



Dear Candidate,

Learning Support Assistant (Level 1)

Thank you for your interest in our post. We encourage you to take a careful look at the enclosed Job Description and Person Specification and to research our work at Grange in as much detail as possible.

You will find that we are considered to be a successful school. Should you be interested enough to read our latest Ofsted report, you will read things that accurately describe Grange. If you apply for this post and are successful in being appointed to it, you would join a thoughtful, changing, restless, exciting, successful and, yes, challenging school.

Please also find enclosed "Guidance Notes for Candidates". Please read these notes carefully as they are written to help you complete your application effectively, they also detail the documents which you should complete and submit at this stage of the recruitment process.

Because of the large number of applications received by the School we regret to advise you that you will not be contacted unless you are shortlisted for the post and invited for interview. If you have not heard from the School within four weeks of the closing date, you should assume that you have not been successful on this occasion. This decision has been taken in the interests of efficiency and cost effectiveness. Therefore we take the opportunity now to thank you for your interest in our School and wish you good luck with your application.

May we remind you that the completed Application Form, Criminal Record Check Form along with any accompanying/supportive documentation must be received by noon of Friday 17th September 2010. Please ensure you use sufficient postage, failure to do so may result in your application not being received.

Yours sincerely

Angela Malloy
HR Support Officer

Telephone: 01274 775335

Email: amalloy@grangetc.org.uk

or, hr@grangetc.org.uk

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Overview

Grange Technology College is an oversubscribed High Performing Specialist College of over 1800 students with a Sixth Form of 350 students. We are committed to providing the highest standard of education for every student. High achievement is our priority and together with care, guidance and support of the highest quality we have created a positive, caring ethos where the ability of every student is recognised, developed and rewarded. We are an inclusive school celebrating the diversity and culture of all our students – the majority of whom are of South Asian heritage.

“Grange is an outstanding school. It provides students with a safe, inclusive and vibrant learning environment. Teaching is excellent and students respond with an enthusiasm and enjoyment for learning.” (OFSTED 2007)

We have recently been designated a ‘National Support School’, with a leadership role in supporting other schools in challenging circumstances. The Head Teacher is a National Leader of Education.






Our Vision

“Influencing the Future”

Everyone at Grange Technology College will be positive and creative members of society and will fulfil their potential.

Our Aims

Everyone at Grange Technology College will aim to:

-  Be aspirational in their expectations of themselves and others
-  Learn with enthusiasm and be self-motivated
-  Respect and support other members of the college and society
-  Contribute towards an artistic, scientific and technological society
-  Respect their own cultural traditions and beliefs and the diversity and richness of others

At **Grange Technology College** you will find we expect and accomplish high standards of behaviour. This is because teachers and students have very good working relationships that encourage learning. To support this we have extensive provision to manage and support our student behaviour, including Year Managers, mentors, learning support assistants, SEAL provision, a learning support unit and a unit for internal exclusions.

All staff at Grange are valued and supported in their professional development. Our **Training School specialism** reflects the importance we place on our staff development.

We are a very successful city school:

- **2010 awarded NSS/NLE status**
- Graded 'Outstanding' by OFSTED, December 2007
- 'High Performing Specialist School' designation
- Three specialisms: Technology, Training and Applied Learning
- CVA and FFT data show outstanding achievement (CVA was 1031 in 2009)
- 2009 - 5+ A* - C grades = 80% (including English and maths = 40%),
2008 - 5+ A* - C grades = 56%,
- Student attendance is 94%, amongst the highest of all Bradford Secondary schools

We aim to continue driving for improvement and recognise that we have a great capacity to improve further and, one major improvement is already underway.....

Grange Technology College is part of the Building Schools for the Future programme. Construction of our new innovative building which will transform our students' education into the 21st century has begun. A new secondary special school (Southfield School) will be co-located with us. We expect the new building to open in Spring 2011.

GUIDANCE NOTES FOR CANDIDATES

Applying for the Job

Thank you for your interest in applying for a role at Grange Technology College. Please read these notes carefully as they are to help you complete your application as effectively as possible.

Documentation required

- An accompanying Application Letter along with any relevant documentation / CV to support your application
- A completed Application Form
- A completed Criminal Record Check Form

Completing the Application Form

A completed Application Form is required for each role you apply for. Please note written applications must be completed legibly in black or dark blue ink, typewritten and online applications are also acceptable. Whilst completing the Application Form you should show your skills, knowledge and experience to demonstrate that you meet the criteria specified in the Person Specification and you meet the requirements of the role. You may include details of home based work, work in the community and your leisure interests to support your application.

You are advised to use the **Additional Information Page** to outline any additional information to support your application and explain to us how your skills, qualifications and experience are relevant to the role.

Please specify in the Language Section of the Application Form if you can speak fluently in Slovakian and/or Polish and English Language.

Please ensure **all Sections of the Application Form are fully completed** ie. *Personal details, Equal Opportunity and Employment, Disability, Health, Language Skills, Employment History, Education and Qualifications, Other Training.*

Once completed, Please ensure you sign and date the Form and return it to Angela Malloy, HR Support Officer, Grange Technology College, Haycliffe Lane, Bradford, BD5 9ET. Please ensure you use sufficient postage. Email applications should be sent to: HR@grange.org.uk

Applications must be received prior to the closing date stipulated on the job advertisement.

