



# Hillcrest School & Sixth Form Centre

## Job Application Pack

### Specialist Level 3 SEND Teaching Assistant

Temporary 1 year post

*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](mailto: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 south west edge of Birmingham. Our students come from a range of backgrounds from 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 potential in both academic and social terms. We combine the best of traditional values with the very 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 team of teaching staff, and support staff who are committed to delivering quality administration and support services to our school.

If you want to provide outstanding support for our staff and students within a forward thinking, hard-working school community, we would like to hear from you.

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

### Advert - Specialist Level 3 SEND Teaching Assistant

**Temporary post for 1 year**

32.5 hours per week - Term-Time Only

Salary: Grade 3

Full time £25,119 / pro rata part time salary is £19,641

All Teaching Assistants at Hillcrest School and Sixth Form Centre are appointed to work with a range of students, across all key stages, and as part of a team - under the general direction and supervision of the SENDCo. They take a vital role in enriching and enhancing learning experiences and contributing to personal, social, physical and emotional development.

The dedicated Specialist Level 3 SEND Teaching Assistant (TA) will provide directed intervention and support for the highest needs students - have an EHCP/SSPP or broad, complex SEND needs.

Under the direction of the SENDCo and Higher-Level Teaching Assistants (HLTAs) - and in accordance with the young person's EHCP/SSPP/One Page Profile - the appointed specialist will facilitate broad access to bespoke curriculum adaptations and interventions, whilst enabling inclusion, as far as possible, within the Hillcrest community.



**Closing date for applications:** Monday 8 January 2024 at 12:00pm

**Interviews to be held on:** Thursday 11 January 2024

**Visits to the school are welcome:** Please contact the school on 0121 464 3172 to arrange a visit.

Hillcrest School is committed to safeguarding all children and as such any appointment will be subject to receiving an enhanced DBS check and satisfactory references.

We are committed to creating a diverse workforce, we treat all applicants in a fair and equal manner to ensure that unlawful discrimination does not occur.

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.





## 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 <https://www.hillcrest.bham.sch.uk/job-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. You should give clear examples rather than simply stating that you possess certain skills and abilities.

## For Leadership posts you should evidence: -

- How your leadership and management will have a positive impact on student progress.
- How your leadership skills will inspire and develop the department, to ensure that it becomes an outstanding one.

## For all posts you should evidence:-

- Where you have had a positive impact on student performance, including for disadvantaged students.
- How you keep up to date with the latest pedagogical knowledge.

## 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.

## Online Search

As part of the updated KCSIE guidance, the school reserves the right to conduct online searches as part of their due diligence on the shortlisted candidates to identify any publicly available information about the candidate that may be relevant to their suitability to work with children.

## 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: [recruitment@hillcrest.bham.sch.uk](mailto:recruitment@hillcrest.bham.sch.uk).

Postal application forms should be sent: Private & Confidential, F.A.O Headteacher Ms J A Davies, 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 & Sixth Form Centre

### Job Description - Specialist Level 3 SEND Teaching Assistant

Hillcrest School is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share this commitment.

|                               |   |
|-------------------------------|---|
| <b>Job title:</b>             | <b>Specialist Level 3 SEND Teaching Assistant</b> |
| <b>Department / Location:</b> | <b>SEND Team</b>                                  |
| <b>Accountable to:</b>        | <b>SENDCo/Assistant Headteacher</b>               |
| <b>Salary Grade / Range:</b>  | <b>Grade 3</b>                                    |

#### Job Purpose

#### Working Duties - under the direction of the SENDCo

- To assist the SENDCo/HLTAs in leading effective provision for SEND students at Hillcrest
- Take responsibility for the day-to-day provision of key students – as allocated by the SENDCo
- To establish positive relationships with parents/carers of key students; discuss specifics of the SEND provision for their child - under the direction of the SENDCo
- To plan, prepare and deliver intervention and support for the highest needs students – have an EHCP/SSPP or broad, complex SEND needs.
- To adhere to, and facilitate, an individual EHCP/SSPP/One Page Profile
- To adhere to and assist in any identified health and safety procedures, e.g. Risk Assessment
- To work strategically together with Hillcrest staff, parent(s) and agent(s) to improve the students' independence in the school environment – under the direction of the SENDCo/HLTAs
- To support/lead meetings with SEND staff; communicate information to SEND staff and implement resulting actions – where required
- Assist educational, medical and therapeutic professionals in planning, organising and delivering specialist support programmes.
- In accordance with policy and the SEND Code of Practice, maintain high quality records and produce reports of the individual students' needs and progress.
- Support the students' access to curriculum – both in-class (where required) and in 1-1/small group environments (as directed)
- Develop and create bespoke resources for individual learning needs, as required
- Facilitate and assist student during directed, targeted sessions e.g., learning intervention
- Facilitate/implement Exam Access Arrangements, as required
- Plan, prepare and deliver 1-1/small group sessions, aiding Preparation for Adulthood skills
- Assist the student to use/access school facilities, as required
- Attend to students' SEMH needs, as required
- To participate in appropriate meetings, as necessary for the students and within the school
- To work under the day-to-day direction of the HLTAs, contributing to the smooth running of a busy SEND department.
- To contribute to the SEND Provision Map, where required
- General duties commensurate with the role.

