



GREENSHAW
LEARNING TRUST

Teaching Assistant Recruitment Pack



**ALWAYS
LEARNING**

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Five Acres High School
Five Acres
Coleford
Gloucestershire
GL16 7QW
01594 738405
dpearse@5acreshighschool.co.uk

Dear Candidate

Thank you for your interest in the role of **Teaching Assistant, fixed term to cover maternity leave at Five Acres High School**. We are looking for a committed individual who is passionate about education and invested in supporting our students to be as successful as possible. This is an excellent opportunity to join a successful forward-looking school set in a dynamic community. Our world class school quality mark and school of character kitemark plus show this. This is a school that will give you an opportunity to demonstrate you are remarkable.

Five Acres High School is one of the top 3.5% of schools nationally for progress and recently rated 'Good' by OFSTED Our world class school quality mark and school of character kitemark plus show this. This is a school that will give you an opportunity to demonstrate you are remarkable. Our values are ambition, confidence, creativity, determination and respect and we pride ourselves on ensuring students work towards our mission which is to encourage students to 'Aim High, Work Hard and Be Kind'.

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 over thirty schools in South London, Berkshire, Surrey, Gloucestershire, South Gloucestershire and Plymouth. We are continuing to grow and have further schools joining us on a regular basis.

We strive to be an inclusive and diverse employer and we encourage applications from underrepresented demographics. We recognise the need to achieve a good work-life balance and encourage discussions regarding flexible working across our schools and Shared Service teams. We aim to create the conditions under which our colleagues are able to thrive and to deliver exceptional work for the young people and communities which we serve. To get a feel of life at Greenshaw Learning Trust, please download our ['Why you should work for GLT'](#) recruitment brochure on our jobs portal.

Five Acres High 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 contacting Dawn Pearse, HR Manager using the contact details at the top of this letter.

We very much look forward to receiving applications from candidates whose personal qualities, values and experiences support and reflect ours.

Yours sincerely



Simon Phelps
Headteacher

Greenshaw Learning Trust – ‘Always Learning’

GLT is one of the highest performing multi academy trusts in the country that provides high quality comprehensive and inclusive education. The Trust is committed to meeting the needs of every student and our schools offer a broad curriculum and wide range of special needs provision in a welcoming and challenging environment.

We are extremely proud of our success, but we are not complacent. We believe that we can – as an academy trust, as schools and as individuals – always improve. We are all ‘Always Learning’.

Each school in GLT is led by its own leadership team and a governing body, which have the support of the wider Trust to help them achieve their objectives for their school. Being part of the Trust provides our schools with an effective structure, collaboration, and support. Our culture of trust and openness fosters mutual support and continual improvement.

At GLT it is really important to us that our classrooms are disruption free and the schools are calm and orderly. Our shared behaviour policy assists to make this happen and enables our teachers to have the greatest impact on the educational outcomes of the children in their classes.

School-to-school collaboration is enabled by regular contact between school leaders. Our shared services professionals provide a wide range of effective, rapid and flexible support, advice and guidance to our schools, including curriculum support, school improvement, staff training and development, admissions, attendance, behaviour, safeguarding and SEND, pupil services, estates, finance, HR, IT, catering, clerking, procurement and governance.

From its establishment as a multi academy trust in 2014, the Trust has grown significantly and currently employs around 3,700 people and educates over 23,500 students. Further information about our schools can be found [here](#).

The Greenshaw Learning Trust Mission Statement

We are ambitious for our schools and their students. We believe that there is no ceiling on what can be achieved by anyone, regardless of their circumstances or background.

We are committed to providing a supportive and inclusive learning environment, giving every young person the opportunity to fulfil their potential now, and in the future.

We seek to realise the power of individuals and organisations working together in collaboration whilst retaining their individuality, and we recognise that we can always improve.

Greenshaw Learning Trust Employee Benefits

The GLT recognises that our employees are our most important asset, and we are aware that the quality and commitment of our employees is critical to our success. We offer all our employees the following staff benefits:

- A supportive ethos and concern for the well-being of all colleagues
- Excellent CPD opportunities and career progression
- Employer contributions to Local Government (LGPS) or Teachers Pension Scheme
- Access to Blue Light Card Scheme
- Access to Teacher Art Pass Scheme (teaching staff only)
- Cycle to Work scheme
- Gym membership scheme
- Employee Assistance Programme
- Free eye tests
- Car benefit scheme
- My Health discounts

Terms and Conditions

Line Managed by:	SENDCo
Line Management:	Not applicable
Contract:	Fixed Term to cover maternity leave from 2 June 2025 – 31 May 2026 or until the jobholder returns to their substantive role.
Salary:	Salary calculated in line with Grade F pay scale, points 6 – 12 (Full time salary (£25,183 - £27,711) (£21,717 – £23,897 actual salary - Factor 44.967 working weeks) 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:	A maximum of 36 hours per week, Monday to Friday. Consideration will be given to part time candidates
Place of Work:	Five Acres High School. Five Acres, Coleford, Gloucestershire, GL16 7QW
Medical Examination:	The appointment is subject to a satisfactory medical report
Superannuation:	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
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
Disclosure & Barring Service Check:	This appointment is subject to the receipt of a satisfactory enhanced Disclosure and Barring Service check
Right to Work Check:	This appointment is subject to verification of the right to work in the UK. Where the successful candidate has worked or been resident overseas in the last five years, such checks and confirmations may be required in accordance with the statutory guidance

Job Description

Teaching Assistant

The duties and responsibilities in this job description are not restrictive and the post holder 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.

Job Purpose

Teaching Assistants provide valuable support to teaching staff and are able to make a significant contribution to the education and well-being of pupils.

