



# **Plantsbrook School**

'Be the best that you can be'

## **Level 3 Teaching Assistant**

**Application Pack**

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# Welcome from the CEO

Thank you for your interest in this opportunity. I hope you find this information pack helpful, and that it furthers your aspiration to work with us. Please do take some time to read our values statement, contained within, which very much sets the scene for our work ethic.

We are a small academy trust with big ambitions. We're here to give children and young people a lifelong love of learning and equip them with the skills they need to realise their personal ambitions. Our schools are places where children flourish, in environments that celebrate success, deliver academic excellence and foster curiosity, inclusivity and creativity.

If you join us, you can expect equal emphasis on your development as a professional. We will support you in continually developing your skills and career, which could take you anywhere within our expanding network of schools.

We create exciting futures – both for our learners and our staff, and we'd love to welcome you on board.

I look forward to hearing from you.



Claire Pritchard, CEO





# About Our Trust

## Our Vision

Broadleaf Partnership Trust will lead and enable community centred schools that raise and realise aspirations, celebrate successes, and promote a lifelong love of learning.

## Our Values

**Aspiration-** We celebrate a culture of continuous improvement, where all stakeholders are motivated to achieve the very best for every child. We aspire to create learning environments that foster curiosity, inclusivity, talent and creativity so that every child is encouraged to recognise their potential and develops ambitions that reflect their future goals.

**Alliance-** Working in partnership across our schools and in affiliation with stakeholders, across the education sector and beyond, we can access information and networks that help to continually develop our people, communities and practice. Our collaborative approach enhances the strength of unity across our Trust whilst simultaneously recognising the uniqueness of our schools. We align many of our operational aspects whilst empowering learning leaders to meet the curriculum needs of their community.

**Agility-** We are agile in our approach, embracing change, and focused on excellence. We ignite and harness people's passion by encouraging experimentation and innovation to make learning meaningful, build organisational resilience and ensure our approach stays current. We adopt a culture of shared and servant leadership across our Trust that enables action and provides the flexibility to respond and adapt to the ever-changing climate.



**Broadleaf Partnership Trust**  
Upper Holland Rd  
Sutton Coldfield  
Birmingham  
B72 1RB



**Plantsbrook School**  
Upper Holland Rd  
Sutton Coldfield  
Birmingham  
B72 1RB



**Perryfields Academy**  
Oldacre Rd  
Oldbury  
West Midlands  
B68 0RG



**Town Junior School**  
Ebrook Rd  
Sutton Coldfield  
Birmingham  
B72 1NX



**Holland House Infant School & Nursery**  
Ebrook Rd  
Sutton Coldfield  
Birmingham  
B72 1NX





# Welcome from the Headteacher

Welcome to Plantsbrook School, and thank you for your interest in us and in this post.

At Plantsbrook we are fully committed to providing the best opportunities for our students to allow them to develop into fine young people and to achieve success. We want all Plantsbrook students to enjoy school and to make the most of each and every opportunity that comes their way. We want them to enjoy learning and recognise its importance in enabling them to be the best version of themselves. We want them to feel safe and comfortable in their school community and to feel part of the Plantsbrook family, which is supportive yet challenging. Above all we want them to be committed to hard work, good behaviour and to have respect for each other and themselves.

At Plantsbrook we firmly believe in strong partnerships, which informs our approach to working with parents and supporting our students to meet their full potential. We value being part of Broadleaf Partnership Trust and the opportunities this creates for our staff and students. We strive to keep getting better at what we do and we work tirelessly to live by our school motto, "be the best that you can be", always expecting our students to perform to their best. We offer a broad and challenging curriculum that seeks to develop the key skills, values and knowledge and understanding that will allow our students to be inquisitive, informed and prepared for the challenges of the modern world.

At Plantsbrook we understand the informed choices that education brings, which is why we focus our energies on enabling our students to make the right choices in all that they do. We are committed to creating a caring and supportive environment with high expectations and excellent behaviour. I am very proud to be Plantsbrook and I hope you will be too.



Kerensa Neal, Headteacher





# About Our School

## Welcome to Plantsbrook School

At Plantsbrook School, we have a simple motto: be the best that you can be. That applies equally to our students and our staff, as we are passionate about releasing potential and giving people the finest possible future. We provide an exceptional education for everyone, from the most able to those with learning difficulties and visual impairments.

