



**Teaching Assistant**

**Stoke Damerel Community College / Scott  
Medical & Healthcare College**

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Dear Candidate

Thank you for your interest in the role of Teaching Assistant at Stoke Damerel Community College and Scott College Campus.

This is a unique and exciting opportunity to join the campus and further contribute to the life chances of young people in the school and across the Trust.

Stoke Damerel Community College and Scott College are proud members of the Greenshaw Learning Trust, a 'family' of like-minded schools, that collaborate to provide mutual support, share their good practice and learn from each other, whilst retaining and developing our own distinctive character.

The Trust is a vibrant and forward-thinking community of teachers, support staff and learners committed to educating the 'whole child' to improve life chances, whilst securing the best possible outcomes for students. We encourage all young people to work hard and make the most of the opportunities they are given. Our amazing team of teachers and support staff themselves demonstrate and encourage a lifelong love of learning, both within and beyond our curriculum.

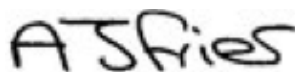
As one of the highest performing multi-academy trusts in the country, we currently comprise of thirty schools: seven in South London, five in Berkshire, one in Surrey, fourteen in Gloucestershire and South Gloucestershire, and three in Plymouth. We are continuing to grow and have further schools joining us on a regular basis.

We are ambitious about diversity and inclusion and very much look forward to receiving applications from candidates whose personal qualities and values reflect those in the person specification and whose experiences also place them in a strong position to deliver the challenges set out in the job description. We encourage applications from candidates regardless of age, disability, gender identity, sexual orientation, pregnancy, marital status, religion, belief, or race.

Stoke Damerel Community College and Scott College are committed to safeguarding and promoting the welfare of children and young people therefore this appointment will be subject to vetting, including an enhanced DBS disclosure.

The college websites provide a clear picture of our aspirations and our vision; however, please do not hesitate to contact us to seek further information – Email [info@sdcc.net](mailto:info@sdcc.net) or telephone 01752 556065. We very much look forward to receiving applications from candidates whose personal qualities, values and experiences support and reflect ours.

Yours sincerely



Anita Frier  
Headteacher  
Stoke Damerel Community College and Scott Medical and Healthcare College

## Greenshaw Learning Trust – ‘Always Learning’

GLT is one of the highest performing multi academy trusts in the country that provides high quality comprehensive, non-selective and inclusive education. The Trust is committed to meeting the needs of every student and our schools offer a broad curriculum and wide range of special needs provision in a welcoming and challenging environment.

We are extremely proud of our success, but we are not complacent. We believe that we can – as an academy trust, as schools and as individuals – always improve. We are all ‘Always Learning’.

Each school in GLT is led by its own leadership team and a governing body, which have the support of the wider Trust to help them achieve their objectives for their school. Being part of the Trust provides our schools with an effective structure, collaboration, and support. Our culture of trust and openness fosters mutual support and continual improvement.

At GLT it is really important to us that our classrooms are disruption free and the schools are calm and orderly. Our shared behaviour policy assists to make this happen and enables our teachers to have the greatest impact on the educational outcomes of the children in their classes.

School-to-school collaboration is enabled by regular contact between school leaders. Our shared services professionals provide a wide range of effective, rapid and flexible support, advice and guidance to our schools, including curriculum support, school improvement, staff training and development, admissions, attendance, behaviour, safeguarding and SEND, pupil services, estates, finance, HR, IT, catering, clerking, procurement and governance.

From its establishment as a multi academy trust in 2014, the Trust has grown significantly and currently employs around 3,000 people and educates nearly 19,000 students. Further information about our schools can be found [here](#).

## **Greenshaw Learning Trust Employee Benefits**

The GLT recognises that our employees are our most important asset, and we are aware that the quality and commitment of our employees is critical to our success. We offer all our employees the following staff benefits:

- A supportive ethos and concern for the well-being of all colleagues
- Excellent CPD opportunities and career progression
- Employer contributions to Local Government (LGPS) or Teachers Pension Scheme
- Cycle to Work scheme
- Gym membership scheme
- Employee Assistance Programme
- Free eye tests
- Childcare Voucher scheme
- Car benefit scheme
- My Health discounts



## Terms and Conditions

<b>Line Managed by:</b>	<b>SENDCo / Deputy SENDCo</b>
<b>Line Management:</b>	N/A
<b>Contract:</b>	Permanent
<b>Salary:</b>	<p>Salary calculated in line with NJC Grade B, Pay scale, Points 3 – 4 <b>£22,737 – £23,114 fte, per annum.</b> <b>Actual salary - £14,573 - £14,815 pro rata</b> (Starting point and salary will be determined on appointment, subject to experience)</p>
<b>Hours of Work:</b>	27.5 hours per week x 39 weeks per year
<b>Place of Work:</b>	The successful candidate will undertake work across both Stoke Damerel Community College and Scott Medical and Healthcare College. No additional travel is required as the sites are next door to each other.
<b>Medical Examination:</b>	The appointment is subject to a satisfactory medical report.
<b>Superannuation:</b>	<p>Under the Social Security Act 1986 the post holder has the right to make their own pension arrangements. They may choose to contribute to the Local Government Pension Scheme or a Personal Pension Scheme. Details of the Local Government Pension Scheme are available at: <a href="https://www.lgpsmember.org">https://www.lgpsmember.org</a></p>
<b>Holiday Entitlement:</b>	The annual holiday entitlement is 23 days plus 2 extra-statutory days. This is a term time only appointment therefore your annual leave entitlement is paid within your annual salary.
<b>Probation Period:</b>	New employees are required to complete a six-month probationary period.
<b>Disclosure &amp; Barring Service Check:</b>	This appointment is subject to the receipt of a satisfactory enhanced Disclosure and Barring Service check.
<b>Right to Work Check:</b>	This appointment is subject to verification of the right to work in the UK. Where the successful candidate has worked or been resident overseas in the last five years, such checks and confirmations may be required in accordance with the statutory guidance.