This job description is not exhaustive and serves only to highlight the main requirements of the post holder. The line manager may stipulate other reasonable requirements. The job description will be reviewed regularly and may be subject to change.

The post holder will work flexibly throughout all Key Stages of the Secondary Phase.

Main Duties and Responsibilities

- Under the direction of the school's SENDCO work alongside members of the Learning Support Team;
- To support students with learning, physical, medical, emotional and behavioural difficulties to access the curriculum, make appropriate progress and develop appropriate classroom behaviour
- To actively promote and contribute to the academy ethos and values
- To support teachers in facilitating and encouraging learning, which enables students to achieve high standards and to become independent learners
- To contribute to the evaluation of the school's SEND Policy and Inclusion Policy and practice through discussions with relevant staff
- To attend appropriate in-service training provided by the school or local authority
- To attend school team meetings and meetings with external agencies as required and to prepare reports for these meetings, if required

Key duties

- To provide in-class support for identified individual students or small groups of students (e.g. 4-5 students), including specialist subject support as appropriate.
- Under the direction of the class teacher, to assist in the management of the whole class through the overt modelling of effective behaviour management techniques.
- Under the direction of a class teacher or SENDCO to develop and lead small group work for identified students (e.g. reading schemes, phonics, spelling, numeracy and social skills to groups of 4-5 students) and to contribute to the appropriate paperwork for these groups.
- To assist in the production of teaching and learning materials for students, including differentiating the materials.
- To provide support, to include personal care if required, for student(s) experiencing physical or medical difficulties (following training)
- To provide before and after school support for identified students as required.
- To provide regular feedback to the class teacher and to the SENDCO or the relevant line manager.

- To use appropriate systems for recording the progress of students with behavioural and learning difficulties.
- To provide data and information to inform Annual and Transition Review paperwork, PSPs (Pastoral Support Programmes), Student Profile documentation and Academic Reporting.
- To undertake assessment of students and to provide data to the relevant member(s) of staff for analysis.
- To provide support to identified students undertaking tests/exams to enable them to make full use of their access arrangements.
- To liaise with parents/carers as appropriate and professionals (e.g. Educational Psychologist) as required.
- To liaise with other teams across the school to ensure all student needs are met.
- To promote student independence by using a variety of reward strategies.

General

- To undertake other duties which may from time to time be reasonably assigned by the Headteacher and members of the Senior Leadership Team and SENDCO, which are commensurate with the post.
- To promote and reinforce whole school policies, practices and procedures, child protection and health and safety responsibilities.
- To be trained and proficient to offer general first aid if required.

Safeguarding Children

The Trust is committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to an enhanced Disclosure & Barring check along with other relevant employment checks.

Probationary Period

New employees to the school will be required to complete a six-month probationary period of service.

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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.

Criteria	Essential	Desirable
Training, Qualifications and Experience: On their application form, candidates will demonstrate that they have the following training, qualifications, and school experience:		
	<ul style="list-style-type: none"> • A good relevant education to GCSE Level or equivalent 	<ul style="list-style-type: none"> • Honors degree or equivalent • A good relevant education to GCSE Level or equivalent • Further qualifications or training relevant to the role • Qualification or experience in Speech and Language
Personal and Professional Qualities and Attributes: In their statement of suitability and during the selection process, candidates will demonstrate the ability to:		
	<ul style="list-style-type: none"> • Previous experience of working with children in an educational setting. • Successful experience of working within a Secondary school/ Education setting • Experience of using Information Technology to support students in the classroom. • Experience of supporting SEN students in a mainstream classroom environment • Knowledge of strategies to recognise and reward efforts and achievements along with the ability to encourage students to become self-reliant and independent learners. • Knowledge of SEND. • Have had experience of working with children with SEMH • Knowledge of behaviour management strategies • Good interpersonal skills with both adults and children. • Be dependable, able to follow instructions and respond to management directions. • Have good working ICT knowledge. 	

Additional Requirements: In their statement of suitability and during the selection process, candidates will demonstrate that they can meet the following requirements:

	<ul style="list-style-type: none"> • Have a willingness to extend skills through appropriate training • A passion and desire to drive things forward. • Commitment to working within the School’s Safeguarding Policy and Procedures. • High levels of professional integrity, energy and enthusiasm. • Flexibility to undertake any role within the department. • Commitment to high standards and expectations. • An ability to quickly adapt to changes 	
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The Recruitment Process

1. Application

Visit our website to view our current vacancies [here](#)

To apply for a staff vacancy, please register for an online account and complete the online application form. The recruitment process is managed via your online account and you will receive regular notifications regarding the progress of your application.

You have the opportunity to upload an attachment to support your application if desired. In the application form you should demonstrate how you meet the requirements set out in the Person Specification. Please include specific examples which support your application.

Applications must be received no later than **Sunday 16 March 2025**. Applications received after this date will not be considered. We reserve the right to appoint before the closing date.

2. Shortlisting

Shortlisting will be finalised on **Monday 17 March 2025**. Shortlisted applicants will receive an email inviting them to select their preferred interview time. Please ensure you enter your correct email address on your application form and provide a contact telephone number. References may be taken up after shortlisting. Please ensure you indicate clearly on your application form if you are happy for us to do so.

3. Interview Process

Interview date to be confirmed. Applicants may also be asked to undertake a practical test related to the knowledge and abilities in the Person Specification.

4. Feedback

Unsuccessful shortlisted applicants will have the opportunity for professional feedback during the week following the interviews.

5. Taking up post

Start date 2 June 2025.

6. Additional information

For further information, please contact Dawn Pearse, HR Manager by emailing dpearse@5acreshighschool.co.uk

7. Safeguarding

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 successful applicant will be subject to an Enhanced DBS and barred list check.