



**FULLHURST**  
COMMUNITY COLLEGE  
EST. 1991

# Teaching Assistant – Level 2

## Information Pack





Dear Applicant,

It is a privilege to introduce myself as Principal and to thank you for expressing an interest in working with us here at Fullhurst Community College. To be part of Fullhurst Community College is to transform lives. We are proud to serve a diverse community of over 1275 students, aged 11-16 years, on our large sites in south west Leicester and are oversubscribed each year

As a college, we are very proud to have been the Department for Education Pupil Premium Secondary Regional Champion, Leicester Mercury School of the Year, 2019 Healthy Schools of the Year and shortlisted for the Pearson's 2018 National School of the year. Within our context the progress students make at Fullhurst is exceptional, something recognised both in our most recent Good Ofsted inspection which states ; *'There is a clear-sighted focus on improving GCSE outcomes, combined with a deep-seated moral commitment to serving the needs of the young people in the area, especially the most vulnerable.'* And by the school being oversubscribed on first choice applications alone, for the last 2 years.

Due to both the success and the popularity of the college, Fullhurst is currently expanding in student numbers and over the next two years will grow to accommodate 1500 students. Our newly built Fosse Campus, across the road from our Imperial Campus, has been developed to facilitate this. This £15 million new build will from 2020 be a base for students in year 7 and 8, with our Imperial Campus being the base for students in Years 9 to 11. It truly is an exciting time to join our school.

As a school we passionately believe in transforming the lives of young people from one of the most deprived communities in the UK. With almost 50% of our students from disadvantaged backgrounds, we know that our success is genuinely doing this. If you want to be part of our continued success and if you believe in improving the life chances of young people from disadvantaged backgrounds I look forward to receiving your application and accompanying letter explaining why you are a suitable applicant for the position.

If you have any questions please do not hesitate to contact the college on 0116 282 4326 or via email [recruitment@fullhurst.leicester.sch.uk](mailto:recruitment@fullhurst.leicester.sch.uk) Additionally visits to the college are welcomed and encouraged; please contact us if you would like to arrange this.

Thank you again for expressing an interest in joining our team of amazing staff at Fullhurst.

Yours faithfully

S Piggot  
Principal

*Transforming lives*

Principal: Mr Steve Piggot  
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# Fullhurst Community College

## Reasons to join our team



Fullhurst Community College first opened its doors in 1991 and we have never been more excited about our future.

### We listen to our staff

Following a recent annual staff survey, 96% rated the performance of the college as good or very good. 97% said they would recommend the college to prospective parents.

### We value our staff

We have signed up to work towards achieving the Wellbeing Award for Schools (WAS). This award focuses on ensuring effective practice and provision is in place that promotes the emotional wellbeing and mental health of both staff and pupils. *“Staff value the support they receive from senior leaders as well as the focus on their well-being.”* Ofsted January 2018

### What we can offer you:

- A comprehensive induction process, with all new teaching staff offered a mentor.
- Commitment to providing a supportive and developmental culture for all staff, through an extensive CPD programme.
- Collaborative planning sessions, where dedicated time is set aside for the department to plan collectively and therefore reduce workload.
- A comprehensive support structure.
- Developmental lesson observations which are not graded.
- Free access to our fully equipped on-site gym and preferable rates for college facilities hire.
- Cycle to work scheme - designed to promote healthy travel to work and reduce carbon footprint.
- Childcare scheme - allows money to be taken out of your salary before Tax and National Insurance.
- Eye care vouchers - help with your eye care if your work involves significant periods of time looking at a computer screen.
- Vectis discount card - an easy way to save in store on shopping, eating out and much more.
- Annual flu jab - to protect against those winter germs.
- Staff can always approach their line manager for assistance but they also benefit from a dedicated team who provide a confidential counselling service offering telephone or face-to-face appointments, 365 days a year.
- We're committed to equality and diversity. We have our very own Stonewall Champion and are committed to equal opportunities for everyone.
- We provide a wide range of activities and events for staff to relax and enjoy across the year including staff BBQs and sporting activities.
- We are part of the Teachers' Pension Scheme for teaching staff and the Local Government Pension Scheme for support staff.