Qualifications

Where particular qualifications are classed as essential in the Person Specification, original certificates must be produced. They will be photocopied and the originals returned to you. This will be done at the interview stage.

For Teaching posts only You must provide your DfES reference number and advise whether you have QTS and are registered with the GTC for England.

Next Stage

Your application will be carefully considered and you will be contacted shortly after the closing date if you are shortlisted.

Equal Opportunities and Diversity

Grange Technology College is an Equal Opportunities Employer which is reflected in all aspects of the School, we welcome applications from all cultures, backgrounds and beliefs.

Grange has policies which seek to combat discrimination in any form including those derived from differences in race, gender, age, religion or belief, sexual orientation or disability.

All members of Grange, staff and students are expected to support such policies enthusiastically and to ensure that their activities reflect that commitment.

Disability

As an Equal Opportunities employer, Grange Technology College are committed to providing equality of access to employment and development opportunities for people from all parts of the community.

We encourage applications from disabled people who are under represented amongst our employees.

Immigration, Asylum and Nationality Act 2006

We are required by Law to ensure that applicants applying to work for us produce evidence that they are legally entitled to live and work in the United Kingdom.

As part of this, should you be invited to interview you will be requested to bring with you original documentary evidence to satisfy our obligations under the Act.

Further information of what you are required to bring with you will be provided at a later stage.

Child Protection

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

In consequence of the above please note that if you are selected for interview, in addition to your ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including: motivation to work with young people; ability to form and maintain appropriate relationships and personal boundaries with young people; emotional resilience in working with challenging behaviours; attitudes to use of authority and maintaining discipline.

The interview will include a 'personal' section where suitability for working with children will be explored, including any previous experience in this area. Any discrepancies or anomalies in the information provided or issues arising from references will be taken up at interview.

Policy on the Recruitment of Ex-offenders

There are a number of posts within Grange Technology College which are exempt from the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act (Exemption) Order 1975. These posts normally involve working with children or vulnerable adults (e.g. Teachers, Learning Support Assistant's).

This post is exempt from the Rehabilitation of Offenders Act 1974 and, therefore, you must declare all convictions – spent and unspent – and any cautions or bindovers. In addition you must declare that you are not on List 99, disqualified from working with children or subject to sanctions imposed by a Regulatory Body.

Enhanced CRB Check

At Grange Technology College all appointments will be offered subject to Enhanced Criminal Records Bureau (CRB) disclosure which will be submitted by us.

Therefore, all applicants must provide proof of identify as required by the CRB.

Applicants who have worked outside the UK. CRB checks will be undertaken in the usual way but may not be sufficient. In such cases additional checks may be required including obtaining certificates of good conduct from relevant embassies or police forces. In addition your right to work in the UK must be confirmed.

In the event of employment being offered if it is identified that you failed to disclose such convictions and/or the Enhanced Criminal Records Bureau Check (CRB) reveals undisclosed convictions this could result in disciplinary action being taken by Grange that could lead to your dismissal.

Should you be invited to interview further details regarding this and an outline of the accepted documentation will be issued to you.

Smoking

Grange Technology College operates a **No Smoking Policy** throughout the grounds and buildings.

Travel Expenses

Grange Technology College will pay reasonable travel expenses to those candidates invited to interview who live outside of the West Yorkshire area. Payment will be equivalent to that of 2nd class return train fare.

Data Protection Act 1998

The information contained within your application is being requested to enable us to make employment decisions and meet statutory obligations. Any information provided to Grange Technology College in this context will be treated confidentially and used only by members of Human Resources, Payroll, those involved in the Recruitment Process and during the course of your employment. Grange Technology College conforms to the guiding principles of the Act.

Applications will be destroyed after a period of 6 months from the end of the appointment of the successful candidate. However, the successful candidate's information will be carried forward onto the personal records held within the School.

References

If you are short listed we will take up your references in advance of interview, where possible. Referees may be contacted by telephone and asked to submit written references. One reference must be from your current employer and another from the last post in which you worked with children (if applicable).

Where you have worked with children the employer will be asked about disciplinary offences relating to children (if applicable), including any for which the penalty is time expired. They will also be asked whether you have been the subject of any child protection concerns and if so the outcome of any enquiry or disciplinary procedure

Any offer of employment will be subject to receipt of satisfactory references.

Grange Technology offers the following Benefits – Learning Support Assistant:

Holidays

As Term Time staff, please be aware holidays must be taken during School Holiday period only. Only under exceptional circumstances will requests for holidays, which fall outside of term time, be considered.




Salary / Hours

25 Hours Per Week, Monday to Friday Inclusive
Salary £6,925 - £8,771

Local Government Final Salary Contributory Pension Scheme

The Pension Scheme is run for Bradford Council by the West Yorkshire Pension Fund. All Support Staff on commencing employment will automatically become members of the scheme, although you have the right not to join the Scheme. The contribution rate depends on which pay category you fall into, but it will be between 5.5% and 7.5% of your pensionable pay.

Other Benefits include:

-  Opportunities for Staff Development including in-house training
-  Confidential, Employee Assistance Programme
-  Dining and Refreshment Facilities