



CROWN HILLS
COMMUNITY COLLEGE
A Specialist Sports College

Appointment Information

Teaching Assistant Level 2



Crown Hills Community College
Gwendolen Road, Leicester LE5 5FT
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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 8am on Monday 22nd June 2026. Please include your cover letter in the supporting statement section.

Interviews likely to be Friday 26th June.

I look forward to meeting you and receiving your application.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'F Adam', with a long horizontal flourish underneath.

Mr F Adam
(Principal)

JOB DESCRIPTION

Job Title: Teaching Assistant Level 2	11-16	Maintained
College: Crown Hills Community College	Grade: Grade 3, Point 5-6	
Reports to: Head of Department	Salary: £15,946.53 Actual Salary £25,583.00 Full Time Equivelant	
Term: 27 Hours Per Week, term time, 3 teacher days.	Term: Temporary 5 Year Contract	

Major Objectives:

1. To support pupils' learning as directed, in context of fostering independence and self-esteem.
2. To maintain accurate records and assist in administrative tasks.
3. To give sound advice to parents/carers for their child's education.
4. To support the aims and ethos of the School/College.
5. To set a good example in terms of dress, punctuality and attendance.
6. To be proactive in matters relating to health and safety and child protection/safeguarding.
7. To provide appropriate supervision to individual or groups of pupils.
8. To share and adopt best practice and good ideas with other staff.
9. To implement and promote Leicester City Council's and the school/college's policies and procedures relating to all areas of employment and service delivery

Summary of Job Tasks:

1. Assists in the educational and social development of pupils under the direction and guidance of teachers or advisory staff.
2. Assists in the implementation of pupil's Individual Education Programmes & monitors progress.
3. Provides support for individual pupils inside and outside the classroom to enable them to fully participate in activities.
4. Works with other professionals, such as speech therapists and occupational therapists, etc.
5. Assists with administrative tasks, e.g. maintaining pupil records, creating displays of work, etc.
6. Supports pupils with emotional or behavioural problems and helps develop their social skills.
7. Works with parent/carers to support pupils' learning and behavioural needs.
8. Attends team and staff meetings.

PERSON SPECIFICATION

No.	CATEGORIES	Essential/ Desirable	Application Form	Interview / Task
1	GCSE in English and Maths or equivalency.	E	✓	
2	Assists with the supervision of individual, small groups or a class of pupils, e.g. as they arrive/leave the class and at break time and when required at lunchtime.	E		✓
3	Assists with the day-to-day management of the learning environment, e.g. care & preparation of teaching aids, equipment, and materials, reporting damaged/faulty items, contributing to Class, School/College displays, art a rea designs, etc	E		✓
4	Supports the School/College in enabling all pupils to access the curriculum.	E		✓

5	Assists in the management of pupil behaviour	E		✓
6	Participates in induction training for teaching assistants and staff review process and makes use of professional development opportunities	E	✓	
7	Provides comfort and arranges immediate care for minor accidents (excluding duties of designated first aid officer) including tasks connected with the social education of the pupil.	E	✓	
8	Provides feedback to the teacher about learning activities.	E		✓
9	Finds alternatives to the National Curriculum suggestions.	E		✓
10	Main contacts are with pupils and classroom teachers plus parents/carers and sometimes interact with specialists, advisors, etc on pupil issues..	E		✓
11	Supports pupil's curriculum learning using appropriate language (including other forms of communication, e.g. Makaton and using communication aids)	E		✓
12	Provides pupils with the support specified by the teacher	E		✓
13	Provides comfort & arrange immediate care for minor accidents, upsets and ailments (excluding duties of designated first-aider)	E		✓
14	Encourages and reinforces positive interaction for pupils with set behaviour targets.	E		✓
15	Finds ways to "get through" learning, emotional, physical or behavioural difficulties.	E		✓
16	Works under the overall supervision of the responsible teacher.	E		✓
17	Reports uncharacteristic behaviour, problems and risks to health to teaching staff.	E		✓

No.	CATEGORIES	Essential/ Desirable	Assessed by:	
			Application Form	Interview / Task
18	Refers child protection issues/situations to teacher	E		✓
19	Must be able to recognise discrimination in its many forms and be willing to put the Council's Equality policies into p	E	✓	✓
20	This post will involve contact with vulnerable groups (children, young people and/or adults) and is therefore exempt from the Rehabilitation of Offenders Act 1974 and subject to an Enhanced Criminal Records Bureau (CRB) Disclosure check. This exemption means that applicants for this post are required to declare all criminal convictions, cautions, reprimands and bind-overs both spent and unspent in their application, regardless of the passage of time.	E	✓	✓