



**GREENSHAW**  
LEARNING TRUST



**Teaching  
Assistant**  
Recruitment Pack

**ALWAYS  
LEARNING**

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Dear Candidate,

Thank you for your interest in the exciting and role of Teaching Assistant at The Brakenhale School.

The Brakenhale School is an 11 to 19 mixed comprehensive school situated on the southern side of Bracknell town centre. Our brand-new campus is now fully open and has created a fantastic environment in which our students can learn and flourish. Our core belief is 'High Expectations and Challenge' and it underpins everything that we do. This commitment to high standards and outstanding teaching has led us to become the school of choice for parents in Bracknell Forest and being an integral part of our local community is something that we value.

The Brakenhale School joined the Greenshaw Learning Trust in 2016 and was subsequently graded 'Good' with outstanding features at its last Ofsted inspection in 2019.

This is an exciting opportunity for a suitable individual to join our community at The Brakenhale School and ensure that our vision of increasing the life chances for our students continues, both within our school, and across Greenshaw Learning Trust.

Greenshaw Learning Trust has, at its heart, effective collaboration, and the sharing of the very best practice, not only throughout the organisation, but across and with other like-minded educational organisations. This leads to further improvement in the life chances of as many young people as possible.

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.

I would also encourage you to visit our website [www.brakenhale.co.uk](http://www.brakenhale.co.uk) to find out more. We do welcome visits to the school prior to application. If you would like to arrange a visit or if you would like any further information, please contact Anna-Marie Elsey, HR Manager, on [aelsey@brakenhale.co.uk](mailto:aelsey@brakenhale.co.uk).

I enclose a recruitment pack and I look forward to receiving your application.

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.

Yours faithfully

Jane Coley

Headteacher - The Brakenhale School

## Greenshaw Learning Trust – ‘Always Learning’

The Greenshaw Learning Trust is a successful multi academy trust that provides high quality comprehensive, non-selective and inclusive education. The Trust is committed to meeting the needs of every student and our schools offer a broad curriculum and wide range of special needs provision in a welcoming and challenging environment.

We are extremely proud of our success, but we are not complacent. We believe that we can – as an academy trust, as schools and as individuals – always improve. We believe that we are all ‘Always Learning’.

Each school in the Greenshaw Learning Trust is led by its own leadership team and a local governing body, which have the support of the wider Trust to help them achieve their objectives for their school. Being part of the Trust provides our schools with an effective structure to ensure that they achieve real benefits from collaboration and receive the support that they need. Our culture of trust and openness fosters mutual support and continual improvement.

School-to-school collaboration is enabled by regular contact between school leaders and joint training and development, supplemented by a shared service team of specialist pedagogical and support service experts. Our shared services provide a wide range of effective, rapid and flexible support, advice and guidance to our schools, including curriculum support, staff training and development, admissions, attendance, behaviour, safeguarding and SEND, family liaison, therapies, data management, estates and facilities, finance, HR, catering, and governance.

From its establishment in 2014, the Trust has grown significantly and currently employs around 2,150 people and educates over 14,000 students. We have approval to open a new secondary school and secondary special school in South London and we are planning to grow further over the coming months and years.

## 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:

- A supportive ethos and concern for the well-being of all colleagues.
- Excellent CPD opportunities and career progression.
- Employer Contributions to Local Government or Teachers Pension Scheme.
- Cycle to work scheme.
- Gym membership scheme.
- Employee Assistance Programme.
- Eye Care Voucher scheme.
- Car Benefit Scheme.
- My Health discounts.
- Health Shield voluntary Healthcare scheme.

## Teaching Assistant Job Description

### Main purpose of the role:

The Teaching Assistant will work with individuals and groups under the direction of the SENCo and teaching staff to support the learning of students with additional needs.

In addition, the Teaching Assistant will be required to take the role of Midday Supervisor during rota'd lunch and break duties.

The Teaching Assistant will be line managed by the SENCo.

- demonstrate a passion for education and a desire to improve the life chances of all students.
- adapt rapidly to the challenge of building on the existing strengths of the school to achieve all round excellence in teaching and learning.
- maintain the school's ethos of diversity, inclusivity and equality of opportunity.