A broad and balanced curriculum, delivered with flair by our talented teachers, gives pupils the skills and qualities they need to take them to the next stage of their lives. Through extension work and a rich extracurricular programme, we do whatever it takes to expand their minds and broaden their horizons – and we want to do the same for you.

A career with us could create opportunities across the multi-academy Broadleaf Partnership Trust, so we are looking for the brightest and best. Our location in the Birmingham suburb of Sutton Coldfield places us right at the heart of the country – and to release your full potential we will place you at the heart of our heavy investment in professional development.

In return for your passion and commitment, you can expect an exceptional package including a cashback healthcare plan, free GP helpline service for you and anyone in your household, employee assistance scheme (offering free and confidential advice and counselling), opportunities to receive career coaching and a cycle to work scheme.

We are #ProudToBePlantsbrook, and you will be too.

## Quick Facts



Headteacher: Kerensa Neal

Pupils: 1560

Staff: 157

Ofsted: 2019 Good

Information correct as of Sept 2023





# Job Description

**Title of Post:** Level 3 Teaching Assistant

**Status:** 32.5 hours per week, Term Time only 8.15am - 3.15pm  
30 minutes Lunch break

**Salary:** Grade 3 £25,119 - £31,364 per annum, pro rata  
Actual salary £19,641 - £24,524

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## Job Purpose

To support teaching staff in the development and education of pupils including the provision of specialist skills as appropriate.

To support the Inclusion team with the coordination of wider intervention strategies and pupil provision, including those outside of the classroom

This level is applicable to experienced teaching assistants whose working role calls for competence across a varied range of responsibilities

# Job Description

## Qualities and Skills

- Qualified to NVQ Level 3 Teaching Assistant, or working towards this qualification.
- Experience as a Teaching Assistant and/or working with children.
- To have secure knowledge and understanding of strategies and approaches to support students with SEMH (Social, Emotional and Mental Health) needs
- Be willing to undertake training around supporting the physical and mental health needs of pupils.
- Ability to work within the existing team under the direction of the Inclusion Leaders and/or using own initiative to achieve results.
- Provide classroom support for students with specific needs e.g. sensory and/or physical impairment, cognitive or learning difficulties, behavioural, emotional and social development needs, communication and interaction difficulties.
- To support in the management of SEMH provision throughout the school (in conjunction with the SENCO) and to contribute to the evaluation of the impact of interventions and strategies
- An empathetic understanding of the needs of children with learning difficulties and/or other special educational needs, as appropriate
- Ability to listen to and respond to needs of the individual young person.
- Imagination, creativity and initiative.
- Good standard of education essential, including the ability to support students in all subjects from Y7-14
- An ability to support teaching staff developing programmes of work and intervention opportunities, suitable for specific students.
- Have good literacy, numeracy and IT skills.
- Responsibility for promoting and safeguarding the welfare of children and young persons.
- A willingness to be First Aid/Mental Health trained to support rota duties (Self harm concerns)
- To assist in the preparation of relevant paperwork including support with Early Help Assessments, Annual Reviews, EHC needs assessments.
- To contribute to staff training and briefings in order to share good practice and information.
- Attendance at appropriate staff meetings and parents evening
- To undertake an appropriate professional development including adhering to the principle of performance management
- To adhere to the ethos of the school
- To be a professional role model with a clear understanding of tolerance and the importance of diversity
- To promote the agreed vision and aims of the school
- To set an example of personal integrity and professionalism
- Undertake any other duties that are commensurate with the post



# Job Description

This Job Description is current at July 2024, and is representative of the duties/responsibilities expected of the post. These duties and responsibilities are neither static nor exhaustive and, at the discretion of the Headteacher, are liable to variation to reflect any future changes required of this post.

The successful candidate will work under the direction of the Inclusion Leaders. He/she will be responsible for the integration needs of the pupil as directed by the Inclusion Leaders.

Broadleaf Partnership Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Please note successful candidates for all Broadleaf Partnership Trust vacancies will be requested to apply for an Enhanced Disclosure from the Disclosure and Barring Service, although a criminal record will not necessarily be a bar to obtaining the position.

