The Brookfield School Recruitment Pack

Do you want to make a difference, everyday?

The Trustees and Headteacher of this warm and nurturing school are seeking to appoint a Teaching Assistant (SEN) to work in our specialist primary or secondary classes of between 6 to 10 pupils, supported by other Teaching Assistants and a specialist teacher. CPD is comprehensive, with opportunities for in person and online learning around trauma, neurodiversity and understanding behaviour.

An exciting opportunity now exists for an ambitious and empathetic professional to join us as we work with vulnerable pupils from across Herefordshire. The successful candidate will have a passion for the welfare of young people and will help provide a high quality engaging and safe working environment for all of our pupils.
You will work closely with a fantastic team of staff helping to ensure positive outcomes for everyone in our care as part of the Mercian Education Trust family of schools.

Job activities could include:

- Support students in accessing and understanding learning.
- Support positive behaviour in class and beyond.
- Direct group activities within and away from the classroom including implementing intervention programmes with targeted groups;
- Assist in the planning, preparation and clearing away of resources necessary for the delivery of the curriculum, including IT.
- Promote the self-esteem, progress and independent learning of children.
- Participate in general school activities including assembly, break and activities, sports day, educational visits etc. as required.
- Assist with the preparation and mounting of display materials.
- To undertake designated administrative tasks, in order to support teaching and learning.

Salary	£17683.04 - £18848 per annum
School	The Brookfield School
Hours	27.92 TBC
Term/duration	Permanent Variable
Closing date	28th November 2026
Interview date(s)	Week commencing 1st December 2026

Email: wroberts@metacademies.org.uk
www.metacademies.org.uk

Mercian Educational Trust is an equal opportunities employer and committed to the protection and safety of its students

We look forward to receiving your application.

Kind regards,

Michelle Parkes
Headteacher

Contents

Recruitment Pack Contents 1
Application Guidance Notes ..... **Error! Bookmark not defined.**
Job Advert ..... **Error! Bookmark not defined.**
Person Specification 8
Job Description 5

Application Guidance Notes

Safeguarding & Safer Recruitment

Mercian Educational Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. As part of this commitment any job offer will be subject to child protection screening appropriate to the post, which will include an Enhanced Disclosure and Barring Service (DBS) check for the children's workforce and a Children's Barred List check

- This role involves constant contact with children. The role requires engagement in regulated activity relevant to children.
- This post is not exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.

Equal Opportunities

The Brookfield School is committed to the principles of our Equal Opportunities Policy and we positively welcome applications irrespective of gender, race, disability, ethnic or national origin, nationality, sexuality, marital status, responsibility for dependents, religion, trade union activity and age.

GDPR

As part of your application to join us, we will gather and use information relating to you. Information that we hold in relation to individuals is known as their personal data. This will include data that we obtain from you directly and data about you that we obtain from other people and organisations. We might also need to continue to hold an individual's personal data for a period of time after the recruitment process, even if you are unsuccessful. Anything that we do with an individual's personal data is known as processing. The Mercian Education Privacy Notice can be found in the policies section on the Trust website or is available upon request from wroberts@metacademies.org.uk This document sets out what personal data we will gather and hold about individuals who apply for a position with us, why we process that data, who we share this information with, and your rights in relation to your personal data processed by us.

Guide to completing the application form

The information you provide will be treated as confidential and used only for the purposes of recruitment. All applicants are required to fully complete the application form which is available from the school or our Trust website, https://www.metacademies.org.uk/vacancies/ . Applications or CVs in any other form will not be accepted.

Post details

Please enter the job title and the name of the post at the school you are applying for.

If you are applying for more than one post, then you must complete a separate application form for each post, as joint applications will not be considered.

Personal details

Please enter your personal details fully and accurately so that we can contact you easily and quickly should you be shortlisted.

Qualifications and training

We are interested in any relevant training and education you have undertaken, including those courses, which did not lead to an examination or qualification. These could be non-vocational classes or in-house training with your current or previous employer. We are also interested to know if you are a member of a professional body. Original certificates will be checked on appointment.

Employment record

Please give full details of your current employment. If you are not currently employed, please use your most recent employment details.

Previous employment

Please give your full employment history in date order starting with the earliest, also accounting for any gaps in employment. We are also interested in any voluntary or holiday work you may have had.

Supporting Information

The job description and person specification for the post are available on request or found on the school's website. They describe the key responsibilities of the post and set out the knowledge, experience, skills and abilities we are looking for. Please read these documents carefully as they form the basis upon which your application will be assessed. In this section, you should demonstrate how your skills, knowledge, experience and abilities match the requirements of the job. Do not simply repeat your career history or treat this section like a CV.

Shortlisting will be based on the applicants' suitability for the post linked to the job description and person specification, please make sure your application matches these requirements.

