



Hillcrest School & Sixth Form Centre

Job Application Pack

Level 3 SEND Teaching Assistant

32.5 hours per week - 1 Year in the first instance/Term-Time Only

Full time £23,194 (pay award pending) - Term-Time Only £18,136

Salary: Grade 3

*'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 11 to 16 school with a mixed sixth form located on a green field site in Edgbaston constituency on the southwest edge of Birmingham. Our students come from a range of backgrounds across Birmingham and surrounding areas.

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



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 extracurricular 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 want to provide outstanding support for our staff and students within a forward-thinking, hard-working school community.

Thank you for your interest in our School, and I would like to take this opportunity to wish you well in your application.

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



Hillcrest School & Sixth Form Centre

Level 3 SEND Teaching Assistant

32.5 hours per week - 1 Year in the first instance/Term-Time Only

Full time £23,194 (pay award pending) - Term-Time Only £18,136

Salary: Grade 3

We are seeking to appoint a highly motivated and enthusiastic Level 3 SEND Teaching Assistant who will contribute to the SEN department.

We are looking for a level 3 SEND Teaching Assistant, for one year in the first instance, who has/is:

- Dedicated and motivated who strongly believes in teamwork and building positive relationships across the school.
- Excellent written and oral skills.
- The ability to communicate effectively with children, staff and parents.
- Will contribute positively to the teaching and learning of our students.
- Is committed to raising standards within a broad and balanced curriculum.
- Has the ability to develop children's wellbeing and self-esteem.



Closing date for applications: 16 October
2023 12.00pm

Interviews to be held on: w/c 16 October
2023

Please note that appointment is subject to enhanced DBS, medical and reference checks. Hillcrest School is committed to Equal Opportunities and to safeguarding and promoting the welfare of its students'

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.





Hillcrest School & Sixth Form Centre

Job Description

Job title:	Level 3 SEND Teaching Assistant
Department / Location:	SEN
Accountable to:	SENDCo
Salary Grade / Range:	Grade 3

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.

This level is applicable to experienced teaching assistants whose working role calls for competence across a varied range of responsibilities.

Work Performed

To undertake the role of SEND team player, working under the day-to-day supervision of senior learner support staff.

To support the learning of students with SEND within a structured teaching situation and deliver small group or individual intervention programmes as required.

To understand how students learn and how to create and maximize learning opportunities.

To be aware of intended curriculum outcomes and to assist students in making progress towards these.

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.

To monitor 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

To maintain records of intervention: records of 1:1 and small group interventions and the relevant data; and to make these available for inspection upon request by the SENDCo or other another senior member of staff (using Provision Map software).

To undertake break and lunchtime time duties as directed by SENDCo/HLTA

To work with individual students as directed to maintain personal confidence, promote positive behaviour, and encourage independence.

To supervise assigned students where required, to ensure their health and safety.

To contribute when appropriate to any multi-disciplinary discussion of the students' needs/progress.

To participate in relevant staff development activities.

To become familiar with, understand, and adhere to Hillcrest School policies and procedures.

Undertake line management responsibilities of other TAs where appropriate.

Participate in meetings as required.

Literacy, numeracy, and social/emotional interventions and assessment to identify needs.

To use assessment and monitoring data effectively in the collation of exam access arrangements evidence.

Monitor and assess specified individuals and groups of pupils in accordance with the monitoring and assessment arrangements for the school.

Provide information and reports as required on the achievement and progress of pupils.

Ability to provide classroom cover - with agreed parameters - in the absence of the class teacher

Specific Duties - To be confirmed with postholder.



Hillcrest School & Sixth Form Centre

Person Specification

Job title:	Level 3 SEND Teaching Assistant
Department / Location:	Support Staff
Accountable to:	SENDCo
Salary Grade / Range:	Grade 3
Experience	<ul style="list-style-type: none"> • Experience of Teaching Assistant work. • Working with young people of secondary age. • Previous experience of working 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 • Knowledge of the TA standards • Knowledge of SEN Code of Practice • Working knowledge of common ICT applications, especially Microsoft Word, Excel and Outlook. • Effectively plan and prioritise regular and irregular tasks. • Clarify and explain instructions to students. • Communicate effectively and positively with students. • Motivate pupils to learn. • Ability to consistently and effectively implement agreed behaviour management strategies. • Assist with the organisation of the learning environment. • Undertake routine tasks under the direction of a teacher. • Ability to assist in the recording of lessons and assessment as required by the teacher. • Maintain records and data for interventions and student files.

	<ul style="list-style-type: none"> • Work effectively with adult team members • 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"> • Educated to at least GCSE level (including Maths and English)
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. • Literacy, numeracy and social/emotional interventions and assessment to identify needs. • Monitor and assess specified individuals and groups of pupils in accordance with the monitoring and assessment arrangements for the school. • Provide information and reports as required on the achievement and progress of pupils. • In an emergency, on a short-term basis, supervise the class until the teacher returns or alternative arrangements are made. • Willingness to participate in further training and developmental opportunities offered by the school and county, to further knowledge including first aid training.

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 www.hillcrest.bham.sch.uk/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 as outlined in the job description and person specification. You should give clear examples rather than simply stating that you possess certain skills and abilities.

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.

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: enquiry@hillcrest.bham.sch.uk

Postal application forms should be sent: F.A.O Headteacher, Hillcrest School and Sixth Form Centre, Stonehouse Lane, Bartley Green, B32 3AE.

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 2 working days). Candidates who have not been successful will be contacted by email (usually within 2 working days) with details of how to contact the school if they would like feedback.

Hillcrest School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced DBS check is required for all successful candidates.