



**GREENSHAW**  
LEARNING TRUST



# Teaching Assistant

## Level 3

Recruitment Pack

**ALWAYS  
LEARNING**

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### **Dear Candidate**

Thank you for taking an interest in working at Orchard Park High School, one of the most successful schools in the area, well above the national average for progress 8. We are thrilled to share with you this exciting opportunity to join us as Teaching Assistant and we are pleased to provide you with some information about our school community, which is aspirational, welcoming and supportive. Orchard Park is a highly successful school proud of its ambitions and diverse community. We pride ourselves on routines, systems and excellence. We are a calm, happy and high achieving school.

The successful applicant must be high performing and passionate about education and the improvement of life changes for our children, and committed to continuing to develop the foundations we have already built here at Orchard Park High School.

Our approach to SEND at Orchard Park is that of inclusivity. Students with SEND access all mainstream lessons, some with support and rarely removed lessons for interventions. We believe the best place for a child to be is in the classroom with a subject specialist.

You will also benefit from the expertise and constant feedback from both the Trust and the staff at our school. We work closely with our Trust, sharing our own work and benefitting from their insightful, supportive communication and challenge that helps us constantly improve. If you are committed to getting better every day, this is the ideal school for you.

We 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. Orchard Park is 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 school websites provide a clear picture of our aspirations and our vision; however, please do not hesitate to contact us to seek further information contact us via email at [jliu@orchardparkhigh.net](mailto:jliu@orchardparkhigh.net). or give us a call on 0208 776 0220. We very much look forward to receiving applications from candidates whose personal qualities, values and experiences support and reflect ours.

Yours sincerely



Carly Moran  
**Headteacher**

## 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](#).

## **The Greenshaw Learning Trust Mission Statement**

*We are ambitious for our schools and their students. We believe that there is no ceiling on what can be achieved by anyone, regardless of their circumstances or background.*

*We are committed to providing a supportive and inclusive learning environment, giving every young person the opportunity to fulfil their potential now, and in the future.*

*We seek to realise the power of individuals and organisations working together in collaboration whilst retaining their individuality, and we recognise that we can always improve.*

## **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>	SEND Coordinator
<b>Contract:</b>	Permanent
<b>Salary:</b>	Outer London NJC Grade 2, Points 3-4 (£26,238- £26,634) pro-rata <b>Actual salary: £22, 627- £22,968 pa</b> Salary will be determined by experience and qualifications NJC 2024 pay award pending
<b>Hours of Work:</b>	36 hours per week Monday – Friday, 8am-4pm, Term Time Only plus Inset days
<b>Place of Work:</b>	Orchard Park High School, Orchard Way, Shirley, Croydon, CR0 7NJ
<b>Medical Examination:</b>	The appointment is subject to a satisfactory medical report
<b>Superannuation:</b>	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>
<b>Holiday Entitlement:</b>	As this is a term time role the post holder will be paid an enhancement for holiday pay, which is included in the salary above.
<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 last five years, such checks and confirmations may be required in accordance with the statutory guidance.

## **Job Description**

Under the direction of the school's SEND Coordinator;

- To support students with learning, physical, medical, emotional and behavioural difficulties to access the curriculum, make appropriate progress and develop appropriate classroom behaviour
- To actively promote and contribute to the school's ethos and values
- To support teachers in facilitating and encouraging learning, which enables students to achieve high standards and to become independent learners

### **Main Duties and Responsibilities:**

#### **Strategic Direction**

- Contribute to the evaluation of the school's SEN Policy and Inclusion Policy and practice through discussions with relevant staff
- Attend appropriate in-service training provided by the school or local authority
- Attend school team meetings and meetings with external agencies as required and to prepare reports for these meetings, if required

#### **Key duties**

- Provide in-class support for identified individual students or small groups of students including specialist subject support as appropriate
- Deliver interventions for students in mainstream and in the Enhanced Learning Provision
- Under the direction of the class teacher, assist in the management of the whole class through the overt modelling of effective behaviour management techniques
- Under the direction of a class teacher, SEND Co or Specialist SEN Teacher, develop and lead small group work for identified students in Direct Instruction (reading, writing, maths), social skills and to contribute to the appropriate documentation for these groups
- Be required to assist in the production of teaching and learning materials for students, including adapting materials
- Provide support, to include personal care for student(s) experiencing physical or medical difficulties (following training), and physio/transferring of students as appropriate
- Provide after school support for identified students as required
- Provide regular feedback to the class teacher and to the SEND Co or the relevant line manager
- Provide support with emotional literacy/mentoring within a small group (e.g. 4-5 students) or on an individual basis as directed by the SENDCo or relevant line manager, with appropriate training

