



Hillcrest School & Sixth Form Centre

Job Application Pack

Teaching Assistant x 2 posts (Level 2)

32.5 hours per week/term time only

*Pupils at Hillcrest School and Sixth Form Centre are hard-working, polite and welcoming.
They enjoy coming to school and achieve well.'*

(Ofsted, September 2022).





Hillcrest School & Sixth Form Centre

Headteacher Julie Ann Davies BEd (Hons) N P Q H
Stonehouse Lane, Bartley Green Birmingham B32 3AE
Email: enquiry@hillcrest.bham.sch.uk

Tel: 0121 464 3172

Dear Applicant,

I am delighted to introduce you to Hillcrest School and Sixth Form Centre and hope that you find the application pack, along with the information on our school website, useful.

Hillcrest School is an all-girls school for students aged 11 to 16, with a mixed sixth form, located on a greenfield site in the Edgbaston constituency on the southwest edge of Birmingham. Our students come from a range of backgrounds across Birmingham and the surrounding areas.

The school was rated 'Good' with outstanding behaviour and safety by Ofsted in September 2013, and following short inspections in July 2017 and September 2022, retained its 'Good' rating. We are focused on continuing our drive for excellent attainment and progress outcomes, with an aspiration to be rated 'Outstanding' at our next full inspection.



The Hillcrest approach to teaching and learning is underpinned by evidence-based research, and staff regularly engage in professional development both within the school and externally, including attending ResearchEd Conferences and undertaking NPQ studies.

Teachers focus on key effective classroom strategies encompassing the work of Teach Like a Champion, Teaching WalkThrus, and the EEF.

At Hillcrest, we provide each student with the opportunity to achieve their full academic and social potential. We combine the best of traditional values with the latest in teaching methods and extra-curricular experiences to inspire our students to succeed in everything they do.

We have very high expectations of our students. Great emphasis is placed on self-discipline and self-respect, hard work and achievement and high standards of behaviour. We have a highly qualified teaching staff and support staff committed to delivering quality administration and support services to our school.

We would like to hear from you if you are interested in providing exceptional support to our staff and students within a forward-thinking, hardworking school community.

Thank you for your interest in our school. I want to take this opportunity to wish you well in your application.

Julie-Ann Davies, BEd (Hons), NPQH
Headteacher

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Advert - Teaching Assistant x 2 posts (Level 2)

32.5 hours per week/Term Time Only

Start date September 2025

Salary: Grade 2 (Full time £24,027 rising to £25,992)
(part-time starting salary is approx. £18,788 rising to £20,324)

Pay award pending

We are seeking to appoint two experienced and highly effective Teaching Assistants. You will be enthusiastic, have excellent interpersonal skills, enjoy working as part of a team and want the very best for our students.

The successful candidates will:-

- Have experience of working with children at secondary age
- Have a good understanding of numeracy and literacy
- Good communication skills
- Ability to work in a way to promote the safety and wellbeing of children and young people
- Have good organisational skills



Closing date for applications: Wednesday 9 July 2025
12:00pm

Interviews to be held on: Monday 14 July 2025

Visits to the school are welcome: Please contact the school
on 0121 464 3172 to arrange a visit.

Hillcrest School is committed to safeguarding all children and as such any appointment will be subject to receiving an enhanced DBS check and satisfactory references.

We are committed to creating a diverse workforce, we treat all applicants in a fair and equal manner to ensure that unlawful discrimination does not occur.

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent spoken English is an essential requirement for this role.





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Job Description

Hillcrest School is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share this commitment.

Job title:	SEND Teaching Assistant - Level 2
Department / Location:	Learner Support
Accountable to:	SENDCo/SEND Lead Practitioner
Salary Grade / Range:	Grade 2

Job Purpose

In conjunction with teaching staff aim to remove the barriers to learning for students; contributing to a range of teaching and learning activities and to work collaboratively with colleagues as part of a professional team.

Working Duties – Under the day-to-day direction of SEND Lead Practitioner(s)

- To assist the AHT SENDCo/SEND Lead Practitioners in leading effective provision for SEND students at Hillcrest
- To work under the day-to-day direction of the Lead Practitioners, contributing to the smooth running of a busy Learner Support department.
- To support the learning of students with SEND within a structured teaching situation
- To deliver in-class, small group or individual intervention programmes - as directed
- To understand how students learn and how to create and maximize learning opportunities.
- To be aware of subject learning objectives and to assist students in making progress towards these - under the direction of the subject teacher/SEND Lead Practitioners
- To engage in a dialogue with teaching staff about the assess, plan, do, review cycle, and to assist in the preparation and development of resources, as required.
- Assist the student to use/access school facilities, as required
- Facilitate and assist students during directed, targeted sessions e.g., learning intervention
- To support in monitoring students' progress and achievement, bringing issues of concern to the attention of the appropriate members of staff.
- To provide feedback to students about their progress, under the guidance of the subject teacher/SEND Lead Practitioner
- To prepare relevant resources for the Learner Support department (where requested)
- To administer department screening tools/assessments - under the direction of the SEND Lead Practitioner(s)
- Attend to students' emotional well-being needs, as required
- To maintain high quality records of intervention: using the standardised formats used in the Learner Support department e.g., Provision Map; and to make these available for inspection upon request by the AHT SENDCO, SEND Lead Practitioners or other another senior member of staff.