## **Job Description – Teaching Assistant**

The duties and responsibilities in this job description are not restrictive and the post holder may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

As a Teaching Assistant you will be part of a team which supports our young people throughout their school day. Providing pastoral, academic support and delivering interventions to help create and maintain a purposeful learning environment.

### **Accountabilities**

- Supervise and provide particular support for students, including those with special educational needs, ensuring their safety and access to learning activities.
- Assist with the development and implementation of Individual Education/Behaviour plans and Personal Care programmes.
- Establish constructive relationships with students and interact with them according to individual needs.
- Promote the inclusion and acceptance of all students and encourage students to interact with others and engage in activities.
- Set challenging and demanding expectations and promote self-esteem and independence.
- Provide feedback to pupils in relation to progress and achievement under guidance of the teacher or line manager.
- Monitor students' responses to learning activities and accurately record achievement/progress as directed.
- Promote good behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour.
- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to student's individual needs.
- Undertake intervention programmes linked to local and national learning strategies recording achievement and progress and feeding back to the teacher or SENCO.
- Support the use of ICT in learning activities and develop students' competence and independence in its use.
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist students in their use.
- To attend teams and whole college meetings where appropriate.

### **Standards**

- Work within the requirements of the Trust's Health and Safety Policy, Keeping Children Safe in Education, performance standards, safe systems of work and procedures.
- Undertake all duties with due regard to the Trust's Equalities policy and relevant legislation

### **Personal Development**

- Participate in a programme of CPD

The duties and responsibilities in this job description are not restrictive and the post holder may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

## Person specification

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, demonstrating experience and where appropriate citing supporting examples within their application.

Criteria	Essential	Desirable
<b>Training, Qualifications and Experience:</b> On their application form, candidates will demonstrate that they have the following training, qualifications, and school experience:		
	<ul style="list-style-type: none"> <li>● Strong academic record, including English and Maths GCSE at Grade 4/5 or grade C or above</li> <li>● Experience of working with young people in a paid or voluntary setting</li> <li>● Ability to relate well to children and adults</li> <li>● Ability to work in a team and as an individual</li> <li>● Good verbal and written communication skills</li> </ul>	<ul style="list-style-type: none"> <li>● Level 2 Teaching Assistant Certificate</li> <li>● Good level of computer literacy</li> <li>● Understanding of relevant policies/codes of practice and awareness of relevant legislation</li> </ul>
<b>Personal and Professional Qualities and Attributes:</b> In their statement of suitability and during the selection process, candidates will demonstrate the ability to:		
	<ul style="list-style-type: none"> <li>● Ability to maintain confidentiality at all times</li> <li>● Commitment to participate in development and training opportunities</li> <li>● Ability to be flexible and supportive to colleagues</li> <li>● Resilience, tact and diplomacy, even when under pressure</li> <li>● A commitment to improving the life chances of young people and be motivated by a desire to provide high standards of service delivery.</li> <li>● Ability to demonstrate understanding of equal opportunities.</li> <li>● Commitment to support the Trust's agenda for safeguarding.</li> </ul>	



## The Recruitment Process

### 1. Application

To apply for a staff vacancy, please register for an online account to complete the application form. Please visit our website <https://www.greenshawlearningtrust.co.uk/join-us/staff>. The recruitment process is managed via your online account and you will receive regular notifications regarding the progress of your application.

The completed online application form should be accompanied by a personal statement of suitability of no more than 2 sides of A4. In the application form and personal statement, you should demonstrate how you meet the requirements set out in the Person Specification. Please include specific examples which support your application.

Applications must be received no later than **9am on Wednesday 31<sup>st</sup> January 2024**. Applications received after this date will not be considered.

### 2. Shortlisting

Shortlisted applicants will be invited by telephone to attend an interview. Please make sure you have indicated clearly day and evening telephone numbers on which you can be reached. References will be taken up after shortlisting.

### 3. Interview Process

Interview date is to be confirmed. Applicants will also be asked to undertake a practical test related to the knowledge and abilities in the Person Specification.

### 4. Feedback

Unsuccessful shortlisted applicants will have the opportunity for professional feedback during the week following the interviews.

### 5. Taking up post

The successful applicant will take up the post as soon as possible.

### 6. Additional information

For further information, please contact **HR@sdcc-smhc.net**

### 7. Safeguarding

Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment. The successful applicant will be subject to an Enhanced DBS and barred list check.