



Teaching Assistant Level 2

Information Pack

Transforming Lives

fullhurst.leicester.sch.uk



Introduction



Dear Applicant,

It is with great pleasure that I introduce myself as the Executive Headteacher of Fullhurst Community College. Thank you for expressing your interest in becoming a part of our school community.

Fullhurst Community College is committed to creating a supportive and inclusive learning environment for our 1500 students, aged 11-16 years. We take pride in offering the highest quality education and personalised learning pathways for every student, a commitment recognised in our recent Ofsted Inspection (September 2023): “Dedicated staff at the school have worked hard to create an inclusive culture.”

Our primary objective is to shape successful, confident, and responsible individuals, equipped with both academic qualifications and essential personal and social skills.

Acknowledged by Ofsted, our broad and varied curriculum ensures that all students have opportunities to realise their aspirations. “The school has planned an ambitious curriculum to meet the needs of all pupils.”

The core values of Respect, Kindness, Determination, and Unity are integral to our success in enabling students to exceed their potential. “These values underpin the strong relationships pupils have with staff and each other. Pupils respect diversity.” (Ofsted September 2023).

Our commitment to excellence extends to equipping our staff with the necessary tools and materials for delivering high-quality education from the start of their career.

Our state-of-the-art facilities at Fosse and Imperial Campuses cater to the diverse needs of our student body, contributing to our ‘good’ rating across all areas by Ofsted (September 2023).

If you are enthusiastic about contributing to our ongoing success and making a positive impact on the lives of young people, we warmly welcome your application.

We look forward to the possibility of welcoming you to our team of dedicated staff.

Yours sincerely,

Christina Bailey
Executive Headteacher

Our School Values



Kindness, Respect, Determination and Unity. These values are central to everything we do and underpin our vision for both staff and students. At the heart of our work is a commitment to inclusivity, and our belief that education has the power to transform lives. We want this to be clearly reflected in our recruitment materials.

At its core our vision for our school, students and staff is built on inclusivity. At Fullhurst Community College, we are committed to providing the highest quality of education for every student in a supportive environment. We strive to provide access to different opportunities for our students, both inside and outside of the classroom, which will have a positive impact on their life. We believe that education can transform the lives of the students that we serve.

We are proud of our emphasis on a broad and balanced curriculum that promotes independence, creativity and enjoyment and are committed to providing high quality teaching that aims to ensure individual needs are met and that students can make progress, fulfil their potential and experience success. There is a drive to celebrate success and take pride in the achievements of our students.

We want our students to leave our school as successful, confident and responsible young people equipped with the academic qualifications, as well as the personal and social skills, that will enable them to make a positive contribution to society. Our core values of Respect, Kindness, Determination and Unity are key to us achieving and enabling our students to meet and exceed their potential.

As a school we have created definitions for our school values:

RESPECT

We treat ourselves, each other, our school community and the world around us with care

KINDNESS

We treat others as we would like to be treated ourselves

DETERMINATION

We try our best in everything we do, every day

UNITY

We will work together and succeed together

Our school values are reinforced through the key messages that students see and hear whilst they are at school.

Why Fullhurst?

At Fullhurst Community College, we believe in supporting, inspiring and developing every member of our team. When you join us, you become part of a vibrant, inclusive and ambitious school community where your work truly matters.

INCLUSIVE AND SUPPORTIVE CULTURE

A welcoming and diverse environment where staff are valued and supported at every stage of their career.

COMMITMENT TO PROFESSIONAL DEVELOPMENT

Access to high-quality CPD, leadership development opportunities, and pathways for career progression.

STRONG SCHOOL VALUES

Our core values – Respect, Kindness, Determination and Unity – shape everything we do and create a positive, purposeful school culture.

MODERN TEACHING FACILITIES

Two well-equipped campuses – Fosse and Imperial – providing dynamic and inspiring learning spaces for staff and students.

STUDENT-FOCUSED VISION

A shared belief that education transforms lives, with a focus on providing meaningful opportunities both in and outside the classroom.

STAFF WELLBEING PRIORITISED

Wellbeing initiatives, supportive leadership and a healthy work-life balance embedded in our approach.

TEAM ETHOS

A collaborative and motivated staff team, working together to ensure every student thrives.

MAKING A REAL DIFFERENCE

Be part of a school with high aspirations, where your contribution helps shape the futures of the young people we serve.

Fosse Campus



Imperial Campus



What We Can Offer You?



A comprehensive induction process.



Commitment to providing a supportive and developmental culture for all staff, through an extensive CPD programme.



Dedicated time is set aside for the department to plan collectively and therefore reduce workload.



We do not conduct formal lesson observations.



We're committed to equality and diversity; this is an area of responsibility for a member of our SLT and a linked Governor.



Free access to our fully equipped on-site gym and preferable rates for college facilities hire.



