



Principal:
Mr K G Grainger MA

Vice Principal:
Mrs G Powell BA Hons

Assistant Principals:
Mr C Anderson BSc Hons
Mrs J Hart BA Hons
Mr N Huskinson M.Ed
Mrs A Keen MSc Hons
Mrs C Morris BSc Hons
Mrs E Renny BA Hons
Mr E Turner MSc Hons

September 2017

Dear Prospective Applicant

**SENIOR TEACHING ASSISTANT
TERM TIME ONLY (+ 5 Inset days)**

27.5 Hours per week

BGI 17 – 23 £11,220 - £13,425 per annum (actual salary) plus London Weighting

We are seeking to appoint a talented individual to the post of Senior Teaching Assistant at Rise@GHC, a specialist unit provision for learners with Autistic Spectrum Conditions and other related special educational needs. The role involves working with the teachers to deliver quality teaching that facilitates independence and progress for our young people.

The successful candidates will have Level 2 qualifications in English and Mathematics (GCSE Grade C or higher or equivalent). Prospective candidates are advised to study the person specification and job description for this post carefully.

This is an ideal opportunity for a well motivated individual with a range of skills to join a dedicated and friendly administrative team and to provide sensitive and professional care to pupils with Special Educational Needs and Disabilities (SEND) to enable them to access full time education. The majority of this work will take place within Rise@GHC but also extends to the main College site as required. Prospective candidates are advised to study the person specification and job description for this post carefully to ensure their suitability for the role.

Rise@GHC is a brand new learning centre for young people with specific learning needs that opened in September 2015 with the first intake of year 7 learners. The specialist unit serves pupils aged 11-19 with high functioning autistic spectrum conditions living in Bracknell Forest and other local authorities. Our aim is to provide specialist and personalised learning, care and support so that Rise@GHC pupils go on to achieve educational and personal success, and progress well to the next stage of their lives; to further education, the workplace or to commence work based training or apprenticeships.

Rise@GHC is part of Garth Hill College and operates from a site in Eastern Road, just a ten minute walk from the main college site, and a short distance from Bracknell and Wokingham College and the town centre. Pupils who attend Rise@GHC belong to the Garth Hill College community, wear the same uniform and benefit from the Garth Hill learning experience. This includes access to facilities at the main site as appropriate. Although it is primarily staffed by specialist teachers, therapists and support workers led by a dedicated Head of Centre, staff from the mainstream college also support the delivery of educational provision. There are good opportunities for collaborative working between specialist and mainstream areas of the College's educational provision, including work with external professionals.

The centre building comprises classrooms, small group rooms, some specialist rooms, interview and meeting rooms, some administrative accommodation, a kitchen and dining facility. Outdoor facilities include a small garden and play area. Please refer to the enclosed leaflet for further details.

At Garth Hill, I am fortunate to work with a well qualified and extremely dedicated team of staff. We are passionate about our pupils' learning, and the Garth Hill community. We seek the very best for

our pupils' education and their achievement. We are committed to providing the very best professional development programme to our staff so that our pupils benefit from excellent practice. This is because we are also committed to providing excellent service and care to all of our pupils and their families in all that we do, inside and outside the classroom. Finally, we believe that anyone can achieve, and beyond expectation, with relentless dedication, commitment and purposeful hard work. These are the same values that drive our involvement in the Rise@GHC project.

We work in a great learning environment (our new school building opened in September 2010) with superb facilities. Our success has been built upon high standards and expectations, but more importantly, we always try to learn, improve and do even better. We are genuinely excited by this opportunity to improve specialist provision in our community. We trust that you are too. If you possess the qualities listed, have the necessary skills and experience, believe that working with young people is a privilege and are ambitious for the future of Rise@GHC and Garth Hill College, we welcome your application.

Applications

Please find enclosed an application form, job description and person specification. Should you have any queries or like to arrange a visit please contact Mrs C Pascoe at the College on 01344 421122 or email on c-pascoe@garthhillcollege.com

CLOSING DATE FOR APPLICATIONS NOON ON 6 OCTOBER 2017.

Safeguarding Children

Please note that Garth Hill College is committed to safeguarding children. In line with our Safeguarding Policy, we adopt safe recruitment procedures and always check the suitability of applicants to work with children/young people through the appropriate authorities. Only applications submitted on the College's application form will be considered and the successful applicant will be required to undertake a full check and disclosure by the Disclosure and Barring Service. It is our normal procedure to request references on shortlisted candidates prior to interview.

Support and Professional Development

The College has acquired the 'Investor in People' standard. A range of support and professional development opportunities are available at Garth Hill College. These include:

- A comprehensive Induction programme for new staff
- Strong staff camaraderie with regular staff meetings/briefings
- An extensive in-house INSET Programme
- External INSET opportunities
- An active Staff Association
- Enrolment on 'The Living Leader' personal development course
- Use of on-site gym.

The Interview Process

If selected, the interview process will test and assess your fulfillment of the requirements for this position. As part of this process, you will be expected to attend a panel interview. The interview process will include consideration of your suitability to work with children and the interview panel will ask questions on safeguarding children/young people.

Yours sincerely



Keith Grainger
Principal