



GREENSHAW
LEARNING TRUST

B
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SCHOOL
BY INCREMENTS CONQUER

Teaching Assistant
SEN
Recruitment Pack

ALWAYS
LEARNING

Introduction

Thank you for your interest in joining our school.

This is a unique and exciting opportunity to join Broadwater School and further contribute to the life chances of young people in the school and across the Trust.

Broadwater has been on a rapid improvement journey, is highly ambitious to secure incredible outcomes for our young people and committed to ensuring a world class character education. In 2019, the school was judged Good by Ofsted with Outstanding for Personal Development and has continued to improve and thrive ever since.

Broadwater converted to an Academy and joined the Greenshaw Learning Trust in September 2020. This has been a really exciting period and has given both students and staff a wealth of exciting opportunities.

The Greenshaw Learning Trust is a 'family' of like-minded schools that collaborate to provide mutual support, share good practice and learn from each other, whilst retaining and developing their own distinctive character. The Greenshaw Learning Trust website 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.

Please do also look at our school website <https://www.broadwater.surrey.sch.uk/> which gives a flavour of the school. Everyone who comes to look around comments about the positive ethos and exciting atmosphere.

If you would like to work in an incredibly supportive school with a highly visible SLT, disruption free learning and the best CPD opportunities then we would love to receive your application.



Lizzi Matthews
Headteacher

Teaching Assistant

Salary grade: PS3 Actual salary £15,664-£16,429

Full-time equivalent £19,313-£20,257

Weeks per year:39 34 Hours per week.

Broadwater is committed to safeguarding and promoting the welfare of its students and expects all staff to share this commitment.

This is an exciting opportunity to take on a key role. Supporting the delivery of learning to specific SEN students, using Strategies to help make the difference to the lives of young people with the full range of special educational needs and disabilities Reporting to the SENCO. This vital work will support the school in striving to raise standards of teaching and learning. The Broadwater community is an exciting place to be for both students and staff. Broadwater was rated Good by Ofsted in October 2019 with Outstanding for Personal Development.

We would welcome applicants who:

- **are engaging and enthusiastic**
- **possess excellent written and verbal communication skills**
- **are well organised and can prioritise effectively**
- **are resilient and respectful**
- **are educated to a good level**
have excellent ICT skills

We can offer:

- **a strong and supportive SLT and wider staff team**
- **excellent CPD opportunities**
- **opportunities for further development and whole school responsibilities**
- **free Gym membership**
- Broadwater joined Greenshaw Learning Trust on 1st September 2020. 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.

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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 Profile

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Broadwater is an equal opportunities employer.

This profile recognises the demands of the current Pay and Conditions regulations and reflects the policies within the Governors’ Pay Policy.

JOB TITLE: Teaching Assistant

JOB PURPOSE Supporting the delivery of learning to specific SEN students Using Strategies to help make the difference to the lives of young people with the full range of special educational needs and disabilities

ACCOUNTABLE TO: SENCO

	Key Tasks:
Main Duties	<ul style="list-style-type: none"> • Meeting and greeting students arriving at school • Acting as a key worker to an allocation of students with complex special educational needs to ensure they participate in the full academic experience. • Providing in class support to students • Contributing to the running of the department by regular attendance at meetings and co-operating in department development initiatives. • Attending meetings, training sessions, after-school events and courses as required.

Safeguarding

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.