Closing Date: Friday, 9 August 2024



# Job Description Person Specification

	Essential	Desirable
Qualifications	<p>Qualified to NVQ Level 3 Teaching Assistant or equivalent, or working towards this qualification.</p> <p>GCSE English and Maths A*-C/9-4 or equivalent.</p>	First Aid at Work
Experience, Skills and Knowledge	<ul style="list-style-type: none"> <li>• Experience of working as a Teaching Assistant.</li> <li>• Experience of working with children or young people (preferably from secondary school age).</li> <li>• Experience of using IT effectively.</li> <li>• Experience of and the ability to deal positively with children and parents.</li> <li>• Contribute to a range of teaching, learning and pastoral activities, to include planning and evaluation of learning activities</li> <li>• Ability to assist in monitoring and evaluation of pupils' progress</li> <li>• Demonstrate good communication skills both written and spoken</li> <li>• Demonstrate good ICT skills</li> <li>• Work independently and as part of a team</li> <li>• Ability to work with staff at all levels and have good communication skills</li> <li>• Understand the need for confidentiality when dealing with sensitive information</li> <li>• This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent spoken English is an essential requirement for the role.</li> <li>• Ability to implement assessment for learning under the guidance of the teacher</li> </ul>	

## Personal Qualities

- Confidence, authority and excellent interpersonal skills
- Ability to work in a demanding environment
- Able to plan own workload and respond flexibly to changing circumstances
- Effective time management skills
- Reliable and punctual
- Creativity and ability to think laterally
- A 'can do' approach and positive outlook
- An interest in educational issues
- Have a sense of proportion and humour
- Ability to adapt to a variety of situations
- Be committed to safeguarding and promoting the welfare of children and young people



# Benefits Beyond the Classroom

## Employee Assistance Programme

Our EAP provides 24/7 access to a range of health and wellbeing services either via the phone or online, including structured counselling sessions, wellbeing resources, and financial and legal advisory services from trained experts.

## 24/7 GP Service

This service enables you and your immediate family access to a private GP service at any time of day or night. Appointments can be booked at a time to suit you, allowing you easy access to medical advice and diagnosis, private prescriptions and fit notes.

## Health Cash Plan

Our health cash plan allows you to reclaim costs related to dental, optical, therapeutic and other health related expenses, including diagnostic consultations, screening, hearing aids, surgical appliances and NHS prescriptions.

## Cycle to Work Scheme

This salary-sacrifice scheme allows you to purchase tax-free bicycle and safety equipment, spreading the cost over 12 or 18 months.

## Shopping and Lifestyle Discounts

Wider Wallet is an online discounts platform providing a range of offers and discounts from well-known retailers and high-street brands as well as discounts on dining, travel, technology, entertainment and days-out.

## Other Benefits

- Opportunities for career progression within an innovative and collaborative Trust
- Excellent CPD opportunities, including Coaching, tailored to support you throughout your career
- High-quality and comprehensive ECT development programme
- Flexible Working practices & supportive Time Off Work Policy
- Generous pension schemes





# How to Apply

If you are enthused by this exciting opportunity and want to join our team at Plantsbrook School we'd love to hear from you.

For further information and to apply visit our career site:  
[www.mynewterm.com/school/Plantsbrook-School/137053](http://www.mynewterm.com/school/Plantsbrook-School/137053)

Closing Date\*: Midnight, Friday 9 August 2024

\*We reserve the right to close the advert early if a strong field of applicants is received prior to the closing date.

If you would like to speak to someone in advance of your application, or arrange an appointment to visit us, please email HR at [hr@broadleafpt.co.uk](mailto:hr@broadleafpt.co.uk)

Further information including an Applicant's Guide, Privacy notices and our Recruitment and Selection Policy can be found on our career site.

We are committed to equality and value diversity, and therefore particularly welcome applications from under-represented groups.

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role.

This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020, which means certain spent convictions and cautions are 'protected', so they do not need to be disclosed to employers. If they are disclosed, they will not be taken into account.

Broadleaf Partnership Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful candidates will be subject to an Enhanced DBS check, including a Barred List check.

