



**FULLHURST**  
COMMUNITY COLLEGE

EST 1991



# Teaching Assistant L3 **INFORMATION PACK**

Transforming Lives

[www.fullhurst.leicester.sch.uk](http://www.fullhurst.leicester.sch.uk)

Dear Applicant,

It is a privilege to introduce myself as the Executive Headteacher of Fullhurst Community College and to thank you for expressing an interest in working with us. We are proud to serve a diverse community of 1500 students, aged 11-16 years, across our two large campuses in Southwest Leicester.

As a school we passionately believe in making a positive difference to the lives of our students who come from one of the most deprived communities in the UK. With almost 50% of our students from disadvantaged backgrounds, it is imperative that all our staff work together to improve the life chances of the students that come to our school. Within our context the progress students make at Fullhurst is exceptional, something which was recognized in our most recent Good Ofsted inspection which states; "There is a clear-sighted focus on improving GCSE outcomes, combined with a deep-seated moral commitment to serving the needs of the young people in the area, especially the most vulnerable."

We are very proud that in recent years we have been recognized as Department for Education Pupil Premium Secondary Regional Champion, Leicester Mercury School of the Year, Healthy Schools of the Year and were shortlisted for the Pearson's 2018 National School of the Year.

Due to both the success and the popularity of the college, Fullhurst has been expanding in student numbers over the past four years and continue to be over subscribed. Our recently built Fosse Campus, is the base for Years 7 and 8 and over the road our Imperial Campus, is the base for Years 9,10 and 11. At Fullhurst we acknowledge that some of our students have individual learning needs which may affect their progress across the curriculum. Within our specialist Learning Centre, we have a committed team of teachers and teaching assistants who are trained to support students with a variety of needs.

If you want to be part of our continued success and believe in improving the life chances of young people from disadvantaged backgrounds, we look forward to receiving your application and accompanying letter explaining why you are a suitable applicant for the position. If you have any questions please do not hesitate to contact the college on 0116 282 4326 or via email [recruitment@fullhurst.leicester.sch.uk](mailto:recruitment@fullhurst.leicester.sch.uk).

Thank you again for expressing an interest in joining our team of amazing staff at Fullhurst.

Yours faithfully,

Christina Bailey  
Executive Headteacher

# FULLHURST COMMUNITY COLLEGE

## Reasons to join our team



We think Fullhurst is a fantastic school to begin your teaching career and we offer many opportunities for ECTs.

- For all Early Career Teachers (ECTs) we adhere to the statutory guidance to support development.
- This entitles all ECTs to a reduced timetable, a mentor and access to development opportunities.
- We work with the approved providers and the local Teaching Schools Hub to deliver this programme.
- We encourage all ECTs to actively engage with the variety of opportunities they are provided with at Fullhurst to help their development, so that by the end of their induction period they are able to evidence consistently meeting all of the Teacher Standards in a sustained way.
- Development opportunities include mentoring and coaching, access to courses, lesson observations and the opportunity to observe experienced staff members.
- All ECTs will also have regular reviews of their progress and targets set to support their development.



# FULLHURST COMMUNITY COLLEGE

## Reasons to join our team



**Fullhurst Community College first opened its doors in 1991 and we have never been more excited about our future.**

### **WE LISTEN TO OUR STAFF**

Following a recent annual staff survey, 96% rated the performance of the college as good or very good. 97% said they would recommend the college to prospective parents.

### **WE VALUE OUR STAFF**

We have an active group of staff who form our Wellbeing Committee who work to ensure that effective practice and provision is in place that promotes the emotional wellbeing and mental health of both staff and pupils. "Staff value the support they receive from senior leaders as well as the focus on their well-being." *Ofsted January 2018.*



### **WHAT WE CAN OFFER YOU:**

- A comprehensive induction process, with all new teaching staff offered a mentor
- Commitment to providing a supportive and developmental culture for all staff, through an extensive CPD programme
- Collaborative planning sessions, where dedicated time is set aside for the department to plan collectively and therefore reduce workload.
- Developmental lesson observations which are not graded
- Free access to our fully equipped on-site gym and preferable rates for college facilities hire
- Cycle to work scheme - designed to promote healthy travel to work and reduce carbon footprint
- Eye care vouchers - help with your eye care if your work involves significant periods of time looking at a computer screen
- Vectis discount card - an easy way to save in store on shopping, eating out and much more
- Annual flu jab - to protect against those winter germs
- Staff can always approach their line manager for assistance but they also benefit from a dedicated team who provide a confidential counselling service offering telephone or face-to-face appointments, 365 days a year
- We're committed to equality and diversity. We have our very own Stonewall Champion and are committed to equal opportunities for everyone
- We provide a wide range of activities and events for staff to relax and enjoy across the year including staff BBQs and sporting activities
- We are part of the Teachers' Pension Scheme for teaching staff and the Local Government Pension Scheme for support staff

