



Hillcrest School & Sixth Form Centre

Job Application Pack

Teaching Assistant

(Level 2)

32.5 hours per week

Part time/Term time only post

This is a temporary position until 31 August 2024 in the first instance with a view to extend dependant on SEN/D staffing structure.

*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 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

*'Pupils at Hillcrest School and Sixth Form Centre are hard-working, polite and welcoming.
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(Ofsted, September 2022)



Hillcrest School & Sixth Form Centre

Advert - Teaching Assistant (Level 2)

32.5 hours per week,

Part Time/Term Time Only

This is a temporary position until 31 August 2024 in the first instance with a view to extend dependant on SEN/D staffing structure.

To start January 2024

Salary: Grade 2 (Full time £22,737 rising to £24,702)
(part-time starting salary is approx. £17,779 rising to £19,404)

We are seeking to appoint an experienced and highly effective Teaching Assistant. You will be enthusiastic, have excellent interpersonal skills, enjoy working as part of a team and want the very best for our students.

The successful candidate will:-

- Have experience of working with children at secondary age
- Have a good understanding of numeracy and literacy
- Good communication skills
- Ability to work in a way to promote the safety and wellbeing of children and young people
- Have good organisational skills



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.





Hillcrest School & Sixth Form Centre

Job Description

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.

Job title:	Teaching Assistant Level 2
Department / Location:	SEN/D
Accountable to:	SENDCo/HLTA
Salary Grade / Range:	Grade 2

Job Purpose

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.

Role Responsibilities

- To support the learning of students with SEND within a structured teaching situation and deliver in-class 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 subject learning objectives and to assist students in making progress towards these - under the direction of the subject teacher/SENDCo.
- 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, as required.
- To support in monitoring 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, under the direction of the subject teacher/SENDCo
- To maintain records of intervention: using the standardised formats used in the Learner Support department e.g., Provision Map; and to make these available for inspection upon request by the SENCO or other another senior member of staff.
- To administer and assess routine tests, under the direction of the SENDCo.
- To undertake break time duties as directed.

- To work with individual students as directed to maintain personal confidence, promote positive behaviour, and encourage independence – in accordance with the Year 9+ Preparation for Adulthood framework.
- To supervise assigned students where required.
- To contribute - when requested/appropriate - to any multi-disciplinary discussion of the students' needs/progress.
- To participate in relevant staff Professional Development activities.
- To become familiar with, understand, and adhere to Hillcrest School policies and procedures.
- To maintain confidentiality in and outside the workplace.

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.

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

Job title:	Teaching Assistant
Department / Location:	SEN/D
Accountable to:	SENDCo/HLTA
Salary Grade / Range:	Grade 2
	Essential Criteria
Experience	<ul style="list-style-type: none"> • Experience of being a Teaching Assistant work. • Working with young people of secondary age. • Previous work 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 • Working knowledge of common ICT applications, especially Microsoft Word, Excel and Outlook. • Effectively plan and prioritise regular and irregular tasks • Communicate effectively and positively with students and staff • Motivate pupils to learn • Assist with the organisation of the learning environment • Undertake routine tasks under the direction of a teacher/HLTA • Maintain records and data for interventions and student files • 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"> • NVQ for Teaching Assistants or equivalent qualification or experience (or working towards) • 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.
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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.

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.