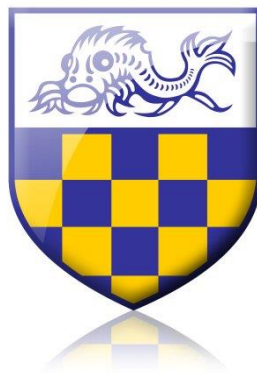


**Longhill High School
Rottingdean
Brighton**



Information Pack 2023

**Faculty Assistant Faculty of Humanities
Full Time**



LONGHILL

HIGH SCHOOL

Falmer Road
Rottingdean
Brighton
East Sussex
BN2 7FR
Phone 01273 304086
Fax 01273 303547

November 2023

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

Ofsted said in September 2018 that 'Teachers have renewed enthusiasm for teaching and a group of staff actively research new ways to inspire pupils. Consequently, teachers are motivated and form part of the ambitious learning culture permeating throughout 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 . Please return your application by e-mail to: personnel@longhill.org.uk or by post for the attention of 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

Mrs R Otulakowski
Headteacher

Headteacher: Rachelle Otulakowski
Email: admin@longhill.org.uk
Website: www.longhill.org.uk

LONGHILL HIGH SCHOOL

JOB DESCRIPTION

Job Title: C Grade Faculty Support Teaching Assistant

Reports To: Head of Faculty/Senior Teacher

Department: Children, Families & Schools

Section: Schools

Specific Role Description for the post of Faculty Support Teaching Assistant at Longhill High School

- To provide assistance to teachers/faculty head to support the pupils/teachers/curriculum and the school as a whole
- To provide cover supervision for absent teaching colleagues
- To provide technician support where necessary
- To provide administrative support to the faculty

1. Purpose of the job

To work under the guidance of faculty head/senior staff and within an agreed system of supervision, to implement agreed programmes with individual/groups, in or out of the classroom. This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting the teacher in the whole planning cycle and the management/preparation of resources.

To supervise a group of pupils during the short term absence of a teacher to ensure that pupils carry out a pre-prepared lesson, maintain good order and to keep pupils on task, responding to questions and generally assisting pupils to undertake set activities. Cover supervisors will need to respond to questions and generally assist pupils to undertake set activities.

To organise and supervise administrative systems as required. Contribute to the planning, development and monitoring of pupil progress systems within the faculty under the supervision of the faculty head.

Where necessary to assist with the preparation of all resources/equipment for teaching or for demonstration purposes including making up chemical solutions for lessons within time scales, in order to support learning activities.

2. Principle Accountabilities

Support for the Pupil

- Work with the teacher to establish an appropriate learning environment
- Work with the teacher in lesson planning, evaluating and adjusting lessons / work plans as appropriate
- Communicate, distribute and supervise work that has been set by the teacher in response to teacher absence. Manage the behaviour of the pupils whilst they are undertaking this work to ensure a constructive environment. Answer student's queries in relation to work set by the subject teachers as appropriate.
- Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives
- Provide objective and accurate feedback and reports, as required, to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence
- Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems / records as requested
- Undertake marking of pupils' work and accurately record achievement / progress
- Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- Liaise sensitively and effectively with parents / carers as agreed with the teacher within your role / responsibility and participate in feedback sessions / meetings with parents, or as directed
- Administer and assess routine tests and invigilate exams / tests
- Provide general clerical / admin support e.g. administers coursework, produce worksheets for agreed activities etc.

Support for the Curriculum

- Implement agreed learning activities / teaching programmes, adjusting activities according to pupil responses / needs
- Implement local and national learning strategies e.g. literacy, numeracy, KS3, early years, and make effective use of opportunities provided by other learning activities to support the development of relevant skills
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- Help pupils to access learning activities through specialist support
- Determine the need for and prepare and maintain general and specialist equipment and resources

Support for the School

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos / work / aims of the school
- Establish constructive relationships and communicate with other agencies / professionals, in liaison with the teacher, to support achievement and progress of pupils
- Attend and participate in regular meetings
- Participate in training and other learning activities as required
- Recognise own strengths and areas of expertise and use these to advise and support others
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
- Undertake planned supervision of pupils' out of school hours learning activities
- Supervise pupils on visits, trips and out of school activities as required

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 Council 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.

PERSON SPECIFICATION

POST TITLE: C Grade Faculty Support Teaching Assistant

CRITERIA	ESSENTIAL CRITERIA
Job Related Education and Qualifications and Knowledge	<ul style="list-style-type: none">• 2 or more A Levels or equivalent qualification or experience• Training in the relevant strategies e.g. literacy and/or in particular curriculum or learning area, e.g. ICT, Maths, English, Science etc.• Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation• Working knowledge of national/foundation stage curriculum and other basic learning programmes/strategies• Understanding of principles of child development and learning processes• Understanding of classroom roles and responsibilities and own position within those roles• Appropriate First Aid training
Experience	<ul style="list-style-type: none">• Experience of working with children of relevant age
Skills/Abilities	<ul style="list-style-type: none">• Very good numeracy / literacy skills• Good subject knowledge taught within the faculty• Ability to self-evaluate learning needs and actively seek learning opportunities• Ability to relate well to children and adults• Can use ICT effectively to support learning• Effective use of other equipment technology - video, photocopier• Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these
Equalities	<ul style="list-style-type: none">• 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.

Additional Salary Information

Salary

Please note that Non-Teaching staff's salaries are calculated as per the following examples.

Annual Full Time salary ÷ 52 weeks' x paid weeks per year (47.36) ÷ full time hours (37) x actual hours worked (37).

Therefore the starting salary for this post is in the range of

£24,948 x 47.36/52 x 37/37 = £22,722 raising to £24,450 per annum

Faculty Assistants work for 39 weeks per year (term-time only) but are paid for 47.36 weeks per year, which incorporates holiday pay.

The vacancy is for a full time post 37 hours a week term time only.

- 8.00 a.m. to 4.30 p.m. with a 20 minute paid break less 30-minute lunch break Monday (8 Hours)
- 8.00 a.m. to 3.45 p.m. with a 20 minute paid break less 30-minute lunch break Tuesday to Friday (7 1/4 hours)

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/dbs 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.