	x	
Evidence of continuous professional development		x
Quick to adapt and take on new initiatives		x
Willing to undertake further training which may be required		x
Additional Requirements		
Excellent interpersonal and communication skill	x	
Ability to establish positive relationships with staff members at all levels	x	

Be confident in the use of email and database programs	x	
Able to take a whole school perspective on issues	x	
Smart and presentable	x	
Professional attitude at all times	x	
Approachable and Empathetic	x	
Excellent attention to detail	x	
Flexible and enthusiastic	x	
Ability to be self-motivating	x	
Resourceful, creative and enthusiastic	x	
Ability to remain positive	x	
Committed to the safeguarding of children	x	

THE RECRUITMENT PROCESS

APPLICATION

To apply for a vacancy, please register for an online account and complete the online application form on the GLT website. In the application form you should demonstrate how you meet the requirements set out in the person specification. Include specific examples which support your application. You will have the opportunity to upload additional documents in support of your application if required.

Please ensure you enter your correct email address when registering for your online account. This is the email address we will use to contact you about your application.

Applications must be received no later than 11.59pm on 23/11/2025. Applications received after this date will not be considered. We reserve the right to interview candidates as applications are received and close the advert prior to the closing date should an appointment be made.

INTERVIEW PROCESS

Interviews will be held shortly after. Shortlisted applicants will be invited by email to attend an interview. References may be taken up after shortlisting. Please indicate on your application form if you are happy for us to do so. As part of your interview, you may be asked to undertake a practical test related to the knowledge and abilities in the person specification.

TAKING UP POST

The successful applicant will take up the post ASAP.



GREENSHAW
LEARNING TRUST



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