# What staff have to say about Fullhurst Community College



“When I joined Fullhurst I was immediately impressed by the supportive nature of the staff and the desire that all staff share to make a difference to the students who attend the college. This has not changed in the time I have been at Fullhurst. I have had the privilege of leading on Teaching and Learning over the past few years, and have seen the college go from strength to strength in that time and know that we all share a desire to enable students to achieve the best possible outcomes that they can during their time with us. Fullhurst is a great place to work.”

**Mrs C Bailey**  
**Senior Deputy Principal**

“I started working at Fullhurst Community College as the Standards and Progress Leader for Maths and ICT in September 2016. Having worked previously as a second in department at a different school in the city, I was ready to influence students’ lives on a wider scale and this seemed the best opportunity to do so. When I stepped into Fullhurst Community College, I knew that this was where I wanted to work. The college’s goals fall in line with my personal goal as a facilitator of learning, which is that ‘every child irrespective of their background has the right to achieve and do well to the best of their capability’. The belief that teachers have in their students is the driving force behind our success. Students know that you genuinely want them to do well, and this dedication from both parties brings about the brilliant results the college continues to achieve. Staff development is also at the forefront of the leadership team and at Fullhurst I have been given opportunities to embark on courses to improve my leadership skills. Students at Fullhurst genuinely want to do well and the college provides them with the environment to do so. It is amazing to be part of the success story of a college which improves the lives of students in their community, giving them a chance to stand tall as equals with students from all over the country.”

**Mrs V Adeniyani**  
**Standards and Progress Leader, Maths and ICT**

“Since joining as a fresh-faced NQT in 2012, I have seen Fullhurst go from strength to strength. The staff working here are an incredible team, which is reflected in the results, which continue to improve year on year. I have had the pleasure of teaching a diverse range of amazing young people at Fullhurst, many of whom still have strong ties to the college and keep us updated on their successes. Hearing about these positive outcomes is so rewarding and a big part of why I am still enjoying my time here six years later. I am proud to be part of the team as the college expands and very excited to see what happens in the future.”

**Mr T Jones**  
**Teacher of English and Film Studies**

“I started working in education in 1992 as a teaching assistant in a primary school. In 1994, I began working as a TA at a secondary school mainly with two students with SEN, this was a very unusual role at the time. When the students left I became a science technician at the school. I joined Fullhurst Community College as a science technician in 2005. I have seen lots of changes over the years, for the better. I have been through several Ofsted visits with the college attaining higher outcomes each time. Working here is very rewarding, the staff are a great team, working together for the benefit of our students both academically and in their own personal development. Expectations of students are high and staff work together to help them achieve their best. Fullhurst is also a fun place to be!”

**Miss T Marlow**  
**Technician, Science**

“I joined Fullhurst Community College straight after a successful School Direct programme and completed my NQT year here. Fullhurst have a fantastic NQT programme where you gain outstanding support to help you develop to become the best teacher you can. Two years later I was fortunate to be offered the position of Head of Physical Education. The reason I applied to work at Fullhurst is their ethos of transforming lives. I believe that as a teacher, you can provide every student with equal opportunities so that they can reach their full potential and that is exactly what Fullhurst offer. Working with a variety of students from completely different backgrounds, I find to be very rewarding and enjoyable. Every day something new can happen which keeps you on your toes! I love working here because you feel like you make a real difference to our students’ lives in both their academic and personal development.”

**Miss M Bird**  
**Head of PE**

“I started working at Fullhurst Community College as receptionist back in 2008. I chose to work here because I had heard positive things and wanted to be part of a school that was evolving. After a time, I found myself really enjoying the engagement with the students, at this stage I knew I wanted to be in a role that offered more and found myself interested in the pastoral route. I became the Assistant Head of Year 8 and enjoyed this experience very much. Later I progressed to Head of Year, rolling with our year groups and every year group brought its own challenges and rewards. Four years on, I am now the static Head of Year 11 and loving it. I really enjoy this role as I get to see the students through their most crucial year and help support them through college applications and exams. It is also amazing to come and be a part of results day and makes it all worthwhile! I enjoy working here because I like being part of a fantastic pastoral team that is dedicated and committed to helping our students achieve their best. I enjoy the daily challenges and I look forward to even more future successes.”

