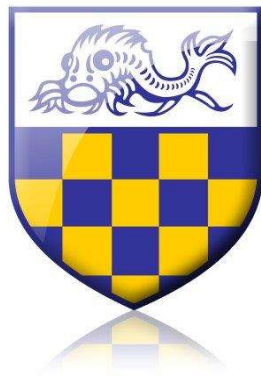
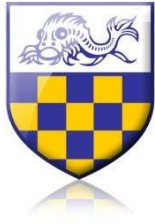


**Longhill High School
Rottingdean
Brighton**



Information Pack 2022

Teaching Assistant Apprentice – Level 3



Longhill High School

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

June 2022

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

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 . Please return your application by e-mail to: personnel@longhill.org.uk or by post for the attention Headteacher's 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

JOB DESCRIPTION

JOB TITLE: Teaching Assistant Apprentice Level 3

SECTION: Schools

1. PURPOSE OF JOB

Learn to support the class teacher to enhance pupils' learning either in groups or individually, ensuring pupils understand the work set, know their learning objectives and stay on task in order to make progress.

To undertake the apprenticeship in [Teaching Assistant Level 3 Apprenticeship](#)

To support the class teachers to enhance students learning either in groups or individually, ensuring pupils understand the work set, know their learning objectives and stay on task in order to make progress.

2. Key Responsibilities

- To support within and outside the classroom the learning and emotional/social/behavioural needs of students receiving additional support in accordance with school policies.
- To assist the class teacher in preparation and adaptation of learning materials/resources.
- To deliver interventions in accordance with training given
- To assist in the assessment of student needs to benchmark against targets set by the teachers.
- Use specific feedback to help students make progress.
- To continually review the students' support needs.
- To communicate regularly with teachers to provide clarity and consistency of role within lessons.
- To supervise student learning where necessary.
- To ensure students use technology safely.
- To provide support for personal care where necessary.
- To take part in and ensure the smooth and effective administration of the provision.
- To produce accurate records.
- To use computer systems, including specialist software eg: online registration, intervention programmes, and management information systems.
- To attend team and all other meetings regarding both student and curriculum development.
- To share information, in a timely manner as required with the Safeguarding Lead.

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 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 of pupils out of lesson times, including before and after school and at lunchtime
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and **take responsibility for a group under the supervision of the teacher**

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: Learning Support Apprentice

CRITERIA

ESSENTIAL CRITERIA

Job Related Education and Qualifications and Knowledge

- Education to GCSE standard grade C (or equivalent) in English
- Maths Level 2 (or willingness to undertake)

Experience/Knowledge

- Working with people with learning difficulties and/or disabilities, emotional, social and behaviour needs is desirable
- Supporting the learning needs of pupils is desirable
- Undertaking personal care is desirable
- Administering life-saving medication is desirable
- Working in an education environment is desirable
- It is essential that you have knowledge of Safeguarding for children and vulnerable adults and prevent,
- Knowledge of health and safety legislation is desirable
- Equality Act 2010 and SEND reform is desirable
- Microsoft Office applications, including word is essential
- Knowledge of Education, Health Care Plans is desirable

Skills/Abilities

- Good numeracy / literacy skills
- Ability to communicate to a diverse range of people at all levels is essential
- Time management skills, organisational skills and ability to meet tight deadlines is essential
- Proven IT and Keyboard skills is essential
- Ability to relate to children and adults
- Ability to use other equipment technology
- Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these

- Ability to manage challenging behaviour is desirable

Equalities

- 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.

Branching Questions

Branching questions can be found in the job pack and are central to your application. In the application form instead of candidates to writing supportive statement on how you meet the essential criteria outlined in the person specification you should answer the branching questions in the job pack.

The school will shortlist for the role based on responses to these questions in addition to further information candidates provide in their employment and educational history.

Branching questions for: Teaching Assistant Apprentice – Level 3	
Question 1:	Please outline your experience with children and young people and/or working in schools.
Question 2:	Communication skills are incredibly important to working as a Teaching Assistant. You will need to communicate effectively with a range of young people and adult colleagues. Please give examples of your communication skills and how you have applied them in challenging situations.
Question 3:	As a Teaching Assistant you are part of a team around a child. What makes an effective team? Please give examples of where you have worked as part of a team and consider how effectively the team worked together to achieve a common goal.
Question 4:	Teaching Assistants have to be organised and support young people with SEN/D with their personal organisation, which may include the use of technology. Please give examples of when you have used your organisation and technology skills to good effect.
Question 5:	A Teaching Assistant has to be able to quickly build professional relationships with students. What does a professional relationship look like? Please give an example of a time when you built a positive, professional relationship.
Question 6:	What other skills or experiences do you have that you feel would make you a good candidate for this post?

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.