

# Teaching Assistant

## Information for Applicants



**Birchwood**  
Community High School



# Letter from the headteacher



June 2023

Dear applicant,

I am delighted that you are looking to apply for a job here at Birchwood Community High School. I feel very lucky to be the headteacher at this vibrant school. BCHS is an amazing place to work, with a unique sense of spirit and community – it is warm and welcoming, people-focused and totally dedicated to the community that we serve.

Our staff are passionate about education and believe that all young people should be inspired to be the very best that they can be. Our vision and values articulate the things that we put importance on and also encapsulate the school's spirit: we are a team. The staff know this, our parents/carers know this and, most importantly, our students know this. Our vision at BCHS is to have students who understand the power of aspiration, knowledge and kindness.

We believe in the power of knowledge and the importance of a challenging, word-rich curriculum for all. That said, we are not all about the academic, we actively teach social responsibility and direct students in acts of kindness within the school setting but also in our wider community. We view it as our duty to ensure they leave us with high aspirations, secure knowledge and a kind heart.

We pride ourselves on the core ethos of our school being underpinned by the strongest foundations of discipline, respect, tolerance and compassion – we ensure our students are equipped with a strong moral compass. We offer a very strong extra-curricular programme with every member of staff offering a provision, it is an aspect of our school community that we are very proud of, and rightly so.

We know that our students are excellent people, and they thrive in a culture of achievement and success; we have high expectations, encouraging them to be aspirational in their learning and to enjoy all aspects of school life. Academic standards at BCHS are good for all students irrespective of their starting point. However, we know that we are all capable of even more. We continue to strive to improve levels of student achievement and move towards being recognised as outstanding in all areas.

It is essential that we appoint the right person to this role, and it is important that their values and views align with what we are trying to achieve as well as our philosophy on staff wellbeing and development.

Our website and this application summary can only give you a flavour of who we are, but I hope that it will inspire you to apply for the Teaching Assistant vacancy. If you have any questions or need any further information about this fantastic opportunity, please do not hesitate to contact us on [joinus@birchwoodhigh.org](mailto:joinus@birchwoodhigh.org)

## **Vacancy details:**

### **Salary Scale**

NJC Grade 4 (points 6-7) £25,989-£26,403 FTE (pro rata salary is £15,105 - £15,346)

### **Contract**

Fixed term – until 31<sup>st</sup> August 2026 (in the first instance)

### **Method of Application**

The preferred method of application is electronically via email. All applications must be made using the school's application form. Applications will be shortlisted for interview and the HR Manager will contact those selected regarding the time and venue. Applicants who have not been contacted within two weeks of the closing date can assume that on this occasion their application was unsuccessful.

**Closing Date**

Applications received after the closing time of 9am on 16<sup>th</sup> October 2025 will not be considered.

**Interview Dates**

TBC

**Safeguarding**

All staff who teach, train or work regularly with children aged up to 18 and vulnerable adults are required to comply fully with legislation and Birchwood Community High School policies and practices to ensure learners are safeguarded and protected.

Please feel welcome to come and have a visit before applying, but be assured that whether you visit or not, it will not affect the short-listing process. If you would like to have a look round, please email our HR Manager, Tina Wiegand ([twiegand@birchwoodhigh.org](mailto:twiegand@birchwoodhigh.org)) to arrange.

Thank you for considering our truly amazing school as the next chapter in your career, and hopefully I will be reading your application soon.

Yours sincerely,

A handwritten signature in black ink that reads "Emma Mills". The signature is written in a cursive, flowing style.

Emma Mills  
Headteacher



**Birchwood**  
Community High School

**‘There is a ‘buzz’ of energy in classes, reflecting pupil’s positive attitudes to their learning.’**

## Our Vision

Team Birchwood believe in the power of aspiration, knowledge and kindness. We know that we achieve our best when we work together.

## Our Ethos

High aspirations, high expectations and high achievement rely upon a positive working environment based upon respect. For us, respect means consistent positive regard for everyone in our learning community. A strong moral purpose enables students in our school to grow into independent, responsible young adults who can access a happy and healthy future.