**Mrs R Buckle**  
**Head of Year 11**

“I joined Fullhurst in 2014 as a Curriculum Leader in the Mathematics & ICT Faculty. I have been supported effectively throughout my time at the college which has allowed me to professionally develop quickly as an individual and enabled me to make a bigger impact on the outcomes of our students. It is clear that Fullhurst is relentlessly driven by a clear moral purpose of improving the life chances of all of our students. This is done not only through the curriculum we deliver but the huge variety of extra-curricular opportunities on offer. I am proud to be a part of the positive impact that Fullhurst Community College has on students, staff and the community”.

**Mr S Willcock**  
**Assistant Principal**

“I joined Fullhurst Community College in 2013 as Cover Instructor. Having graduated from university at a later stage of my life, I wanted to make a contribution to society by working with teenagers from challenging backgrounds. I work closely with staff and students which enables me to develop relationships of mutual respect and trust with colleagues and at the same time build positive relationships with my students. At Fullhurst, staff are encouraged to develop their skills and are given ample opportunities for professional development. This motivated me to apply for a new position and in autumn 2018 I was successful in securing the role of English Mentor. I am passionate about English, as a mentor I teach English to small groups of students and I thoroughly enjoy the outcomes I achieve. I chose to work at Fullhurst because I wanted to make a difference to young peoples’ lives. If you are passionate about transforming and improving the lives of young people, then this could be the school for you.”

**Ms F Bhattay**  
**English Mentor**

# Fullhurst Community College

## Job Description



**Post title:** Teaching Assistant Level 2

**Salary:** Grade 3 (Points 5-6) starting salary is £14,180 per annum.

**Contract type:** Term time and one year fixed term

**Hours:** 32.5 hours per week for 39 weeks per year

**Responsible to:** SENDCO

### **Core purpose of the post:**

An experienced teaching assistant providing support and learning for pupils with SEND (Special Educational Needs), such as those, severe, complex, profound and multiple learning difficulties and/or behavioural, social, communication, sensory or physical disabilities.

### **Specific responsibilities of the role:**

- Support the classroom teacher with their responsibility for the development and education of pupils.
- Assist in the development of pupils' learning, the provision of care and the management of pupils' behaviour under the direction of teaching staff/senior colleagues.
- Provide specialist assistance to pupils with SEND who need particular help to overcome barriers to learning.
- Follow and adhere to all college policies and procedures including the GDPR policy, equality and diversity policy, health and safety policy, safeguarding children in education - child protection policy.

Jobholders generally work under the direct supervision of the teacher within the learning environment with the teacher present. However, they may occasionally be required to work outside the classroom for short periods.

### **Job tasks: (Each task taking at least 10% of the post holder's time)**

- Attend to pupils' personal needs including toileting, hygiene, dressing and eating, as well as help with social, emotional, welfare and health matters reporting problems to teacher as appropriate.
- Physically assist pupils in activities.
- Assist with the development and implementation of Education, Health and Care Plans and/or other support plans, as required.
- Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs.
- When accompanying teaching staff and pupils on educational visits, trips and out of school activities support pupils with medical care needs.
- Create and maintain a purposeful, orderly and supportive environment in accordance with lesson plans and learning activities and assist with the display of pupils' work
- Assist with the preparation of learning activities
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with the school's policy and encourage pupils to take responsibility for their own behaviour
- Establish constructive relationships with parents/carers referring any difficult or contentious issues as appropriate
- Support teaching /senior staff with routine administration, such as such as photocopying, typing, filing, money,
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use.