# FULLHURST COMMUNITY COLLEGE

## What staff have to say about



“When I joined Fullhurst I was immediately impressed by the supportive nature of the staff and the desire that all staff share to make a difference to the students who attend the college. This has not changed in the time I have been at Fullhurst. I have had the privilege of leading on Teaching and Learning over the past few years, and have seen the college go from strength to strength in that time and know that we all share a desire to enable students to achieve the best possible outcomes that they can during their time with us. Fullhurst is a great place to work.”

**Mrs C Bailey** *Executive Headteacher*

“Since joining as a fresh-faced NQT in 2012, I have seen Fullhurst go from strength to strength. The staff working here are an incredible team, which is reflected in the results, which continue to improve year on year. I have had the pleasure of teaching a diverse range of amazing young people at Fullhurst, many of whom still have strong ties to the college and keep us updated on their successes. Hearing about these positive outcomes is so rewarding and a big part of why I am still enjoying my time here six years later. I am proud to be part of the team as the college expands and very excited to see what happens in the future.”

**Mr T Jones** *Standards & Progress Leader for Communications*

“I started working in education in 1992 as a teaching assistant in a primary school. In 1994, I began working as a TA at a secondary school mainly with two students with SEN, this was a very unusual role at the time. When the students left I became a science technician at the school. I joined Fullhurst Community College as a science technician in 2005. I have seen lots of changes over the years, for the better. I have been through several Ofsted visits with the college attaining higher outcomes each time. Working here is very rewarding, the staff are a great team, working together for the benefit of our students both academically and in their own personal development. Expectations of students are high and staff work together to help them achieve their best. Fullhurst is also a fun place to be!”

**Miss T Marlow** *Science Technician*



# FULLHURST COMMUNITY COLLEGE

## What staff have to say about



"I joined Fullhurst Community College straight after a successful School Direct programme and completed my NQT year here. Fullhurst have a fantastic NQT programme where you gain outstanding support to help you develop to become the best teacher you can. Two years later I was fortunate to be offered the position of Head of Physical Education. The reason I applied to work at Fullhurst is their ethos of transforming lives. I believe that as a teacher, you can provide every student with equal opportunities so that they can reach their full potential and that is exactly what Fullhurst offer. Working with a variety of students from completely different backgrounds, I find to be very rewarding and enjoyable. Every day something new can happen which keeps you on your toes! I love working here because you feel like you make a real difference to our students' lives in both their academic and personal development."

**Miss M Bird**, *PE Teacher and Year 10 Standards Leader*

"I joined Fullhurst in 2014 as a Curriculum Leader in the Mathematics & ICT Faculty. I have been supported effectively throughout my time at the college which has allowed me to professionally develop quickly as an individual and enabled me to make a bigger impact on the outcomes of our students. It is clear that Fullhurst is relentlessly driven by a clear moral purpose of improving the life chances of all of our students. This is done not only through the curriculum we deliver but the huge variety of extra-curricular opportunities on offer. I am proud to be a part of the positive impact that Fullhurst Community College has on students, staff and the community".

**Mr S Willcock**, *Senior Deputy Headteacher*



"I started working at Fullhurst Community College as the Standards and Progress Leader for Maths and ICT in September 2016. Having worked previously as a second in department at a different school in the city, I was ready to influence students' lives on a wider scale and this seemed the best opportunity to do so. When I stepped into Fullhurst Community College, I knew that this was where I wanted to work. The college's goals fall in line with my personal goal as a facilitator of learning, which is that 'every child irrespective of their background has the right to achieve and do well to the best of their capability'. The belief that teachers have in their students is the driving force behind our success. Students know that you genuinely want them to do well, and this dedication from both parties brings about the brilliant results the college continues to achieve. Staff development is also at the forefront of the leadership team and at Fullhurst I have been given opportunities to embark on courses to improve my leadership skills. Students at Fullhurst genuinely want to do well and the college provides them with the environment to do so. It is amazing to be part of the success story of a college which improves the lives of students in their community, giving them a chance to stand tall as equals with students from all over the country."

