

**Longhill High School  
Rottingdean  
Brighton**



**Information Pack 2019**

**Learning Support Grade A Teaching Assistant**



# Longhill High School

Falmer Road  
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Brighton  
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September 2019

Dear Applicant

Thank you for your application to join the community at Longhill High School. I hope you will find the contents of this pack both interesting and informative.

We would encourage you to find out all you can about the school to ensure that you are making your application from a fully-informed basis. You can visit our website at [www.Longhill.org.uk](http://www.Longhill.org.uk)

Our recent Ofsted Inspection Report (2018) has confirmed that Longhill High School is a 'Good' School. The report states: "The inspirational leadership of the Headteacher has resulted in the staff working together to transform the school." The Ofsted inspectors acknowledged the hard work of the senior leadership team, highlighting that teachers have a "renewed enthusiasm for teaching and ... research new ways to inspire pupils". The latest report confirms that the behaviour issues, which were once a legacy of the school, are now very much in the past, stating: "Pupils behaviour has been transformed since the last inspection and they are now proud of their school. They are smart, polite and tolerant of views and differences. They recognise the many improvements and are appreciative of their teachers and the leaders of the school."

Your commitment and enthusiasm towards the Longhill High School ethos, as well as the skills that you are able to bring to the school, will be key in our decision making process.

Shortlisting for interview will be based solely on the information you provide on the application form. Please include evidence of how you meet each of the criteria set out in the person specification, providing examples where possible.

An application form can be found on the school website [www.Longhill.org.uk](http://www.Longhill.org.uk) . Please return your application by e-mail to: [personnel@longhill.org.uk](mailto:personnel@longhill.org.uk) or by post for the attention of Ali Carter, Heads PA, Longhill High School, Falmer Road, Rottingdean, Brighton BN2 7FR.

We take the issue of safeguarding children very seriously and all applications are processed accordingly. Please note that any appointments are made subject to enhanced DBS clearance, identity checks, continuous employment/employment gaps checks and satisfactory written references which we will apply for prior to the interview.

Thank you for your interest and we look forward to hearing from you.

Yours sincerely

**Miss K Williams**  
**Headteacher**

## Longhill High School

**Job Description for:**     **Grade A Teaching Assistant**

**Hours of work**           **30 hours per week term time only**

**Responsible to:**       **Head of Learning Support Faculty**

**Job Purpose:**

To provide academic and pastoral support so that any student with Special Educational Needs is able to integrate as fully as possible in the activities generally undertaken by other students. To carry out specific strategies to assist the student's development, under the direction of the class teacher or Key Support Teacher.

**Accountabilities:**

1. To have an allocated group of Key students each year and have an awareness of these student's difficulties. The use of IEP's/IBP's and the SENIM's Register should be used as a vital source of information, supported by first-hand knowledge of the child.
2. To support these students either in whole class, in small groups or on an individual basis and to help to alleviate their difficulties through appropriate support.
3. To take an active part in developing a role within the learning support team, following all procedures to ensure good communication and working collaboratively with appropriate colleagues.
4. To develop an effective working partnership with class teachers, communicating regularly with the class teacher over the needs of the students they are supporting.
5. To work closely with their Key Support Teacher, the Head of Learning Support and the Inclusion Coordinator to ensure a cohesive approach to the support provided to students. Information pertinent to student need should be shared swiftly within this group as appropriate but with a respect for confidentiality. When appropriate, Teaching Assistants may also communicate with Parents/carers.
6. To participate in the process of record-keeping, reporting and consultation where appropriate.
7. To act as a member of the school staff around the school, adopting a general role of care for the students, the building and resources.
8. To attend appropriate meetings and training courses to develop their knowledge within the area of Special Educational Needs, including those occasionally run after school.

**General accountabilities:**

1. To ensure confidentiality of all information is maintained at all times
2. To undertake other reasonable tasks as direct by the Line Manager
3. To be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person.
4. To be aware of and support difference and equal opportunities for all.
5. To contribute to the overall ethos of the school.

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

Your duties will be as set out in the above job description but please note that the school reserves the right to update your job description, from time to time, to reflect changes in, or to, your job. You will be consulted about any proposed changes.

Longhill High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

### **Grade A Teaching Assistant - Person Specification**

The Learning Support team are an extremely supportive and friendly team with a child centered approach. We welcome any candidate who values children, regardless of their difficulties or strengths. To complement the existing team you will need the following characteristics, skills and qualities. Training and support will be given.