## Other responsibilities

- Be aware of and comply with policies and procedures relating to child protection, safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference to ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Assist with the supervision and support of pupils out of lesson times as appropriate and may work with pupils not working to normal timetable
- Carry out a wide range of duties that are generally specific in nature, for example preparing the classroom or resources for an activity, recording pupil data, displaying pupils' work, attending to pupils' personal needs
- Daily contact with parents/carers regarding their child to discuss sensitive and confidential information, for example personal care, health, medication, child behaviour
- Under the direction of the teacher, work with individual or small groups of pupils by supervising and encouraging their participation in tasks and activities generally within classroom setting with teacher present
- Ensure own personal hygiene to avoid cross infection between pupils, for example hand washing, wearing gloves, disinfecting changing mats, careful use of equipment

While every effort has been made to explain the main duties and responsibilities of the post, each individual task is not identified.

This job description is current at the date shown, but in consultation with you, may be changed by the Principal / Director of Resources to reflect or anticipate changes in the job commensurate with the grade and job title.

Signature \_\_\_\_\_

Date \_\_\_\_\_

# Fullhurst Community College

## Person Specification

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**Responsible to:** SENDCO

Training and education	Essential (E) / Desirable (D)
Level 2 Teaching Assistant qualification or university degree.	D
English GCSE (A*-C) or equivalency test (L2 basic skills literacy).	E
Maths GCSE (A*-C) or equivalent (L2 basic skills numeracy).	E
IT packages i.e. Word, Excel.	E
First Aid certification/qualifications, or willingness to be trained as First Aider is essential.	E
Experience	
Experience of contact with students and parents.	E
Have considerable experience (at least 2 years) of working to support children's learning.	E
Have an up to date understanding of the Level 3 post.	E
Have experience of working with small groups.	E
Have evidence of moving on students' learning in a small group or class situation.	E
Have an understanding of other areas of school life.	D
Have experience of providing intimate care for students in a school setting.	D
Knowledge of good practice, policies and procedures in schools / colleges	E
Knowledge and understanding	
Knowledge and understanding of the diversity of people from differing backgrounds and cultures.	E
Knowledge and understanding of the motivations and drive of the students.	E
Knowledge and understanding of the subject matter and current developments in the curriculum area.	E
Knowledge and understanding of how to present information effectively, verbally and in writing to others (for formal SEN reviews, etc.).	E
Be able to take responsibility for planning own work.	E
Be able to transfer theory/training to practice and demonstrate skills of problem solving drawing on relevant experience.	E

Understand and practise the professional boundaries between TA and students.	E
<b>Leadership skills</b>	
Demonstrate creativity and imagination showing an ability to adapt teaching styles to the needs of a group of students.	E
<b>Communication</b>	
Able to communicate clearly and take into account, where appropriate, the view of others.	E
Able to communicate effectively both orally and in writing with students, parents / carers, governors and the wider community.	E
Able to deal sensitively with people and resolve conflicts.	E
<b>Self-management skills</b>	
Show ability to <ul style="list-style-type: none"> <li>• Prioritise and manage time.</li> <li>• Work under pressure to meet deadlines.</li> <li>• Be self-motivating.</li> <li>• To be approachable to young people.</li> </ul> Ability and willingness to work with other staff and agencies.	E
Able to work independently without direct supervision.	E
Able to reflect on own practice and take part in CPD.	E
<b>School ethos</b>	
Can evidence a desire to see young people succeed.	E
Actively promote the curriculum area across the school.	E
Must be able to recognise discrimination in its many forms and willing to put the college's equality and diversity policy into practice.	E
Commitment to equal opportunities and equal value for all students.	E
<b>Other conditions</b>	
Must satisfy relevant pre-employment checks. An Enhanced DBS (Disclosure and Barring Service) statement will be obtained for the successful applicant.	E
A willingness to attend training courses (e.g. GDPR) and train other staff as required	E
A polite and helpful manner to staff, students, governors, parents and the wider community.	E

Throughout the selection process the applicant will be assessed for the essential personal attributes for this role.

- Adaptability to changing circumstance and ideas.
- Energy and enthusiasm.
- Reliability and integrity.
- Imagination and creativity.
- Forward thinking.