



The
**Balcarras
Trust**

Balcarras School

Recruitment Pack



The Balcarras Trust came into existence on December 1st 2020. We are a Multi Academy Trust based in Gloucestershire. Prior to this the company (Balcarras School) was a Single Academy Trust.

The Mission Statement of The Balcarras Trust:

The Balcarras Trust is committed to delivering outstanding inclusive, comprehensive education in each of its schools. Every child within the Trust will be expected, encouraged and supported to reach their full potential and, when they leave school, to be fully equipped to go on to be successful in the next phase of their lives.

The Trust will establish and maintain high standards of teaching, pastoral care and behaviour in its schools. No child will be "left behind." There will be excellent opportunities for extra-curricular activities.

Each member of staff in the Trust's schools will be an excellent role model and will play their part in ensuring that each school in the Trust will have its own special ethos. Students will feel proud of their school.



Balcarras is a co-educational 11-18 comprehensive school situated in Charlton Kings on the Eastern side of Cheltenham. Consistently rated outstanding by Ofsted, it has also been recognised by The Sunday Times as the highest performing comprehensive school in the Southwest. Balcarras's performance at A level and GCSE is amongst the highest for any school in the country.





Currently there are two schools in the Trust:

Balcarras: an 11-18 coeducational academy with 1402 pupils on roll. Consistently rated outstanding by Ofsted, the school secures superb outcomes at both GCSE and A level. Recently the school was awarded the Sunday Times Southwest State School of the Decade Award. The school is led by Dominic Burke (Headteacher) who combines this role with CEO of the Trust. Balcarras is the lead school in the GLOW Maths Hub and the Balcarras Teaching School Partnership. Balcarras is located in Charlton Kings and is currently where the Trust's registered office is located.

The High School Leckhampton: a brand new 11-16 coeducational comprehensive academy with an eventual capacity of 900. The school opened in September 2021 initially on the Balcarras site. It transferred to its own purpose built accommodation in September 2022. It now occupies a beautiful campus at Farm Lane in Leckhampton. This facility cost £35 million and is state of the art. The school is led by Helen Wood and has for the first two years of its existence been oversubscribed.

In addition the Trust has a wider role as a system leader:

Outreach work: The Balcarras Trust is a leading provider of professional development for educators. The Trust runs the GLOW Maths Hub which is responsible for leading maths education in this region. GLOW has an annual turnover of close to £1 million. The Trust has the contract to run the Teaching School Hub for Cheltenham, Stroud and The Cotswolds.

The Trust runs its own School Direct teacher training programme working alongside the Gloucestershire Initial Teacher Education Programme (GITEP) which is run by the Gloucestershire Association of Secondary Headteachers Limited (GASH). In 2024 Balcarras will become the lead school for GITEP.

We mention these initiatives because we believe it demonstrates our commitment to professional development and the importance of collaboration.



Balcarras Aims and Values

We provide our pupils with an education of the highest quality so that they leave us with the qualifications, skills and personal qualities they need to lead a successful life.

To achieve this, we will ensure:

- Our commitment to the highest academic standards
- A caring and stimulating environment
- A wide range of extra curricular activities
- A partnership with parents, business and the local community





What is it like working at Balcarras?

It is a very exciting and rewarding time to be working at Balcarras. Our latest GCSE grades were extraordinary and put us in the Top 10 comprehensive schools in the country in the Daily Telegraph tables. It is this commitment to the highest academic standards whilst at the same time being a caring and stimulating environment that makes Balcarras feel different from anywhere else.



What is the surrounding area like?

Members of staff moving into the area to join Balcarras have a wide variety of locations from which to choose. There are the large urban areas of Cheltenham and Gloucester together with the many modern housing developments clustered around them, the older market towns such as Cirencester and the smaller villages and hamlets of the Cotswolds. Within a short distance of the school it is possible to find both the facilities of a thriving urban area and the tranquility of unspoiled countryside.

Balcarras occupies an attractive site at the very edge of Charlton Kings. The woods and fields of the Cotswold escarpment rise up to the east and south east, while in other directions there is housing surrounding the old village centre.

Teaching Assistant—Job Description

JOB TITLE: Teaching Assistant
RESPONSIBLE TO: SENDCO / Assistant SENDCO
GRADE: NJC – Point 6

JOB PURPOSE

Supporting the classroom teacher:

- Plan for particular pupils
- Differentiate materials
- Give feedback
- Assess and record achievement
- Model good practice
- Assist in setting targets
- Communicate information effectively with teachers and liaise with the SENDCo and Assistant SENDCo

Supporting the pupils:

- Ensure access (including physical access) to the full curriculum
- Be aware of the difficulties faced by pupils
- Recognise the need to make adjustments to planned activities to enable access
- Provide focussed support and resources
- Provide immediate and relevant feedback, praise and encouragement
- Assist in the educational and social development of the pupils
- Build motivation, confidence and self-esteem
- Promote independent learning and life skills
- Promote appropriate behaviour and discipline through positive interactions
- Support pupils who have pastoral/medical difficulties
- Take action to meet pupils' personal needs to avoid undue physical or mental stress
- Liaise with professionals: speech therapist/physiotherapists/school nurse etc.
- Attend Annual Review meetings for Statemented/EHCP pupils
- Communicate effectively with parents if necessary
- Accompany class/school trips
- Support pupils in exams, either in groups or individually

Job description continued

Supporting the curriculum

- Be familiar with National Curriculum terminology and general school procedures
- Have sufficient knowledge of schemes of work including vocabulary
- Implement and evaluate the methods and strategies outlined in the Pupil Passport
- Enable pupils to achieve intended outcomes
- Add value to learning and identify progress pupils make in the lesson

Personal and professional requirements

- Caring demeanour with good communication skills
- Able to work on own initiative
- Ability to work smoothly and harmoniously with other members of staff
- Ability to work under pressure and remain cheerful and composed
- Ability to deal competently and diplomatically with requests

TAs are expected to attend departmental meetings and INSET days to maintain and improve personal skills and knowledge. TAs may, in negotiation with the class teacher, supervise small groups or 1:1 learning activities away from the main teaching area.

TAs are allocated either: to pupils with physical disabilities; to pupils with full Statements/EHCPs; or to lessons where they support a variety of pupils with different needs.

TAs supporting physically disabled pupils may be expected to provide a high level of specific personal care, including toileting. TAs supporting pupils with a full Statement/EHCP may be requested to supervise the pupil during break times, at transition between lessons, on arrival at school and before departure.

TAs ensure all health and safety instructions are followed.



Selection Process—Support Staff

- ⇒ After the deadline for the position has passed there will be a shortlisting meeting with the Headteacher, Head of Department/Line Manager to review the applications.
- ⇒ Qualifications, experience and suitability for the post will be considered during the shortlisting process.
- ⇒ Unsuccessful applications will be notified by email. Unsuccessful candidates can request feedback by email.
- ⇒ Successful applicants will be invited for interview by telephone or email.
- ⇒ A formal letter confirming the interview arrangements and plan for the day will then be emailed to candidates including details of documentation that will be required to be presented on the day.
- ⇒ One of the requirements of the day will be to complete a “Declaration of Criminal Record and other information” check.
- ⇒ If you have a DBS certificate from your current work place, you will be required to show this.
- ⇒ Candidates will be required to undergo a formal interview (including safer recruitment questions) and where appropriate a task. All information concerning the day will be provided in the formal letter.
- ⇒ A decision will be made on the day where possible.
- ⇒ Both successful and unsuccessful candidates will be notified by telephone where possible.
- ⇒ References will be requested at this stage.