



# Teaching Assistant x 2 Recruitment Information

## Introduction

Thank you for your interest in joining our fantastic school that is going strength to strength.

This is a unique and exciting opportunity for two inspirational and aspirational teaching assistants to join Henley Bank High School and further contribute to the life chances of our young people in the school, and across the Trust. We are looking to appoint two teaching assistants to our team with one of these positions to have experience of supporting students on the autistic spectrum.

The school has been through a rapid trajectory of improvement since joining Greenshaw Learning Trust in January 2018 and it is a chance to be part of something very special. We are based on the outskirts of Gloucester which also provides access to the Cotswolds, close proximity to Bristol and Cheltenham. The area we serve is varied and our students come from a variety of backgrounds which means high expectations and total commitment to excellence is crucial. An essential aspect of all of our staff is the commitment to promoting equality, tolerance and respect which will ensure all our students not only leave Henley Bank High School with an excellent set of academic results, but also a strong moral compass ready for their future life and career.

The Greenshaw Learning Trust is 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 their own distinctive character. The Greenshaw Learning Trust website [www.greenshawlearningtrust.co.uk](http://www.greenshawlearningtrust.co.uk) provides a clear picture of our aspirations and our vision for schools within the Trust; however, please do not hesitate to contact us to seek further information.

The Henley Bank High School website [www.henleybankhighschool.co.uk](http://www.henleybankhighschool.co.uk) will also provide further information on our school.

## Vision

The vision for Henley Bank High School is that all students receive the best education and opportunities to allow them to have the most successful future that they can. Our values of ambition, confidence, creativity, respect and determination feature in all aspects of our school life, as well as the saying "we are all on the same mountain, just a different journey to the top", celebrating tolerance and understanding of all whilst on their journey.

As a school, we really celebrate being a team and a 'family'. This is crucial to us to ensure collaboration and support as well as ensuring that staff, students, parents/carers and the wider community feel invested in improving the school and the chances of success for our students. A huge amount of work has gone into developing this school over the last few years and we are so excited to welcome new members of staff to help continue this development, as well as bring their own ideas and enthusiasm.

I am looking forward to hearing from you.

Yours faithfully



Mr Stephen Derry  
**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.

## Job Description – Teaching Assistant

**Reporting to:** SENDCo

**Salary:** NJC Scale points 7 – 12 depending on experience (FTE £20,092 to £22,183 actual salary £17,254 to £19,050)

**Hours:** 36 hours per week Term Time only + Inset Days

### Job Purpose

- To contribute to the evaluation of the school's SEN 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
- **For one post only:** Communication and interaction specialism with experience of supporting in particular children on the autistic spectrum and their anxieties.

### 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, SENCO, to develop and lead small group work for identified students supporting their language development 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, for student(s) experiencing physical or medical difficulties (following training), and physio/transferring of students as appropriate.
- To provide after school support for identified students as required.
- To provide regular feedback to the class teacher and to the SENCo or the relevant line manager.
- To provide support for students with language and communication difficulties, including those with EAL.
- 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.

### Staff Development

- To continue personal development in the relevant areas including subject knowledge and teaching methods
- To engage actively in the Performance Management process
- To participate in whole school and department CPD programmes
- To take part in the staff development programme by participating in arrangements for further training and professional development.

### 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 in order to ensure the welfare of children and young persons

### **Communications, Marketing and Liaison**

- To communicate effectively with the parents of students as appropriate
- Where appropriate, to communicate and cooperate with persons or bodies outside the school.
- To follow agreed policies for communications in the school

### **Personal Responsibilities**

- To play a full part in the life of the school community and to encourage staff and students to follow this example
- To actively promote school policies and procedures
- To be responsible for own continued professional development
- To comply with the school's Health & Safety policy and undertake risk assessments as appropriate.
- To be courteous to colleagues, visitors and telephone callers and provide a welcoming environment
- To attend meetings scheduled in the school calendar punctually
- absence
- To adhere to the School's Safeguarding Policy.

### **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.

### **Other job requirements**

All staff will be part of the school's appraisal scheme. You will have a team leader who will set agreed targets for the year. The team leader will monitor and review performance, including classroom teaching.

***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.***

## Person Specification – Teaching Assistant

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.

Criteria	Essential	
<b>Training, Qualifications and School Experience:</b> in their applications, candidates will demonstrate that they have the following training, qualifications and school experience:		
	<ul style="list-style-type: none"> <li>• Hold at least 5 GCSE's or equivalent, which must include at least a C grade in Maths and English</li> <li>• Minimum Level 3 vocational training / qualification in the care, development and education of children or relevant experience</li> <li>• Evidence of personal commitment to CPD</li> </ul>	
Criteria	Essential	Desirable
<b>Personal and Professional Qualities and Attributes:</b> in their statement of suitability and during the selection process, candidates will demonstrate the ability to:		
	<ul style="list-style-type: none"> <li>• Previous experience of working with children in an educational setting</li> <li>• Experience of using Information Technology to support students in the classroom</li> <li>• Experience of supporting SEN students in a mainstream classroom environment</li> <li>• Commitment to high standards and expectations</li> <li>• Once position ONLY to have experience of supporting student on the autistic spectrum and their anxieties</li> </ul>	<ul style="list-style-type: none"> <li>• Successful experience of working within a Secondary school</li> </ul>
Criteria	Essential	Desirable
<b>Professional Knowledge and Understanding:</b> In their statement of suitability and during the selection process, candidates will demonstrate professional knowledge and understanding of:		
	<ul style="list-style-type: none"> <li>• Knowledge of strategies to recognise and reward efforts and achievements along with the ability to encourage students to become self-reliant and independent learners.</li> <li>• Knowledge of SEN.</li> <li>• Excellent communication with children and parent/carers</li> <li>• Good behaviour management.</li> <li>• Able to adapt activities to suit the Child.</li> <li>• Possess strong interpersonal skills.</li> <li>• Be dependable, able to follow instruction and respond to management directions.</li> <li>• Have a willingness to extend skills through appropriate training.</li> <li>• Have good working ICT knowledge.</li> </ul>	<ul style="list-style-type: none"> <li>• The confidence to take risks and do things differently</li> </ul>

## The Recruitment Process

### 1. Applications

To apply for a staff vacancy, please register for an online account to complete the application form. Please visit our website [www.henleybankhighschool.co.uk](http://www.henleybankhighschool.co.uk), Or via eteach.

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.

Applications must be received no later than 9am, Friday 30<sup>th</sup> April 2021. We encourage early applications. Interviews may be conducted as applications are received and if a suitable candidate is appointed the vacancy may close early.

### 2. Shortlisting

Shortlisted candidates will then be invited by telephone to attend for an interview. Please make sure you have given day and evening telephone numbers on which you can be reached.

### 3. Interview

Interview dates will be held for shortlisted candidates applications are received, these may be held virtually.

### 4. Notification of outcome

Candidates will be notified of the outcome as soon as possible following the interview process. Please ensure you have given day and evening telephone numbers on which you can be reached.

### 5. Feedback

Unsuccessful shortlisted candidates will have the opportunity for professional feedback during the week following the interviews.

### 6. Take up post

The successful candidate will take up post on 1<sup>st</sup> September 2021.

Should you require any additional information, please contact Faye Cutler, PA to the Headteacher on [fcutler@henleybankhighschool.co.uk](mailto:fcutler@henleybankhighschool.co.uk) or 01452 863372.