Referees

We will require at least two written references. One should be from your present employer, or, if you are not currently employed, your last employer. If your employment was in a school, the referee must be the Headteacher. The second referee should be someone who can comment on your work capability. References from friends or relatives are not acceptable. We will contact referees for all shortlisted candidates prior to interview in line with safer Recruitment guidelines.

DBS

You will be required to apply for an Enhanced Disclosure and Barring Service (DBS) check and this check will take place once an offer has been made and accepted. Please indicate if you are registered with the update service.

Right to reside/work in the UK

If you do not declare any restrictions, you are advising us that you have the right to work and reside in the UK. We will ask you for relevant documentation should you be appointed.

Equality and Diversity Monitoring Form

The Brookfield School wants to meet the aims and commitments set out in its equality policy. This includes not discriminating under the Equality Act 2010, and building an accurate picture of the make-up of the workforce in encouraging equality and diversity.

We need your help and co-operation to enable it to do this, but filling in this form is voluntary.

If you wish to complete it then please return it with your application (or separately if you prefer). Please be assured that the monitoring form is separated from the application form on receipt and is not included in the selection process.

Please complete the application form as clearly and as fully as possible. If any section does not apply to you, enter "n/a" (not applicable).

Finally, we wish you the best of luck with your application.

Job Description – Teaching Assistant SEND

Name:	The Brookfield School
Job Title:	Teaching Assistant SEND
Salary Scale Point:	£17683.04- £18848 per annum

Summary

The post holder will be required to comply with the Trust's policies and procedures.

We have a no smoking policy. Employees are not permitted to smoke on any of the Brookfield School premises nor in any vehicle used on school business.

The postholder will promote The Trust's Health and Safety work policies and ensure that these are implemented effectively within their areas of responsibility.

Employees have a duty to safeguard and promote the welfare of children, young people and vulnerable adults. It is an essential requirement that employees are aware of the Herefordshire Safeguarding procedures for sharing information about the welfare of any person for whom they have safeguarding concerns. Employees have a duty to ensure they attend training to enable them to recognise the indicators for concerning behaviour and receive safeguarding supervision as appropriate.

This Job Description covers the main duties and responsibilities of the job and will be subject to review and amendment, in consultation with the post holder, to meet the changing needs of the Trust.

Other activities commensurate with this Job Description may from time to time be undertaken by the post holder.

1. JOB PURPOSE

To support, under the direction of the head and other designated teachers and professionals, the education and welfare of a pupil with special educational needs.

- Fostering the participation of pupils in the social and academic processes of the school, constantly supporting and being aware of children's needs
- To be proactive in promoting inclusion and social equality
- To improve self-image, confidence and motivation
- To develop better social skills and relationships
- Help to enable pupils to become more independent learners
- Help to raise standards of achievement for all pupils

2. MAIN AREAS OF RESPONSIBILITY

- To assist with the preparation of materials and delivery of the curriculum, including using IT
- To direct group activities within and away from the classroom
- To assist with the assessment of children's progress
- To assist with meeting academic, medical, personal, social and behavioural needs
- To improve the social skills and relationships of pupils outside the classroom
- To liaise sensitively and effectively with parents and carers with confidentiality, recognising their roles in pupils' learning
- To work with parents/carers and families to secure positive family support and involvement.
- To contribute to literacy, numeracy and other curriculum support for identified pupils both within and outside of the classroom

3. SPECIFIC RESPONSIBILITIES

The postholder will carry out the majority of the activities of a Teaching Assistant (SEN) level One and, in addition, one of the following according to the pupil's needs:-

- Support the ethos of the school and follow school routines and procedures
- Undertake a programme of Induction and attend in-service training within and outside school as directed by the Headteacher
- Be aware of, and maintain, confidential issues as required
- Under the direction of the teacher and/or line manager to:
- Assist in the planning and delivery of designated areas of the curriculum
    - Support pupils in accessing and understanding lesson objectives
    - Assist in the planning, preparation and clearing away of resources necessary for the delivery of the curriculum, including IT
    - Support the implementation of the school's behaviour policy
    - Direct group activities within and away from the classroom including:
    - implementing 'catch up' programmes with targeted groups;
    - explaining and clarifying tasks;
    - modelling language use and extending pupil's explanations;
    - using questioning to probe understanding and to extend pupil's thinking; and
    - adapting resources to suit learning needs.
    - Promote the self-esteem, progress and independent learning of children
    - Support the teacher in the identification and assessment of learning needs, adapting resources and delivery as appropriate
- Support the teacher in the assessment, recording, and reporting of pupils' progress
- Supporting pupil's progress by keeping up to date with issues pertinent to the curricular

- area by continued professional development
- Participate in the planning, delivery and evaluation of individual education plans with the teacher

