CROWN HILLS
COMMUNITY COLLEGE
A Specialist Sports College

Appointment Information

Teaching Assistant Level 3



Crown Hills Community College
Gwendolen Road, Leicester LE5 5FT
Tel: 0116 273 6893
office@c rownhills.leicester.sch.uk
crownhills.com



Dear prospective applicant,

In the top 12% of schools nationally, Crown Hills Community College blends a 70-year history of inclusive education with an innovative, forward-looking approach to providing a state education like no other to 1500 students from inner city backgrounds.

The school now seeks to appoint an exceptional individual to work alongside 200 other staff to make up our education family. Specifically, we are looking for a Teaching Assistant to work as part of the SEND department.

You would join a well-established SEND department comprising the SENDCo and Deputy SENDCo and a team of Teaching Assistants.

Over the past three years, the school has changed significantly not only in its performance but in the way it operates. We are not interested in the OFSTED grade or judgement and it is not something that we use to threaten staff with nor do we use it to set policy. We do what is best for the staff and the students underpinned by a set of clear values and we trust that everything else will take care of itself. I would therefore, urge you to visit us and to look at our website and the video about what it is that we stand for and why you would want to join us.

I want us to be at the forefront of educational excellence because we want to provide the best educational experience possible for the children in our care. This is extremely difficult in a climate of ever-increasing accountability and diminishing resources. However, I sincerely believe that if we lead this community by staying true to our values then it is possible.
I have therefore spent time with staff and exploring what it is we stand for and, after a school-wide consultation, we have decided that ASPIRATION, COMMITMENT and SUCCESS are the three key drivers that will support the development of our pupils.

We believe that the curriculum is king and that the way it is sequenced, will help our students to make progress. We have taken a very clear stance on knowledge-first teaching and place an emphasis on memory recall as well as responsive teaching. In order to be successful you need to buy into this pedagogy and practice as it underpins our philosophy and the way the curriculum should be delivered to our students. As a member of support staff who supports the delivery of the curriculum, it is important you understand and align to our college principles.

We are very clear that the gender, background, colour, poverty, wealth or social status of a child should have no bearing on how well they perform and staff here work extremely hard in trying to close that gap between the different groups of pupils.

Please read the attached job description and person specification. If you are interested in applying, please fill in the application form available on our eteach portal, https://www.eteach.com/jobs/crown-hills-community-college-jobs-9453/?oo=ag please include e-mail addresses of all referees, together with a letter of application (no more than 2 sides of A4, font 12) outlining your skills, qualifications and experience relevant to this post by 9am on Monday 7th December 2026. Please include your cover letter in the supporting statement section.

Interviews likely to be Friday 11th December.

I look forward to meeting you and receiving your application.

Yours sincerely,



Mr F Adam
(Principal)

*All appointments will be subject to references and pre-employment checks.

JOB DESCRIPTION

Job Title: Teaching Assistant Level 3 (SEND)	11-16 Maintained
College: Crown Hills Community College	Grade: Grade 5, Point 11 – 14
Reports to: Head of Department	Salary: £17,825.86 – £19,336.80 actual salary £28,598 – £31,022 full time equivelant
Term: 27 Hours Per Week	Term: Permanent

GENERAL

The following are key areas of a teaching assistants role but all responsibilities are outlined in the Pay and Conditions of Service Document:

MAIN ROLE

- To enable young people with SEND to take the fullest advantage of all that takes place in the school, ensuring en access to the curriculum and any enrichment activities where applicable.
- To support the young people in managing equipment and resources, such as hearing and vision aids and ICT etc.
- To align with and work within the staff values of THIRST (Trust, Honesty, Integrity, Respect, Support, Tolerance) asdefined in the College's Health and Well-being Charter.
- To support students across KS3 & 4 with a focus on Maths & Science.

CORE DUTIES AND RESPONSIBILTIES-CLASSROOM

- To provide feedback to the Class Teacher to support responsive teaching and to contribute to responsive teaching.
- To support with ensuring that resources are suitable and accessible for students' learning.
- To support and collaborate with the Head of SEND in all duties related to records, resources and equipment for the young person.
- To be alert to students' needs and progress and to respond appropriately.
- To undertake any other duties which may from time to time arise in connection with the overall responsibilities of the job and commensurate within the scale.
- To promote emotional wellbeing of the students.
- To meet and greet students daily.

CORE DUTIES AND RESPONSIBILTIES-WHOLE SCHOOL

- To liase with teachers and support professionslas and parents in providing information relating to progress and effectiveness of learning strategies.
- To support the induction of SEND students where appropriate.
- To attend appropriate meetings required by the Principal, the SEND department and/or the LA.
- To deal with any safeguarding issues and refer appropriately according to the school policy.
- To cover registration for a form class when required.
- To support whole school systems related to SEND such as interventions and rest breaks.

PERSONAL DEVELOPMENT

- To take part in a programme of whole-school and individual professional development.
- To engage in the school's staff perfomrance management process for Teaching Assistants

PERSON SPECIFICATION

No.	CATEGORIES	Essential/ Desirable	Application Form	Interview / Task
SKILLS, KNOWLEDGE & EXPEREINCE				
1	GCSE in English, Maths and Science or equivalency.	E	✓	✓
2	At least two years' experience working within a school as a Teaching Assistant or equivalent	E	✓	✓
3	Experience of working with young people with special educational needs.	D	✓	✓
4	Able to demonstrate humility and a willingness to learn, develop and implement strategies to other appropriate support to students with SEND needs.	E		✓
5	Familiar with and willing to develop ways to overcome barriers to learning.	D		✓
6	Have an understanding of the roles played by the various adults in a young person's education.	E		✓
7	Ability to adapt practicse in response to individual need.	D		✓
EQUALITY OF OPPORTUNITY				
8	Must be proactive in promoting the Equal Opportunity policies of the school in all aspects of work.	E		✓
9	Understands the needs of all students and the relevance of these to the teaching of the subject.	E	✓	✓

			Assessed by:	
No.	CATEGORIES	Essential/ Desirable	Application Form	Interview / Task
ATTITUDE, MOTIVATION & ABILITY				
10	Able to show hunger for the role.	E	✓	✓
11	Able to demonstrate humility.	E	✓	✓
12	To be patient, supportive, caring and resilient.	E	✓	✓
13	Able to set an example of high standards in your role, relationships with colleagues and in your expectations of students.	E	✓	✓
14	Able to plan, organise and communicate effectively.	E	✓	✓
15	Able to be part of a team and use your own initiative.	E	✓	✓
16	Able to work with guidance, but under limited supervision.	E	✓	✓
17	Able to form positive, professional relationships with students.	E	✓	✓
18	Commitment to improve	E	✓	✓
19	Able to report to different groups and meet appropriate deadlines.	E	✓	✓
20	Appropriately trained in safeguarding and able to demonstrate how to deal with keep children safe.	E	✓	✓