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 – Data Manager

Broadwater is committed to safeguarding and promoting the welfare of its students and expects all staff to share this commitment Teaching & Learning

Job Criteria	Essential	Desirable	Assessment
Qualifications	<ul style="list-style-type: none"> GCSE English and Maths A*-C (or equivalent) 		Application Form and certificates
Knowledge and Experience	<ul style="list-style-type: none"> Experience of working with young people Experience of supporting and working effectively with others to meet common goals 	<ul style="list-style-type: none"> Experience of working in an educational/learning environment. Experience of working with secondary aged children. Knowledge of safe-guarding in schools 	Application Form, references and interview
Skills	<ul style="list-style-type: none"> Able to communicate effectively orally and in writing. Communicates at a level and in a manner appropriate to the situation. Able to plan, organise and prioritise effectively ICT skills 		Application Form, references and interview
Abilities and Attributes	<ul style="list-style-type: none"> Enthusiastic Trustworthy Reliability Ability to work as part of a team Able to develop and maintain good relationships with staff, parents, governors and students. Focused on the needs of the student Ability to use initiative 	<ul style="list-style-type: none"> Flexibility 	Interview
Safeguarding	<ul style="list-style-type: none"> Suitability to work with children Not on the Children’s Barred List 		References and Enhanced DBS disclosure

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 www.greenshawlearningtrust.co.uk/join-us/staffvacancies

The recruitment process is managed via your online account and you will receive 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.

2. Shortlisting

Shortlisting will be finalised as soon as possible. Shortlisted applicants will be invited by telephone or email to attend a formal interview process. Please make sure you have indicated clearly day and evening telephone numbers on which you can be reached. References will be taken up after shortlisting.

3. Interview Process

The interview process may consist of a practical test related to the knowledge and abilities in the Person Specification. A further shortlisting process may then take place and shortlisted applicants will be invited to a final formal interview.

4. Feedback

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

5. Taking up post

The successful applicant will take up post TBC

6. Additional information

For further information, please contact Karen Carling, HR Manager on k.carling3@broadwater.surrey.sch.uk 01483 520634

Employee Benefits

Professional Development and Career Progression

We recognise our employees as our most important asset and we are aware that the quality and commitment of our employees is critical to our success.

We offer training programmes to support staff across all our schools. We offer both inhouse and external training opportunities as well as links to professional bodies. If you have specific training requirements or would like to find out more about any of the courses above please see your line manager.

Local Government Pension Scheme (LGPS)

The Local Government Pension Scheme is one of the largest public sector pension schemes in the UK. It is a nationwide pension scheme of 3.5 million members working in local government or working for other types of employer participating in the scheme. The LGPS is a defined benefit scheme which means that your pension will continue to be worked out using a set formula and it is guaranteed by Government. On starting your employment, you will be automatically entered into the pension scheme, we will provide you with further information within your starter pack.

Cycle to Work

You can make huge savings on a bike and permitted accessories when you sign up to the Cycle to Work scheme through Greenshaw Learning Trust. Your Cycle to Work scheme will be implemented via a salary sacrifice arrangement whereby you agree contractually to a regular reduction from your gross salary to cover the cost of the bike and accessories, therefore making tax and National Insurance savings. For further information, please visit <http://www.flexiblebenefits.coop/our-benefitsorig>

Gym Discounts

As an employee of Greenshaw Learning Trust, you can benefit from discounts at over 2900 gyms, health clubs, leisure centres, yoga studios, boot camps and outdoor activities across the UK. Even if you are currently a member at one of the listed gyms, you may still be able to benefit from a corporate discount.

Employee Assistance Programme

Life – there's a lot to juggle. Work, family, relationships, finances, health, the list goes on. Sometimes, meeting the demands of your work and personal life can be a real challenge. As your employer, we recognise this and therefore feel it is important that we provide you with an Employee Assistance Programme (EAP) to help take the strain when you need some extra support. Your EAP can save you time, and help reduce stress and anxiety, improving your well-being and freeing you up to focus on other things. www.workplaceoptions.com

Eye Care Voucher Scheme

Greenshaw Learning Trust are committed to fulfilling responsibilities for the health, safety and welfare of its employees. Eye tests will be provided to ensure users can comfortably see the screen and work effectively without visual fatigue. If a DSE user requests an eye test, the Trust will provide one. If the test shows that the user requires glasses specifically for DSE work, the Trust will cover the cost of these glasses.