WILLIAM BROOKES SCHOOL

The 3-18 Education Trust

Applicant Information Pack
Teaching Assistant

Dear applicant

Thank you for your interest in this post. I am delighted you are considering joining William Brookes School and as the new Headteacher I am proud to welcome you to our vibrant and successful school.

William Brookes is unique in that it is the only Coubertin school in Great Britain and is a place where Olympian values infuse every aspect of school life. Students gain good academic outcomes, but education is not just about the academic mind; it is also about the heart and so students at William Brookes are exposed to a broad range of enrichment activities; especially through the Arts and in Sport.

Please explore our website and read the additional materials included in this pack to find out more about us. The Job Description & Person Specification give you full information about this post. You are most welcome to contact Joanne Wilkinson to arrange a visit to the school or an informal telephone conversation with myself prior to any application.

I hope that you are inspired by what our school has to offer, and I would welcome an application from you.

Stephen Richards
Headteacher

The 3-18 Education Trust

Our Multi-Academy Trust (MAT) was established in 2016 with two schools, The Priory School (which acts as the lead school in our sponsoring MAT) and St Martins, a 3-16 school in North Shropshire. In July 2017, they were joined by Coleham Primary School, a 4-11 school in Shrewsbury. In March 2020, Thomas Adams, an 11-18 co-educational community school, sixth form and boarding house in the centre of Wem joined the Trust with William Brookes School joining on 1 April 2021.

The MAT provides a most interesting and exciting opportunity for schools to share ideas, resources and expertise, for the added benefit of the students in the Trust.

"The value of the individual, the benefit of the team"

This statement heads our Strategy document and establishes the values by which we want our schools to work collaboratively. We are an evolving Trust in terms of our size and operation; in that as new schools seek to join us we look in turn to adapt the way we work together. In short, the leaders within the MAT are keen to receive expertise and share best practice. We want schools to retain their identity, character and ethos, all within the shared values of developing students who are selfless, self-assured and successful. The aspiration of the Trust is that every school gives and receives support and every child is in a great school.

Please visit our Trust website https://www.3-18education.co.uk / for more details.

Vacancy Details

Position:	Teaching Assistant Level 2
Status of Post:	15 hrs/wk, term time only + 1 PD day
Salary Scale:	Grade 5, Points 5-6 (£10.19-£10.39/hr)
Starting date:	As soon as possible
Reporting to:	SENDCo

Job Purpose

Working under the instruction of the SENDCo and teaching staff, Teaching Assistants support access to learning for students and assist the teacher in the management of students in the classroom. Work with students will be carried out in the classroom and during intervention sessions as required.

The main purpose of the post is to support students with Special Educational Needs in class or within the Learning Support Department.

The role is flexible and responsibilities are likely to include:

1. Working with class teachers to raise learning and attainment of students
2. Out of class support within our Learning and Wellbeing Base
3. Promote Students' independence, self-esteem and social inclusion
4. Assisting in the day to day clerical work of the SEND department

Experience & Personal Qualities

The postholder should:

- have a good understanding of the needs of secondary school students and be in tune with and support the ethos of the school.
- be able to relate well to both students and other adults, including teaching staff. They must be well prepared, organised and flexible and able to work calmly and efficiently under pressure to support the teacher and the students, reinforcing the standards and attitudes which the teacher is trying to foster.
- be a mature and flexible person who is able to work alongside students in class, in small groups or one-to-one and with teachers in order to ease the learning of students who have problems. The postholder needs to have a calm and understanding but firm manner.

Confidentiality and discretion are of prime importance and the postholder must be absolute in their loyalty to the school, particularly concerning parent contact.

Expectations in dealing with children with special needs will always be high, and in tune with and supportive of the ethos of the school. Consideration will, of course, always be given to the individual child's needs and ability to achieve up to a certain standard. No unreasonable demands should be placed upon any child, but a consistency of expectation is vital.

A relevant qualification or experience in supporting students within the autistic spectrum and other communication/interaction needs would be an advantage. Nursing, first aid, or word-processing experience and skills would also be welcome but are not essential.

Supporting the school/Learning Support Department
Where appropriate:

- develop a relationship to foster links between home and school
- liaise, advise and consult with other members of the team regarding students with SEN
- contribute to reviews of student progress and to target setting
- attend relevant in-service training
- be aware of and support school policy and procedures
- deliver specific interventions as directed by the SENDCo
- assist in supervising vulnerable students at lunchtime
- undertake any other duties that would reasonably be expected of the post holder

Qualifications and Contribution

We are looking for a practical, adaptable enthusiastic and capable person who can demonstrate an ability to get on with a wide range of people of all ages, abilities and backgrounds. It would be helpful if you have proven experience of similar work although this is not essential. Some basic computer skills such as use of Word, Excel, email and the internet would be an advantage. Training will be provided as and where necessary.

Person Specification

	Essential	Desirable
Qualifications & Skills		
Good standard of education	✓	
5 A*-C grades at GCSE, including English and Maths	✓	
NVQ in Support for Learning or equivalent		✓
First Aid qualification (or willing to undertake training)		✓
Excellent communication and inter-personal skills	✓	
Good literacy skills (for report writing, etc)	✓	
Good ICT skills	✓	
Team player	✓	
Valid current passport and willingness to travel	✓	
Willingness to assist with school's COVID testing	✓	
Work or Relevant Experience		✓
Working with children, young people		✓
Working in an educational setting or similar		✓
Classroom administration support		
Knowledge & Understanding		
Ability to support the needs of vulnerable children	✓	
Awareness of school-based education including child development	✓	
Experience of delivering intervention to students with cognition and learning needs		✓

Personal Qualities	
Sensitivity and empathy	
Willingness to develop language knowledge and skills	✓
Assertiveness and ability to elicit respect	✓
Ability to deal firmly and fairly with young people	✓
Self-motivation and initiative	✓
Accuracy and efficiency	✓
Ability to work calmly under pressure	✓
Ability to organise, to prioritise and meet deadlines	✓
Patience	✓
Flexibility and the ability to quickly learn new systems	✓
A positive and keen attitude with a commitment to high standards	✓
A sense of humour	✓
	✓

The Appointment Process

Application forms are available from the school website www.williambrookes.com. Please complete and return your application form as soon as possible, clearly noting all the experience, skills and personal qualities that you can offer which are relevant to this post. We do not accept CVs. Completed applications and supporting documentation should be emailed to jwilkinson@williambrookes.com You may also post your application to:

Mrs Joanne Wilkinson
Head's PA
William Brookes School
Farley Road, Much Wenlock
Shropshire, TF13 6NB

The closing date for receipt of applications: 12.00 noon on Monday 23rd May

Interviews will be held during week commencing 23rd May