**Mrs V Adeniyen**, *Curriculum Leader for Maths*

# FULLHURST COMMUNITY COLLEGE

## Recruitment Advertisement



**Post title:** Teaching Assistant Level 3

**Salary:** Actual starting salary is £18,569 per annum (Grade 5 Points 11-14 pro rata)

**Contract type:** Permanent for 39 weeks per year (38 weeks term time plus 5 inset days)

**Hours:** 32.5 hours per week (M, Tu, Th 08:15-15:20. W 08:15-16:20. F 08:15-15:10 - 45 min lunch)

**Responsible to:** SENDCo

**Due to expansion of the school and our Designation Specialist Provision (DSP), we have a Teaching Assistant Level 3 position available in order to provide support to students to enhance learning in order that students meet their potential in the curriculum area.**

Fullhurst Community College is an over-subscribed and multi-award-winning secondary school for 11-16-year-olds based across two impressive campuses in Braunstone, Leicestershire. Our school is dedicated to our local community, and we passionately believe in transforming the lives of young people from one of the most deprived communities in the UK by ensuring that every student has the very best life chances made available to them.

Further details about the role, including the application form are available from our website [www.fullhurst.leicester.sch.uk](http://www.fullhurst.leicester.sch.uk) or by emailing [recruitment@fullhurst.leicester.sch.uk](mailto:recruitment@fullhurst.leicester.sch.uk)

Completed applications should be returned to the Executive Headteacher, Fullhurst Community College, Imperial Avenue, Leicester, LE3 1AH or via email at [recruitment@fullhurst.leicester.sch.uk](mailto:recruitment@fullhurst.leicester.sch.uk)

**CLOSING DATE: Wednesday, 11<sup>th</sup> October 2023 at 9.00am**

**Safeguarding Statement:**

We are committed to keeping children and young people safe from harm and abuse and to promoting their welfare, and we expect that everyone who comes to work for us will share the same commitment. Fulfilling this responsibility includes making sure that our recruitment process includes a range of measures to identify those who may be unsuitable to work with children and young people. In addition, all roles within the school/college are covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, and are subject to an enhanced Disclosure and Barring Service (DBS) check. These posts may also be subject to further DBS re-checks at appropriate intervals. Further information about what the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 means for applicants is provided on the Application Form. Please note that having a criminal record is not an automatic bar from working with us: whether or not your criminal record has a bearing on the post you have applied for will be carefully considered as part of the recruitment process. This may involve a discussion with yourself about the circumstances and background to your offences.



# FULLHURST COMMUNITY COLLEGE

## Job Description



**Post title:** Teaching Assistant Level 3

**Salary:** Actual starting salary is £18,569 per annum (Grade 5 Points 11-14 pro rata)

**Contract type:** Permanent for 39 weeks per year (38 weeks term time plus 5 inset days)

**Hours:** 32.5 hours per week (M, Tu, Th 08:15-15:20. W 08:15-16:20. F 08:15-15:10 - 45 min lunch)

**Responsible to:** SENDCo

### CORE PURPOSE OF THE ROLE:

Provide support to students to enhance learning in order that students meet their potential in the curriculum area.

### SPECIFIC RESPONSIBILITIES OF THE ROLE:

- Use specialist knowledge, experience, training to plans and provide appropriate support to students in small group and class settings.
- Provide cover for absent teachers and provide access arrangements for students.
- Support the SENCO in the appointment, supervision and deployment of staff that support students (e.g. TA Levels 1 & 2 and volunteers).
- Apply considerable depth of knowledge and understanding of relevant area of the curriculum, age range or SEN in supporting students.
- Have the knowledge to enable independent selection of ICT tools to advance children's learning.
- Follow and adhere to all college policies and procedures including data protection policy, equality and diversity policy, health and safety policy, safeguarding children in education - child protection policy.

### JOB TASKS (Each task taking at least 10% of the post holder's time):

- Apply knowledge and understanding to support the learning of students and ensure their progress.
- Assist students in the development of communication skills, personal, social and emotional development and in the development of self-esteem.
- Plan, prepare and carry out small group interventions in order to move on the learning of the students.
- Carry out and record assessments of student levels and progress and contribute to the assessment of students by teachers through observation and reporting.
- Carry out and contribute to curriculum planning and evaluation and assist in implementation.
- Support the implementation of strategies to manage students' behaviour and help manage students' behavior.
- Co-ordinate and organise students attending extra-curricular activities/work experience (or other out of school activities).
- Supervise individual or small groups of pupils.
- Put together resource packs, learning aids etc.
- Model good practice and contribute significantly to the planning and delivery of INSET to others (e.g. TA's and volunteers) who will support students.

