



**GREENSHAW**  
LEARNING TRUST

# Teaching Assistant **SEND**

Recruitment Pack



**ALWAYS  
LEARNING**



**Five Acres High School**

**Five Acres**

**Coleford**

**Gloucestershire**

**GL16 7QW**

**01594 832263**

**admin@5acreshighschool.co.uk**

**Dear Candidate,**

**Thank you for your interest in the post of Teaching Assistant at Five Acres High School, one of the top 5% of schools nationally for progress and recently rated 'Good' by OFSTED. This is an excellent opportunity for an experienced committed person looking 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.**

**We are a proud member of the Greenshaw Learning Trust, a strong 'family' of outward facing like-minded schools, that collaborate to provide mutual support, share their good practice and learn from each other, whilst retaining and developing their own distinctive character. Our values are ambition, confidence, creativity, determination and respect and we pride ourselves on removing barriers that hold students and families back.**

**Our website provides a clear picture of our aspirations and our vision; however, please do not hesitate to contact us to seek further information. We very much look forward to receiving applications from candidates whose personal qualities, values and experiences support and reflect our ambitions to provide a world class education.**

**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.**

**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.**

**If you would like an opportunity to visit our school, please contact Dawn Pearse, HR Lead to arrange a suitable time by emailing [dpearse@5acreshighschool.co.uk](mailto:dpearse@5acreshighschool.co.uk)**

**To apply for a staff vacancy, please register for an online account to complete the application form. Please visit our website [www.5acreshighschool.co.uk](http://www.5acreshighschool.co.uk) under 'Information' > 'Staff vacancies'.**

**The recruitment process is managed via your online account and you will receive regular notifications regarding the progress of your application.**

**The completed online application form should be accompanied by a personal statement of suitability of no more than 2 sides of A4. In the application form and personal statement, you should**

**demonstrate how you meet the requirements set out in the Person Specification. Please include specific examples which support your application.**

**Please note we do not accept CVs.**

**Closing date: 31 December 2022**

**Interviews will be held: TBC**

**Start date: ASAP**

**The School reserves the right to commence the interview process at any time prior to the closing date so early application is recommended.**

**Yours sincerely,**



**Simon Phelps  
Headteacher**

### **Greenshaw Learning Trust – About us**

The Greenshaw Learning Trust (GLT) provides an effective structure for schools to achieve real benefits from school to-school collaboration, and a culture of trust and openness that promotes honest and transparent dialogue and mutual support.

At the heart of the Trust is proven school improvement advice and guidance – with regular meetings with school leaders, input from specialist primary and secondary experts and staff training and development in all our schools.

All schools in the Trust receive expert advice and fast-response support on budget planning and monitoring, payroll, human resources, employment and legal advice, purchasing, capital projects, admissions, policy development and audit. Our catering team provides advice and guidance on meeting the statutory responsibilities for food standards, healthy eating and safety, and helps our schools achieve higher take-up of meals and significant cost savings through quality improvement and the central procurement of food supplies.

Each school's local governing body receives support and advice to ensure that they can contribute effectively to the governance and leadership of their school, including tailored guidance to chairs and clerks and governor training.

The Greenshaw Learning Trust is committed to meeting the needs of every student – our schools offer a wide range of special needs provision and across the Trust we have extensive expertise in behaviour, attendance, family liaison and therapies to support our students and their teachers.

### **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 Greenshaw Learning Trust 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:

- Excellent CPD opportunities and career progression.
- Employer Contributions to Teachers Pension Scheme.
- Cycle to work scheme.
- Gym membership scheme.
- Employee Assistance Programme.
- Eye Care Voucher scheme.



<b>Scale Range</b>	<b>Grade F, Scale Point 8-12 (Actual salary £19,406-£20,929 per annum)</b>
<b>Working Pattern</b>	<b>36 hours per week, Term Time (38 Weeks) + INSET days Monday – Friday 8am – 4pm</b>
<b>Start Date</b>	<b>Janaury 2023</b>
<b>Report to</b>	<b>SENDCO (Special educational needs and disabilities Co-ordinator)</b>

### **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.

### 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.

### Medical Examination

The appointment is subject to a satisfactory medical report.

### 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

Candidates should ensure that they meet the essential criteria for qualifications and provide supporting evidence in their application form

<b>Qualifications</b>	<b>Essential</b>	<b>Desirable</b>
Honours degree or equivalent		●
A good relevant education to GCSE Level or equivalent	●	
L3 Certificate in Supporting Teaching and Learning in Schools (or equivalent)		●
Further qualifications or training relevant to the role		●
Qualification or experience in Speech and Language		●
<b>Experience and Knowledge</b>	<b>Essential</b>	<b>Desirable</b>
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	●	
Experience of supporting SEN students in a mainstream classroom environment.	●	
<b>Skills and Abilities</b>	<b>Essential</b>	<b>Desirable</b>
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.	●	
<b>Personal</b>	<b>Essential</b>	<b>Desirable</b>
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	●	