#### **Key duties Continued**

- Provide data and information to the student's pupil passport, Annual and Transition Review paperwork, contribute to Pastoral Support Programmes documentation and reporting
- Undertake assessment of students and to provide data to the relevant member(s) of staff for analysis
- Provide support to identified students undertaking tests/exams to enable them to make full use of their access arrangements
- Liaise with parents/carers as appropriate and professionals (e.g. Speech and Language Therapist) as required
- Provide information and training materials for teaching staff by way of CPD

- Liaise with other teams across the school to ensure all student needs are met
- Take part in the school's enrichment and mentoring programmes
- Promote student independence
- Undertake other specific duties if required as part of individual job requirements
- Undertake other duties which may from time to time be reasonably assigned by the Headteacher and members of the Senior Leadership Team and SENDCo, which are commensurate with the post
- Promote and reinforce whole school policies, practices and procedures, child protection and health and safety responsibilities
- Respond to minor health problems and to provide general first aid

#### **General**

- To participate in school initiatives where every person is expected to contribute to learner's progress
- To participate in the school's professional learning programme as agreed
- To play a full part in the life of the school community, supporting its distinctive mission and ethos, and encouraging and ensuring staff, pupils and students adhere to school expectations
- Such other duties as may be reasonably allocated by your line manager or school's Headteacher
- To support SEND students on external trips and educational visits

#### **Other Job Requirements**

- Provide valuable support to qualified teaching staff and are able to make a significant contribution to the education and well-being of pupils
- Provide valuable support to qualified teaching staff and are able to make a significant contribution to the education and wellbeing of pupils
- Exercise responsibility for the welfare and safety of pupils at all times, intervening where necessary to ensure safe and proper conduct
- Respond appropriately to questions or challenges presented by the pupil(s) being supervised
- To use computer and other audio visual aids to support teaching and learning activities



## 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:		
	<ol style="list-style-type: none"> <li>At least five GCSEs (Grades 9-5) or GCSE equivalent (Grades A*-C) in Maths and English</li> <li>Minimum Level 3 vocational training/qualification in the care, development and education of early years' children</li> <li>Evidence of personal commitment to CPD</li> </ol>	<ol style="list-style-type: none"> <li>Successful experience of working within a Secondary school/ Education setting</li> <li>Experience of supporting SEN students in a mainstream classroom environment</li> </ol>
<b>Personal and Professional Qualities and Attributes:</b> In their statement of suitability and during the selection process, candidates will demonstrate the ability to:		
	<ol style="list-style-type: none"> <li>Knowledge of strategies to recognise and reward efforts and achievements along with the ability to encourage students to become self-reliant and independent learners</li> <li>Good interpersonal skills with both adults and children</li> <li>Be able to communicate clearly, both written and orally</li> <li>Be dependable, able to follow instructions and respond to management directions</li> <li>Have good working ICT knowledge including Microsoft Office</li> <li>Good punctuality and attendance to work</li> </ol>	
<b>Additional Requirements:</b> In their statement of suitability and during the selection process, candidates will demonstrate that they can meet the following requirements:		
	<ol style="list-style-type: none"> <li>Have a willingness to extend skills through appropriate training</li> <li>A passion and desire to drive things forward</li> <li>Commitment to working within the School's Safeguarding Policy and Procedures</li> <li>High levels of professional integrity, energy and enthusiasm</li> <li>An ability to quickly adapt to changes</li> </ol>	

## The Recruitment Process

### 1. Application

Visit our website to view our current vacancies [here](#).

To apply for a staff vacancy, please register for an online account and complete the online application form. The recruitment process is managed via your online account and you will receive regular notifications regarding the progress of your application.

You have the opportunity to upload an attachment to support your application if desired. In the application form 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 **Monday 18th November 2024**. Applications received after this date and time will not be considered.

### 2. Shortlisting

Shortlisting will be finalised on the same day. 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

Interviews will take place shortly after shortlisting. Applicants may 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 Jessica Liu: [jliu@orchardparkhigh.net](mailto:jliu@orchardparkhigh.net), or call 0208 776 0220

### 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.