At Birchwood we strive to ensure that every lesson counts, for every child, every day. We expect teachers to deliver engaging lessons that ensure students acquire powerful knowledge and develop both essential and desirable skills. For this to happen, behaviour must enable every teacher to teach and every child to learn. We expect students to come ready each day to challenge themselves to be the very best they can be. We have a wide variety of extra-curricular activities to help children develop all their skills and talents and there are many opportunities to develop their leadership skills throughout their school life.

## Our Mission

We are 100% committed to our students. We seek to sustain a community that is rooted in respect and the belief that every student can succeed. We endeavour to equip our young people with the qualities, qualifications and values that will enable them to lead fulfilling lives and become responsible citizens. We want the children in our care to leave us with high aspirations, secure knowledge and a kind heart.

We maintain high standards of ethics and behaviour; one of the ways this is by embracing the British Values: democracy; the rule of law; individual liberty and mutual respect; and tolerance of those with different faiths and beliefs.

## Our Aims

We wish for our students to be:

- safe, happy and cared for in a secure and supportive environment.
- supported and challenged to do their best through excellent teaching, a broad and balanced curriculum and a wide variety of experiences.
- recognised, celebrated and rewarded for all their achievements that they develop confidence and independence.
- developed emotionally, intellectually and morally so that they are able to be successful in the rapidly changing, multicultural society in which we live.
- successful, whether through academic qualifications or a more vocational route, so they can move on to the next stage in their life.



# School Profile

- The school became a Single Academy Trust on 1 July 2013.
- The school is of an average size with 904 currently on roll.
- The most recent OFSTED inspection (October 2018) judged the school to be Good in all areas.
- The percentage of students on the Pupil Premium register is 31%, which is above the national average.
- The proportion of students with SEND (EHP) is in-line with the national average.
- Most students are of white British heritage.
- Students arrive at the school with outcomes broadly in line with national averages.

## JOB DESCRIPTION

<b>Job title</b>	<b>Teaching Assistant</b>
<b>Reporting to</b>	<b>SENDCo</b>
<b>Job Purpose</b>	To work with and supervise individuals and groups of students under the direction/instruction of teaching and/or senior staff, inclusive of specific individual learning needs, enabling access to learning for all students and assistance and support in classroom management and behaviour techniques. Work may be carried out in the classroom or outside the main teaching area.
<b>Key Tasks and Accountabilities</b>	<ul style="list-style-type: none"> <li>• Using acquired skills, support and deliver learning activities and contribute to the development of work programmes to facilitate effective teaching and learning.</li> <li>• Provide input into the planning and evaluation of learning activities for individuals and groups of pupils to enable the teaching staff to make informed decisions when developing their plans</li> <li>• Supervise the activities of individuals or groups of pupils both in and out of the classroom (including educational visits) to ensure their safety and facilitate their physical and emotional development in accordance with the school's behavior management policy</li> <li>• Monitor individual pupil's progress, achievements and development and report these to the teaching staff/ line manager to inform decisions taken regarding the Accessibility Plans, Education Plan, Individual Behaviour Plans, Medical Plans and Personal Care Programmes for a pupil.</li> <li>• Liaise with parents and carers in conjunction with the teaching staff to ensure effective communication concerning the pupil's wellbeing.</li> <li>• Record pupil information as specified by the teaching staff/ line manager to ensure that school's information systems are maintained</li> <li>• Attend to personal, emotional, behavioural and physical needs of pupils so that their wellbeing is maintained.</li> <li>• Prepare and maintain learning resources and ensure that the classroom is kept tidy so that the needs of the lesson plans are met in a safe learning environment, which complies with relevant health and safety requirements</li> <li>• To provide and implement Access Arrangements as required across all key stages, acting as e.g. a reader, amanuensis, transcript, or oral language modifier during periods of formal and informal assessment and examination.</li> <li>• Display and present the pupil's work under the direction of the teaching staff, so that it enhances the classroom environment and celebrates achievement.</li> <li>• Attend staff and other meetings and participate in staff training development work and staff reviews as required.</li> </ul>