## SPECIFIC RESPONSIBILITIES

- Attend internal and external meetings as and when required.
- Participate in professional development opportunities, with a willingness to develop additional skills and expertise.
- Keep up-to-date with current developments affecting your area of responsibility.
- Contribute to college development through identified communication and consultation channels.
- Contribute to the overall ethos / work / aims of the college.
- Carry out any other duties that may be reasonable as requested by the Executive Headteacher.

While every effort has been made to explain the main duties and responsibilities of the post, each individual task is not identified.

This job description is current at the date shown, but in consultation with you, may be changed by the Executive Headteacher / Director of Resources to reflect or anticipate changes in the job commensurate with the grade and job title.

Signed ..... Staff Member

Signed ..... Line Manager

Date .....

# FULLHURST COMMUNITY COLLEGE

## Person Specification



**Post title:** Teaching Assistant Level 3

**Salary:** Actual starting salary is £18,569 per annum (Grade 5 Points 11-14 pro rata)

**Contract type:** Permanent for 39 weeks per year (38 weeks term time plus 5 inset days)

**Hours:** 32.5 hours per week (M, Tu, Th 08:15-15:20. W 08:15-16:20. F 08:15-15:10 - 45 min lunch)

**Responsible to:** SENDCo

Training and education	Essential (E) / Desirable (D)
Level 3 Teaching Assistant qualification or university degree.	E
Maths English GCSE (A*-C) or equivalency test (L2 basic skills literacy).	E
IT packages i.e. Word, Excel.	E
<b>Experience</b>	
Experience of contact with students and parents.	E
Have considerable experience (at least 2 years) of working to support children's learning.	E
Have an up to date understanding of the Level 3 post.	E
Have experience of working with small groups.	E
Have evidence of moving on students' learning in a small group or class situation.	E
Have an understanding of other areas of school life.	D
Knowledge of good practice, policies and procedures in schools / colleges	E
<b>Knowledge and understanding</b>	
Knowledge and understanding of the diversity of people from differing backgrounds and cultures.	E
Knowledge and understanding of the motivations and drive of the students.	E
Knowledge and understanding of the subject matter and current developments in the curriculum area.	E
Knowledge and understanding of how to present information effectively, verbally and in writing to others (for formal SEN reviews, etc.).	E
Be able to take responsibility for planning own work.	E
Be able to transfer theory/training to practice and demonstrate skills of problem solving drawing on relevant experience.	E
Understand and practise the professional boundaries between TA and students.	E
<b>Leadership skills</b>	
Some supervision of Level 2 TA's.	D
Demonstrate creativity and imagination showing an ability to adapt teaching styles to the needs of a group of students.	E
<b>Communication</b>	

Able to communicate clearly and take into account, where appropriate, the view of others.	E
Able to communicate effectively both orally and in writing with students, parents / carers, governors and the wider community.	E
Able to deal sensitively with people and resolve conflicts.	E
<b>Self-management skills</b>	
Show ability to <ul style="list-style-type: none"> <li>• Prioritise and manage time.</li> <li>• Work under pressure to meet deadlines.</li> <li>• Be self-motivating.</li> <li>• To be approachable to young people.</li> </ul> Ability and willingness to work with other staff and agencies.	E
Able to work independently without direct supervision.	E
Able to reflect on own practice and take part in CPD.	E
<b>School ethos</b>	
Can evidence a desire to see young people succeed.	E
Actively promote the curriculum area across the school.	E
Must be able to recognise discrimination in its many forms and willing to put the college's equality and diversity policy into practice.	E
Commitment to equal opportunities and equal value for all students.	E
<b>Other conditions</b>	
Must satisfy relevant pre-employment checks. An Enhanced DBS (Disclosure and Barring Service) statement will be obtained for the successful applicant.	E

Throughout the selection process the applicant will be assessed for the essential personal attributes for this role.

- Adaptability to changing circumstance and ideas.
- Energy and enthusiasm.
- Reliability and integrity.
- Imagination and creativity.
- Forward thinking.