



Hillcrest School & Sixth Form Centre

Job Application Pack

**Teaching Assistant post
(Level 2)**

Part time 15.5 hours per week – Term time only

'Students' conduct is excellent. Around the school and in lessons, students are courteous and confident.'

'Strong ambition for improving outcomes for all students has led to good examination results.'

(Ofsted, July 2017).





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
Fax: 0121 428 1075

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 one-day short inspection in July 2017 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 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 technologies 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 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' conduct is excellent. Around the School and in lessons, pupils are courteous and confident.'
'Strong ambition for improving outcomes for all pupils has led to good examination results.'
(Ofsted 2017)



Hillcrest School & Sixth Form Centre

Teaching Assistant post (Level 2)

Part time- 15.5hrs hour per week – Term time only

Salary: Grade 2 Full Time (£18,562 rising to £20,493)

Calling all inspirational, passionate and enthusiastic Teaching Assistants!

We are looking to recruit a Teaching Assistant who:

- 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

You will be enthusiastic, have excellent interpersonal skills, enjoy working as part of a team and want the very best for our students.



Closing date for applications: Friday 1st October 2021

Interviews to be held: Friday 8th October 2021

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.



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://hillcrest.bham.sch.uk/current-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 on the 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.

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.



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Job Description

Job title:	Teaching Assistant
Department / Location:	SEN
Accountable to:	SENCO
Salary Grade / Range:	Grade 2
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.	
Work Performed	
<p>To support the learning of students with SEND within a structured teaching situation, and deliver small group or individual intervention programmes as required.</p> <p>To understand how students learn and how to create and maximize learning opportunities.</p> <p>To be aware of subject learning objectives and to assist students in making progress towards these.</p> <p>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.</p> <p>To monitor students' progress and achievement, bringing issues of concern to the attention of the appropriate members of staff.</p> <p>To provide feedback to students about their progress</p> <p>To maintain records of intervention: completion of weekly log sheets, records of 1:1 and small group interventions and the relevant data; and to make these available for inspection upon request by the SENCO or other another senior member of staff.</p> <p>To administer and assess routine tests.</p> <p>To undertake break time duties as directed.</p> <p>To work with individual students as directed to maintain personal confidence, promote positive behaviour, and encourage independence.</p> <p>To supervise assigned students where required, to ensure their health and safety.</p> <p>To contribute when appropriate to any multi-disciplinary discussion of the students' needs/progress.</p> <p>To participate in relevant staff development activities.</p> <p>To become familiar with, understand, and adhere to Hillcrest School policies and procedures.</p> <p>To maintain confidentiality in and outside the workplace.</p>	



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Person Specification

Job title:	Teaching Assistant
Department / Location:	Support Staff
Accountable to:	SENCO
Salary Grade / Range:	Grade 2
Experience	<ul style="list-style-type: none"> • Experience of 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 • Clarify and explain instructions to students • Communicate effectively and positively with students • Motivate pupils to learn • Assist with the organisation of the learning environment • Undertake routine tasks under the direction of a teacher • 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 3 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.