**Salary:** **Grade K Spine Point 1 £13,587.00 actual salary based on 32.5 hours per week, term time only (30 hours Teaching Assistant and 2.5 hours Midday Supervisor)**  
**Fringe pay scale**

### Responsibilities:

The Teaching Assistant will:

- To assess, manage and deliver pastoral and learning support
- To work alongside teachers in the classroom to deliver learning to support the academic achievement of all pupils
- To support students during transition periods
- To provide feedback to pupils, the SENCo and the class teachers
- Assist the teacher with preparing materials for the class and clearing up the resources at the end of the class, maintaining a safe working environment
- To support the pupils to understand instructions and develop independent learning skills
- To work in line with the behaviour for learning policy
- To support students with their social, emotional well-being and reporting concerns where appropriate
- To assist in responding to low level safeguarding concerns
- To support the SENCo in the identification of the needs of students on the SEN register
- Record basic student data
- Assist with break and lunch time supervision as required
- To complete required training
- To follow all Health & Safety, safeguarding and GDPR requirements
- The post holder is responsible for ensuring that the school safeguarding/child protection policy is adhered to and concerns are raised in accordance with this policy.
- To carry out tasks as reasonably required by the Headteacher.

## 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.

Criteria	Essential	Desirable
<b>Training, Qualifications and School Experience: On their application form, candidates will demonstrate that they have the following training, qualifications and school experience:</b>		
	<ul style="list-style-type: none"> <li>GCSE Maths &amp; English Grade C or equivalent</li> <li>Good literacy and numeracy skills</li> <li>Appropriate experience of operating in a similar role</li> </ul>	<ul style="list-style-type: none"> <li>A Level or equivalent</li> </ul>
<b>Experience:</b> In their statement of suitability and during the selection process, candidates will demonstrate that they have experience in:		
	<ul style="list-style-type: none"> <li>Knowledge of using IT systems and packages, in particular Microsoft Office</li> <li>Experience of working with vulnerable young people</li> <li>Experience of working in a school's environment</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of continuous professional development</li> </ul>
<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>Strong verbal &amp; written communication skills and an ability to use these to have a positive input on student learning in the classroom &amp; in small groups/1-1</li> <li>Ability to carry out allocated tasks under the supervision of our SENCO lead</li> <li>Ability to empathise and move students forward in their learning</li> <li>Able to build good relationships with students and to support good behaviour in &amp; beyond the classroom</li> <li>Ability to develop one to one relationships with students with particular learning needs</li> <li>Ability to work within set guidelines and respond to unexpected circumstances</li> <li>Ability to cope with exposure to emotionally demanding situations</li> <li>Ability to work effectively as part of a team or as an individual</li> <li>Ability to prioritise workloads and have excellent time management and organisational skills</li> </ul>	<ul style="list-style-type: none"> <li>Quick to adapt and take on new initiatives</li> <li>Willing to undertake further training which may be required</li> <li>Quick to adapt and take on new initiatives</li> <li>Willing to undertake further training which may be required</li> </ul>

	<ul style="list-style-type: none"> <li>• Ability to monitor, control and keep records according to the requirements of the school</li> <li>• Excellent interpersonal and communication skills</li> <li>• Ability to establish positive relationships with staff members at all levels</li> <li>• Be confident in the use of email and database programs</li> <li>• Able to take a whole school perspective on issues</li> <li>• Smart and presentable</li> <li>• Professional attitude at all times</li> <li>• Approachable and Empathetic</li> <li>• Excellent attention to detail</li> <li>• Flexible and enthusiastic</li> <li>• Ability to be self-motivating</li> <li>• Resourceful, creative and enthusiastic</li> <li>• Ability to remain positive</li> </ul>	
<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 SEND policies and procedures</li> </ul>	

## The Recruitment Process

### 1. Application

To apply for a staff vacancy, please register for an online account to complete the application form. Please visit our website <https://www.greenshawlearningtrust.co.uk/join-us/staff>. 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. CVs should not be submitted.

Applications must be received no later than **9:00am on Friday 10<sup>th</sup> September 2021**. Applications received after this date and time will not be considered.

Please note: we reserve the right to close the position early in the event of a large number of applications.

### 2. Shortlisting

Shortlisting will be finalised on **14<sup>th</sup> September 2021**. Shortlisted applicants will be invited by telephone to attend a formal interview process. Please make sure you have clearly indicated day and evening telephone numbers on which you can be reached. References will be taken up after shortlisting if consent has been provided.

### 3. Interview Process

First stage Interviews will be held on **Thursday 16<sup>th</sup> September 2021**.

### 4. Taking up post

The successful applicant will take up post on **1st October 2021 or as soon as possible**.

For further information, please contact Anna-Marie Elsey, HR Manager: [aelsey@brakenhale.co.uk](mailto:aelsey@brakenhale.co.uk)