### **General Duties and Responsibilities**

- To promote and safeguard the welfare of students and young people he/she is responsible for or comes into contact with.
- To undertake appropriate professional development including adhering to the concept of performance management.
- To adhere to the ethos of the school and promote the agreed vision and aims of the school.
- To set an example of personal integrity and professionalism.
- Attendance at appropriate staff meetings and relevant parent's evening.
- To play a full part in the life of the school community.

### **Additional working duties - under the direction of the SENDCo and in accordance with Hillcrest's school policy**

- To work as a member of the SEND team in the day-to-day organisation, administration and good practice; ensuring they are consistently maintained.
- To facilitate opportunities for mentoring, supporting student well-being – as required
- Be aware of, and celebrate individual differences; ensuring all students have equitable, adapted and inclusive access to learning opportunities
- To support a culture and ethos of challenge and support where all students can achieve success and remain engaged in their own learning journey.
- Establish good relationships with students, acting as a role model and being aware of and responding appropriately to individual needs
- To demonstrate and articulate high expectations consistently
- Participate in relevant CPD, staff training and wider Academy experiences/activities - as required
- Assist with the supervision of students during unstructured times, as required
- Accompany teaching staff and students on visits, trips and out of school activities, as required
- To adhere to and utilise the whole school safeguarding procedures
- To undertake other associated duties as required.

### **Safeguarding**

- The jobholder is expected to observe their obligations in accordance with the School's Child Protection Procedure and the document 'Keeping children safe in education: Information for all school and college staff', and to report any concerns that they may have regarding a child or young person's welfare to the appropriate person.



## Hillcrest School & Sixth Form Centre

### PERSON SPECIFICATION – Specialist Level 3 SEND Teaching Assistant

|                                     |  |
|-------------------------------------|--|
| <b>Job title:</b>                   | <b>Specialist Level 3 SEND Teaching Assistant</b>  |
| <b>Department / Location:</b>       | <b>SEND Team</b>   |
| <b>Accountable to:</b>              | <b>SENDCo/Assistant Headteacher</b>  |
| <b>Salary Grade / Range:</b>        | <b>Grade 3</b>   |
|                                     | <b>Essential Criteria</b>  |
| <b>Experience</b>                   | <ul style="list-style-type: none"> <li>• Working knowledge and experience of the SEND Code of Practice</li> <li>• Working knowledge and experience of The Equalities Act, 2010</li> <li>• Working knowledge and experience of individual student risk assessments</li> <li>• Recent experience of working with young people with a range of complex SEND needs</li> <li>• Recent experience working within a Secondary educational setting</li> <li>• Recent experience of planning, preparing and delivering learning interventions</li> <li>• Experience of liaising with teachers, parents and specialist SEND agencies</li> <li>• Experience of working with specialist agencies such as the CAT team, PSS, Occupational Therapists, Physio Therapists and/or other relevant medical/healthcare practitioners</li> </ul> |
| <b>Skills and Abilities</b>         | <ul style="list-style-type: none"> <li>• Excellent communication and organisational skills</li> <li>• The ability to work under direction</li> <li>• The ability to take initiative, in accordance with pre-approved direction</li> <li>• Team player; with a good sense of humour</li> <li>• Exemplary attendance and punctuality record</li> </ul>   |
| <b>Education and Qualifications</b> | <ul style="list-style-type: none"> <li>• Qualification in being a Teaching Assistant or equivalent role</li> <li>• GCSE English/Maths grade C/4+</li> </ul>  |
| <b>Desirable</b>                    | <ul style="list-style-type: none"> <li>• Knowledge and experience of the Preparation for Adulthood Framework</li> <li>• Experience working with students with SEMH needs</li> <li>• Experience in contributing to parent/multi-agency meetings</li> <li>• Recent Safeguarding training</li> </ul>  |
| <b>Other Requirements</b>           | <ul style="list-style-type: none"> <li>• Attendance at meetings, INSET, parent's evenings and school events as required.</li> <li>• 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</li> </ul>  |