



**BLAISE HIGH  
SCHOOL**

**RECRUITMENT PACK**



part of the  
**GREENSHAW**  
LEARNING TRUST

Blaise High School,  
Station Road,  
Henbury,  
Bristol,  
BS10 7QH

Telephone: 0117 9030100

Email: [info@blaisehighschool.co.uk](mailto:info@blaisehighschool.co.uk)



Dear Candidate,

Thank you for your interest in the role of Resource Base Teaching Assistant at Blaise High School. 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 have schools across South London, Berkshire, Surrey, Gloucestershire and 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.

Blaise 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 website provides a clear picture of our aspirations and our vision: however, please do not hesitate to contact us to seek further information from our School HR Manager, Jade Bristow: [bristowj@blaisehighschool.co.uk](mailto:bristowj@blaisehighschool.co.uk). We very much look forward to receiving applications from candidates whose personal qualities, values and experiences support and reflect ours.



Yours sincerely,

Nat Nabarro, Headteacher

## ABOUT OUR SCHOOL

At Blaise High School, we have built our ethos on a strong set of core values which underpin everything that we do. Our aim is to give students at Blaise High School a better chance of success than if they attended any other school in the country. We are very clear on our core values and beliefs in the primary areas of our school and we are then deliberate in how we enact these in our school.

Ambition, excellence and pride run through all aspects of school life.

### Ambition

We have a strong desire and determination to achieve success. We believe there are no limits to what can be achieved. We do what it takes for as long as it takes. In other words, we go for it every day!

### Excellence

We strive for greatness in everything we set our minds to. We endeavour to do our very best and excel in all aspects of school life.

### Pride

We are 'fiercely' proud of ourselves, our school, our community and our Trust. We hold our heads high and feel a sense of togetherness and joy in our school.

### Curriculum

We teach a knowledge rich curriculum, not a knowledge heavy curriculum. Our resources are centrally planned, allowing our teachers to intellectually prepare, not spend time making powerpoints. We focus on the teaching of powerful knowledge, enabling students to move out of their lived experiences, and access the best universities or careers of their choosing. Our curriculum sequencing is underpinned by our knowledge organisers. These form the backbone of our curriculum and homework. The curriculum in each subject area is underpinned by big ideas; the progression through which enable children to access that discipline in higher education.

### Behaviour

The SLT own behaviour at this school. Teachers use a set of microscripts to implement a centrally administered policy. SLT and non - teaching staff run the referral room, detentions and all parent contact regarding behaviour. Teachers at Blaise High School are able to teach in a disruption free environment. Every classroom is consistent and staff have the complete support of SLT when challenging behaviour. We emphasise personal responsibility on behalf of children when we discuss their behaviour.

### Character Development

We believe outcomes are the most important function of a school, however we are also committed to the development of children's characters. We do this through explicit teaching of our values; 'Aspiration, Integrity and Pride' We have a series of mantras which we use to give children practical steps in being successful, for example 'Work Hard. Be Kind' Our character programme equips every child with the necessary character to achieve excellent outcomes and to succeed at one of the country's very best Universities or careers of their choosing.

### Teaching

We teach in a traditional style. At Blaise High School teachers are the experts in the room. Our lessons utilise an I, We, You structure and there are visualisers in every classroom to enable effective guided practice. All of our staff take part in weekly, 15 minute CPD that is generally based on techniques from Teach Like A Champion. This is supplemented by fortnightly practice sessions, and regular departmental intellectual preparation opportunities. We keep the main thing, and focus on enabling teachers to teach great lessons.

## Department

### Resource Base

The Resource Base is representative of all of our values at Blaise High School. It is a centre of education for our most vulnerable students and for those students who require the highest level of support to give them equality in life. We aspire to achieve strong outcomes for the students and to prepare them for independent living wherever possible. We operate the Resource Base with absolute integrity having strong moral principles with the students, and we are extremely proud of our Resource Base students and staff, just as we are with all members of the school community. Class sizes are small with a maximum of 10 students, and there is a happy and positive atmosphere for children to develop within.