- To contribute to the SEND Provision Map, as directed
- To work strategically together with Hillcrest staff, parent(s) and agent(s) to improve the students' independence in the school environment – under the direction of the AHT SENDCo/SEND Lead Practitioners
- Assist with the supervision of pupils outside of lesson times, including before and after school, and at lunchtimes.
- Accompany teaching staff and pupils on visits, trips, and out-of-school activities as required, and take responsibility for a group under the supervision of the teacher.
- To participate in relevant staff Professional Development activities.
- To become familiar with, understand, and adhere to Hillcrest School policies and procedures.
- To maintain confidentiality in and outside the workplace.
- General duties commensurate with the role.

General Duties and Responsibilities

- To promote and safeguard the welfare of students and young people he/she is responsible for or comes into contact with.
- To undertake appropriate professional development including adhering to the concept of performance management.
- To adhere to the ethos of the school and promote the agreed vision and aims of the school.
- To set an example of personal integrity and professionalism.
- Attendance at appropriate staff meetings and relevant calendar events
- To play a full part in the life of the school community.

Safeguarding

- The jobholder is expected to observe their obligations in accordance with the School's Child Protection Procedure and the document 'Keeping children safe in education: Information for all school and college staff', and to report any concerns that they may have regarding a child or young person's welfare to the appropriate person.



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PERSON SPECIFICATION

Job title:	SEND Teaching Assistant - Level 2
Department / Location:	Learner Support
Accountable to:	AHT SENDCo/SEND Lead Practitioner
Salary Grade / Range:	Grade 2
	Essential Criteria
Experience	<ul style="list-style-type: none"> • Experience of being a Teaching Assistant • Working with young people of secondary age. • Previous work with SEND learners. • Experience of using IT skills effectively to support learning. • Working as part of a team. • Ability to work in a way to promote the safety and wellbeing of children and young people.
Skills and Abilities	<ul style="list-style-type: none"> • Good understanding of numeracy/literacy skills • Working knowledge of common ICT applications – Outlook, excel, PowerPoint, Microsoft Teams, CPOMs • The ability to take initiative, in accordance with pre-approved direction • Effectively plan and prioritise regular and irregular tasks • Maintain confidentiality • Ability to work under pressure • Positive approach to tasks and able to promote a 'can-do' attitude
Education and Qualifications	<ul style="list-style-type: none"> • NVQ for Teaching Assistants or equivalent qualification or experience (or working towards) • Educated to at least GCSE level (including Maths and English – C/4+)
Other Requirements	<ul style="list-style-type: none"> • Must be able to work flexibly and within contracted hours. • Attendance at meetings, INSET, parent's evenings and school events as required. • Ability to demonstrate an understanding of policies and procedures in relation to Child Protection/Safeguarding, Health and Safety, Equal Opportunities, Data Protection and Confidentiality within the school environment.

How to apply

If you would like to apply for this position you will need to complete an application form. Our application form is available online from our website <https://www.hillcrest.bham.sch.uk/job-vacancies>. If you have any queries, please contact the school on 0121 464 3172.

Completing your application form

- Please read all the information provided before completing your application form.
- Please complete your form electronically (this is our preference) or, if handwritten, please use black ink: it is going to be photocopied and so needs to be legible.
- Birmingham City Council application forms and CV's are not accepted: we need information about all applicants to be presented in a consistent format so please use the application form on the school website.
- Please complete all sections: do not leave any blanks; put N/A if not applicable and give as much information as you can.
- Please continue on a separate sheet if you require more space to complete any section.
- Please include a cover letter addressed to the Headteacher outlining why you think you are suitable for the role (should not exceed 2 sides of A4)

Guidance for the completion of the section 'other relevant information in support of your application'

This is an important section of the application form as it gives you the opportunity to tell us specifically why you think you should be considered for the job, showing how well your skills, abilities and experience meet our requirements. You should give clear examples rather than simply stating that you possess certain skills and abilities.

For Leadership posts you should evidence: -

- How your leadership and management will have a positive impact on student progress.
- How your leadership skills will inspire and develop the department, to ensure that it becomes an outstanding one.

For all posts you should evidence:-

- Where you have had a positive impact on student performance, including for disadvantaged students.
- How you keep up to date with the latest pedagogical knowledge.

References

All offers of employment are subject to the receipt of a minimum of two satisfactory references. One of your references must be from your current or most recent employer. If your current/most recent employment does/did not involve working with children, then the second referee should be from the employer with whom you most recently worked with children. Neither referee should be a relative/friend.

Shortlisted applicants for posts are advised that references will be taken up **prior to interview**. Please note, unless you ask us not to we will assume it is acceptable to contact your references at any time.

Online Search

As part of the updated KCSIE guidance, the school reserves the right to conduct online searches as part of their due diligence on the shortlisted candidates to identify any publicly available information about the candidate that may be relevant to their suitability to work with children.

Submission of applications

Completed application forms should be returned with a cover letter addressed to the Headteacher by the closing date. Electronic application forms should be sent to: recruitment@hillcrest.bham.sch.uk.

Shortlisted candidates

Shortlisted candidates will be contacted by email and telephone to inform them of the next stages of the recruitment process and arrangements for interviews. If you have not heard from the school 7 days after the closing date you have not been shortlisted on this occasion.

Following the interview

All candidates will be asked to complete a short recruitment survey before the end of the interview process. Once all candidates have been interviewed the successful candidate will be contacted by telephone as soon as possible after the interview (usually within two working days). Candidates who have not been successful will be contacted by email (usually within two working days) with details of how to contact the school if they would like feedback.