- Provide regular feedback to the teacher and, where relevant, the SENCO on the participation and progress of pupils
- Contribute to reviews of children's progress as required
- Facilitate the inclusion of children with special educational needs, giving them access to the curriculum, both inside and outside the classroom
- Support, as directed, links between home and school
- Liaise, as directed, with other professionals to support children's needs
- Assist with the movement of pupils around the building and surrounding areas and with activities away from the classroom within and outside lesson time.
- Participate in general school activities including assembly, off site activities, PE, break and lunch-time activities, sports day, school visits etc. as required.
- Be aware of and promote children's general welfare and follow the school's health and safety procedures.
- Assist with the preparation and mounting of display materials
- To participate in relevant training and attend staff meetings if appropriate
- To undertake designated administrative and clerical tasks, in order to support teaching and learning
- Undertake PRICE training regularly including updates and use these skills (both de- escalation and restraint interventions) as necessary
- Carry out other duties as directed by the Headteacher
- Undergo review of duties and responsibilities according to the school's schedule
- To be prepared to undertake cover supervision if necessary under the direction of the Headteacher or Deputy Headteacher.

4. SAFEGUARDING RESPONSIBILITIES

- This role involves constant contact with children. The role requires engagement in regulated activity relevant to children.
- This post is not exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.

5. QUALIFICATIONS REQUIRED

- Level 3 in Childcare/ Supporting Teaching and Learning is desirable
- Level 2 qualifications in English and Maths
- The willingness to undertake additional study and qualifications as required

6. SUPERVISORY RESPONSIBILITY – LINE MANAGEMENT

No line management responsibility.

7. SUPERVISION RECEIVED

Two appraisal meetings per annum.
Monthly meetings with SLT.

8. PRINCIPAL CONTACTS

Wendy Roberts, Office Manager and PA to Headteacher	wroberts@metacademies.org.uk
Michelle Parkes, Headteacher	mparkes@metacademies.org.uk
Lindsey Haile , Deputy Headteacher	lhaille@@metacademies.org.uk

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Staff will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
This job description will be reviewed annually by the designated Line Manager they reserve the right to alter the content of this job description, after consultation with the post-holder, to reflect changes to the job or services provided, without altering the general character or level of responsibility.

Signed by postholder	.....	Date	.....
Signed by Line Manager *for and on behalf of Mercian Educational Trust*	.....	Date	.....

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Person Specification– Teaching Assistant

Key Criteria in addition to the statements in the advert. Assessment, shortlisting & final selection will be assessed initially through candidates application forms and information. Shortlisted candidates will be further assessed through references and interview activities

Experience	Essential	Desirable	Experience	Essential	Desirable
Experience of working as a Teaching Assistant in a school		✓	Developing high quality learning resources, under the direction of the teacher.		✓
Experience of working with children with Special Educational Needs and Disabilities'.		✓	Experience of using assessment packages to accurately record pupil data.		✓
Experience of working with vulnerable children or young people with trauma/ adverse childhood events.		✓	Experience of phonics teaching.		✓
Experienced in building and maintaining successful relationships with children and other adults.	✓		Experience of assisting with the assessment, recording and reporting of pupils' progress.		✓
			Experience of using de-escalation strategies.		✓

Skills and Attributes	Essential	Desirable	Skills and Attributes	Essential	Desirable
The ability to follow and apply the teacher's instructions and clearly explain these to pupils.	✓		IT Literate.		✓
The ability and willingness to work flexibly within the school and attend INSET days as required.	✓		Demonstrate and promote the positive values, attitudes and behaviour they expect from the pupils with whom they work.	✓	
Ability to treat children and young people consistently, with respect and consideration, being	✓		Work collaboratively with colleagues, and carry out their roles effectively, knowing when to seek help	✓	

concerned for their development as learners. The ability to facilitate the pupil's independent learning. The ability to accurately record and report on pupils' progress.		 	and advice. The ability to develop high quality learning resources, under the direction of the teacher. Team Teach/ Price trained, or willing to undertake.		

Personal Qualities	Essential	Desirable	Education & Qualifications	Essential	Desirable
The ability to relate well to pupils, parents and staff. Remain calm under pressure. Personal resilience and compassion when working with children who can be demanding or abusive because of their trauma and SEND. Good team worker.	   		L2 Certificate in Learning Support (or an equivalent qualification). L3 in Supporting Teaching and Learning/ Child Development Willingness to undertake further training, as appropriate. • GCSE A*-C in English and Maths or • British regulated qualification framework level 2 and above or International English language testing system (IELTS) score of 5.0	 	

Safeguarding	Essential	Safeguarding	Yes	No
Ability to perform a role that involves constant contact with children.		This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020		
Ability to perform a role that **requires** engagement in regulated activity relevant to children.				