	<b>ESSENTIAL CRITERIA</b>
<b>Job Related Education and Qualifications and Knowledge</b>	<ul style="list-style-type: none"><li>• Enjoy working with children and young people</li><li>• Ability to work as an active team member, using initiative</li><li>• Willingness to work with students who can become frustrated and therefore challenging</li><li>• Good organisational skills</li><li>• Good basic literacy skills, GCSE's an advantage although no formal qualifications necessary</li></ul>
<b>Skills &amp; Abilities</b>	<ul style="list-style-type: none"><li>• Good IT skills</li><li>• Administrative ability</li><li>• Problem solving skills</li><li>• Ability to handle a steep learning curve</li><li>• Understanding of a variety of special needs</li><li>• Friendly, warm and professional</li><li>• Sensitivity and understanding</li><li>• A calm and patient nature</li><li>• Flexibility</li><li>• A sense of humour</li></ul>

<b>Equalities</b>	<ul style="list-style-type: none"><li>• To be able to demonstrate a commitment to the principles of Equalities and to be able to carry out duties in accordance with the Council’s Equalities Policy.</li></ul>
	Longhill High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

### **Additional Salary Information**

#### **Salary**

Please note that Teaching Assistant's salaries are calculated as per the following examples.

Teaching Assistants work for 39 weeks per year (term-time only) and are paid for 46.94 weeks per year, which incorporates an element of holiday pay

Annual Full Time salary ÷ 52 weeks x paid weeks per year (46.94) ÷ full time hours (37) x actual hours worked (30).

**Therefore the starting salary for a  
Teaching Assistant working  
30 hours per week is:**

**$\pounds 17,364 \div 52 \times 46.94 \div 37 \times 30 = \pounds 12,709$  rising to  $\pounds 13,486$  per annum**

## SUMMARY STATEMENT ON USE OF DISCLOSURE INFORMATION IN RECRUITMENT & SELECTION

### **Introduction**

Thank you for applying for a position within Brighton & Hove City Council. You have applied for a post or voluntary work that falls under the definition of 'regulated position' under exemptions to the Rehabilitation of Offenders Act 1974. This means that a criminal conviction check (or disclosure) will be undertaken on any individual who is offered the post. Where appropriate (where the post involves working with children or vulnerable adults) details will also be checked against the Department of Health and Department for Education & Skills lists. These checks are undertaken by the Disclosure & Barring Service (DBS) only when a conditional offer of employment has been made but you will be asked during the recruitment process to declare any relevant information.

It is the intention of Brighton & Hove City Council not to discriminate unfairly against individuals on the basis of their previous offending history. Possession of a criminal record is not an automatic bar to obtaining employment or voluntary work.

The purpose of this Statement is to provide assurance to applicants that the information released in Enhanced Disclosures is used fairly and that sensitive personal information is handled and stored appropriately and kept for only as long as necessary.

### **Handling of Disclosure Information**

Recipients of Disclosure Information at Brighton & Hove City Council will only disclose this information to the recruiting manager and Human Resources Manager. Unauthorised disclosure of any information provided by the DBS is an offence under Section 124 of the Police Act 1997.

Disclosure Information will be securely stored and will be retained for a maximum period of six months unless, in exceptional circumstances, formal written agreement of the DBS is obtained to retain them for a longer period. Brighton & Hove City Council as a Registered Body must comply with the DBS Code of Practice. All matters relating to the use of Disclosure Information will be undertaken in accordance with the DBS Code of Practice and Brighton & Hove City Council's Code of Practice on the Use of Disclosure Information.

### **Further Information**

If you are successful in obtaining a conditional offer of employment (or have been accepted as a volunteer), you will be sent further information on the Disclosure process including guidance on completion of the Disclosure Application Form. Disclosures for employment will be funded by the Council and Disclosures for Volunteers are free of charge.

Further information on the DBS and the Disclosure process including the DBS Code of Practice can be obtained by visiting the web site: [www.homeoffice.gov.uk/dba](http://www.homeoffice.gov.uk/dba) or by calling 0870 90 90 844.

Further information on the Council's Policy on the Recruitment of Ex-Offenders and the Code of Practice on the Use of Disclosure Information can be obtained by contacting Human Resources on (01273) 292313.