Vivup counselling service offering telephone or face-to-face appointments, 365 days a year.



Eye care vouchers - help with your eye care if your work involves significant periods of time looking at a computer screen.



Annual flu jab - to protect against those winter germs.



We provide a wide range of activities and events for staff to relax and enjoy across the year.



Cycle to work scheme - designed to promote healthy travel to work and reduce carbon footprint.



Free electric car charging.

What Staff Have To Say



"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!"

Mrs T Kirk Science Technician

What Staff Have To Say



“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, Senior Deputy Headteacher

What Staff Have To Say

“I started working at Fullhurst Community College as the Standards and Progress Leader for Maths and ICT in September 2016. I was then promoted to be Curriculum of Maths. 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 Adeniyana, Assistant Headteacher for Maths and Computing

FULLHURST COMMUNITY COLLEGE

Recruitment Advertisement



Post title: Teaching Assistant Level 2 with personal care

Salary: Actual starting salary is £22,079 per annum (Grade 3 Points 5-6 pro rata)

Contract type: Permanent

Hours: 32.5 hours per week for 39 weeks per year (term time plus 5 training/inset days)

Responsible to: Deputy Headteacher

To assist students with their day to day personal care needs and to work alongside other professional staff to further students' independence skills. To provide in class support to aid students' access to the curriculum as a practical assistant in lessons. To assist students in implementing their own personal care programmes during the school day, specifically in relation to practical support for:

- **Personal hygiene**
- **Toileting and continence training**
- **Eating and drinking**

Fullhurst Community College is an over-subscribed and multi-award-winning secondary school for 11-16-year-olds based across two impressive campuses in Braunstone, Leicestershire. Our school is dedicated to our local community, and we passionately believe in transforming the lives of young people from one of the most deprived communities in the UK by ensuring that every student has the very best life chances made available to them.

Further details about the role, including the application form are available from our website www.fullhurst.leicester.sch.uk or by emailing recruitment@fullhurst.leicester.sch.uk. Completed applications should be returned to the Executive Headteacher, Fullhurst Community College, Imperial Avenue, Leicester, LE3 1AH or via email at recruitment@fullhurst.leicester.sch.uk



Safeguarding Statement:

We are committed to keeping children and young people safe from harm and abuse and to promoting their welfare, and we expect that everyone who comes to work for us will share the same commitment. Fulfilling this responsibility includes making sure that our recruitment process includes a range of measures to identify those who may be unsuitable to work with children and young people. In addition, all roles within the school/college are covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, and are subject to an enhanced Disclosure and Barring Service (DBS) check. These posts may also be subject to further DBS re-checks at appropriate intervals. Further information about what the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 means for applicants is provided on the Application Form. Please note that having a criminal record is not an automatic bar from working with us: whether or not your criminal record has a bearing on the post you have applied for will be carefully considered as part of the recruitment process. This may involve a discussion with yourself about the circumstances and background to your offences.

FULLHURST COMMUNITY COLLEGE

Job Description



Post title: Teaching Assistant Level 2 with personal care

Salary: Actual starting salary is £22,079 per annum (Grade 3 Points 5-6 pro rata)

Contract type: Permanent

Hours: 32.5 hours per week for 39 weeks per year (term time plus 5 training/inset days)

Responsible to: Deputy Headteacher

Core purpose of the post:

To assist students with their day to day personal care needs and to work alongside other professional staff to further students' independence skills. To provide in class support to aid students' access to the curriculum as a practical assistant in lessons.

To assist students in implementing their own personal care programmes during the school day, specifically in relation to practical support for:

- Personal hygiene
- Toileting and continence training
- Eating and drinking

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' needs under the direction of teaching staff/senior colleagues.
- Provide specialist assistance to pupils with SEND who need particular help to overcome barriers to learning.
- Support students with physical disabilities including personal care and physiotherapy needs.
- 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 hygiene, dressing, toileting 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 Executive Headteacher / 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



Post title: Teaching Assistant Level 2

Salary: Actual starting salary is £22,079 per annum (Grade 3 Points 5-6 pro rata)

Contract type: Permanent

Hours: 32.5 hours per week for 39 weeks per year (term time plus 5 training/inset days)

Responsible to: Deputy Headteacher for SEND

Training and education	Essential (E) / Desirable (D)
Level 2 Teaching Assistant qualification	D
Maths and English GCSE (A*-C) or equivalency test (L2 basic skills literacy).	E
Relevant I.T experience	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 2 post.	E
Have experience of working with small groups of students.	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
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
Leadership skills	
Demonstrate creativity and flexibility showing an ability to adapt teaching styles to the needs of a group of students.	E
Communication	
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
Self-management skills	
Show ability to <ul style="list-style-type: none"> • Prioritise and manage time. • Work under pressure to meet deadlines. • Be self-motivating. • To be approachable to young people. 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
School ethos	
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
Other conditions	
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.