	<ul style="list-style-type: none"> <li>• Maintain student files and Ancora administration files, ensuring all documentation is available, as appropriate and ensure these are communicated at a whole school level.</li> <li>• To actively safeguard and promote the welfare of children at all times.</li> <li>• To ensure that all activities undertaken are done so safely and to report any unsafe practices or conditions identified as soon as possible to a line manager</li> <li>• To carry out other duties as deemed relevant and requested by the Headteacher.</li> <li>• To carry out all duties with due regard to confidentiality and data protection regulations.</li> <li>• The post holder is responsible for the safeguarding and promoting the welfare of children and/or vulnerable adults.</li> <li>• To undertake such additional duties as are reasonably commensurate with the level of this post.</li> </ul>
<p><b>The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.</b></p>	

<p><b>All employees have the responsibility to:</b></p> <ul style="list-style-type: none"> <li>• Ensure any documentation produced is to a high standard</li> <li>• Be aware and comply with policies, protocols and procedures relating to safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person</li> <li>• Participate in training and other learning activities as required</li> <li>• Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate</li> <li>• To promote the area of responsibility within the academy and beyond</li> <li>• To represent the academy at events as appropriate</li> <li>• To support and promote the academy ethos</li> <li>• To undertake any other duties and responsibilities as required that are covered by the general scope of the post.</li> </ul>
--

### **REVIEW ARRANGEMENTS**

The details contained in this job description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the jobs may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Headteacher will expect to revise this job description from time to time and will consult with the post holder at the appropriate time.

## PERSON SPECIFICATION

JOB TITLE	GRADE
Teaching Assistant	Grade 4

**NOTE TO APPLICANTS:** Whilst all points on the specification are important, those marked Essential are the key requirements. You should pay particular attention to these points and provide evidence of meeting them.

Criteria	Essential	Desirable
Qualifications & Experience	<ul style="list-style-type: none"> <li>Genuine desire to work within the educational field.</li> <li>Willingness to participate in relevant training and development opportunities.</li> <li>High level of numeracy and literacy skills (GCSE grade C or above, or equivalent).</li> </ul>	<ul style="list-style-type: none"> <li>Minimum 2 years' experience of working with and/or caring for children within specified age range</li> <li>NVQ II or equivalent in teaching assistance.</li> <li>Training in Special Educational Needs strategies.</li> </ul>
Skills	<ul style="list-style-type: none"> <li>Ability to work effectively within a team environment, understanding classroom roles and responsibilities</li> <li>Ability to build effective working relationships with all pupils and colleagues.</li> <li>Ability to promote a positive ethos and role model positive attributes.</li> <li>Ability to work with children at all levels regardless of specific individual need and across all Key Stages.</li> <li>To be highly organised and the ability to maintain pupil records and files.</li> <li>Effective use of ICT</li> </ul>	<ul style="list-style-type: none"> <li>Ability to contribute to meetings and disseminate good practice.</li> </ul>
Knowledge and Understanding	<ul style="list-style-type: none"> <li>Awareness of inclusion, especially within a school setting.</li> <li>Empathy and understanding of a range of Special Educational Needs and Disabilities.</li> </ul>	<ul style="list-style-type: none"> <li>General understanding of the National Curriculum and other basic learning programmes across a range of subject areas.</li> <li>Experience of resources preparation to support learning programmes to include differentiation of work.</li> </ul>

Criteria	Essential	Desirable
Other Requirements	<ul style="list-style-type: none"> <li>• Ability to show initiative and to prioritise one's own work even when under pressure</li> <li>• Ability to attend training courses</li> <li>• Willing to learn new technologies</li> <li>• Able to work flexible to meet deadlines and respond to unplanned situations</li> <li>• Commitment to the highest standards of child protection and safeguarding</li> <li>• Professional and hygienic appearance</li> <li>• Ability to reach and bend, and to carry out some lifting/moving of equipment</li> <li>• Excellent time keeping and attendance record</li> <li>• Enhanced DBS Clearance.</li> <li>• Willingness to attend to the personal and physical needs of pupils in our care.</li> </ul>	