Working with students and the team of staff in the Resource Base provides a combination of challenge and reward, with a huge sense of achievement evident for many students on a daily basis. To be a successful member of the team you need to have empathy, compassion, resilience, and an absolute belief that all students are capable of achievement. You need to share our commitment that all students deserve high aspirations that can be achieved through a balance of individual, personal and academic achievement.

# TERMS AND CONDITIONS

## CONTRACT

Permanent

## SALARY

- Salary calculated in line with Bristol City Council BG7 pay scale, points 8-11 £25,992 -£27,269 per annum (£20,235 - £21,229) 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. Monday to Friday, 8.30am to 3.30pm, Term Time Only plus all inset days.

## PLACE OF WORK

Blaise High School, Station Road, Henbury, Bristol, BS10 7QH.

## 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>

## 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

<b>Post:</b>	Resource Base Teaching Assistant
<b>Responsible to:</b>	Resource Base Manager
<b>Responsible for:</b>	N/A

## MAIN DUTIES AND RESPONSIBILITIES

### **In Class Support**

- Provide, as directed, in class support for identified individuals or groups of students. Supporting students to be independent and helping them engage in the curriculum following individual plans.
- Plan and lead small group interventions and monitor and record progress liaising with the class teacher.
- Work with the teacher to ensure effective lesson preparation and delivery of
- the curriculum
- Ensure that students being supported are independent and organised in their work
- Develop positive relationships with students so support given can have the highest impact
- Support assessment processes and recording of progress.

### **SEN and Inclusion Understanding**

- Attend annual reviews, family support or other meetings as required. To liaise with professionals such as OT (Occupational Therapists), Physios and SALT (Speech & Language Therapists)
- Provide observational support to identify difficulties and be able to plan strategies and solutions.
- Be familiar with and contribute to the student's profile so their needs and effective strategies are effective, relevant and used by all staff
- Have an understanding of Educational Health Care Plans where relevant
- Provide small group tuition or extra-curricular activities where required
- Provide access arrangement support where required for exams
- Carry out personal care & medical care procedures following direct specific training e.g. Gastro feeding, catheterisation.
- Undertake manual handling activities in line with school policy following individual plans for personal care and direct specific training.

### **General**

- Supporting students on educational visits, work experience or other off-site activities. To drive the minibus is desirable but not essential.
- Keep abreast of educational thought in relation to SEN
- Attend parents' information evenings and events and keep parents informed where relevant
- Undertake other such duties in connection with the role, which the Headteacher may require

- Contribute to effective team practice, attending staff meetings and in-service training. Providing support to less experienced teaching assistants

## **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
<b>Qualifications and training</b>		
GCSE 9-4 (or equivalent) in English and Maths <b>or</b> qualifications / experience relevant to the post.	x	
Relevant professional qualification		x
Evidence of personal commitment to CPD		x
Paediatric First Aid		x
<b>Skills and experience</b>		
Experience of supporting SEN students in a mainstream classroom environment	x	
Experience of working with young people in an educational setting.		x
Experience of providing Administrative support		x
Experience of using IT to support students in a classroom		x
Experience of supporting SEN students in a mainstream classroom environment		x
Excellent communication with children / parents and carers.	x	
Able to adapt activities to suit the child	x	
Good Behaviour Management Skills		x
Knowledge of SEN		x
<b>Personal attributes</b>		
Possess strong interpersonal skills	x	
Be dependable, able to follow instructions and respond to management directions	x	
Have willingness to extend skills through the appropriate training	x	
A passion and desire to drive things forward	x	
Commitment to high standards and expectations	x	
Flexibility	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 11.59am on Monday 30th June 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 week commencing 30th June 2025. 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 on 1st September 2025.



**GREENSHAW**  
LEARNING TRUST



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