Edgbarrow School



CANDIDATE INFORMATION
HIGHER LEVEL
TEACHING ASSISTANT

EDGBARROW SCHOOL Grant Road, Crowthorne, Berkshire. RG45 7HZ TEL: 01344 772 658

The Corvus Learning Trust is incorporated in England and Wales
Company number 11045796
Registered Offfice: Edgbarrow School Grant Road Crowthorne Berkshire RG45 7HZ

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Dear Applicant

Thank you for taking an interest in the advertised post at Edgbarrow School. We hope you find the information helpful in making your decision to proceed further in the application process. We make every endeavour to provide all candidates with equality of opportunity in the selection process. If you have any additional queries, please do not hesitate to contact the school.

The Trust, Governors and school community fully support our vision of 'Enjoy, Grow, Achieve'. We absolutely believe that academic progress can open doors and drive future success and happiness and we encourage candidates to have a love of learning. It is important that candidates also have a passion for ensuring that the curriculum meets the needs and aspirations of all our learners, regardless of ability. Academic progress happens when students are safe, happy and enjoying school life and therefore, personal development and co-curricular opportunities must be equally important and highly valued.

Edgbarrow School is an 11-18 mixed comprehensive academy and is a founder member of the Corvus Learning Trust. The school serves the students of Crowthorne Village in Bracknell Forest. There are approximately 1500 students on roll of which 400 are in the Sixth Form. Further information regarding the school can be obtained by visiting the school website at www.edgbarrowschool.co.uk.

Applications from suitably qualified and experienced candidates are welcomed via the online application system and any queries emailed to recruitment@edgbarrowschool.co.uk. This post is subject to an enhanced DBS and references.

Edgbarrow School is an outstanding, happy, and caring school and we look forward to receiving applications from suitable candidates for this important post. You will join a friendly, experienced and welcoming SLT who enjoy collaboratively working in the school. I would like to take this opportunity of expressing my best wishes to all those who apply and, whether or not you are successful in this particular application, to wish you success in your future career.

Yours sincerely

Mr Stuart Matthews

Headteacher

School Information & Vision

Thank you for your interest in this post. The enclosed literature is intended to give a better understanding of Edgbarrow School.

Edgbarrow School is a larger than average secondary school, one of six secondary schools within the Bracknell Forest borough, and the only one in the village of Crowthorne. The school is regularly oversubscribed, attracting over 500 applications for 210 places in 2025. The sixth form has grown considerably in the last five years (300 to 400).

We are very fortunate to have a stable, professional and highly committed group of teachers and support staff who work together to ensure that each student receives the best educational experience. Visitors, including parents, contractors and outside agencies frequently comment on the positive atmosphere that pervades the school, from a warm welcome at our reception that continues to be felt around the site. We are very proud of our students' attitude towards their school, learning and the way they behave.

Our Vision

Edgbarrow School is a learning community where all students and staff:

- Enjoy school life and are supported in achieving their full potential in their academic, creative and physical, moral, spiritual and personal development.
- Understand that learning and teaching have the highest priority and benefit from working within a vibrant, purposeful environment.
- Know that they can make a positive contribution and are valued as individuals, fostering mutual respect within a safe, caring and supportive community.
- Have the opportunity to develop their talents and acquire skills for life-long learning in an increasingly technological society.
- Are encouraged to be confident, motivated, healthy, enterprising and responsible citizens.

In order to help you understand the school and our priorities, we have tried to identify what defines Edgbarrow for those of us who work here. These can be summarised under the following headings:

1. **Achievement**
   - Attainment – excellent results at all key stages
   - Progress – excellent progress made by all students

2. **Reputation**
   The school at the centre of the community that trusts its young people will be cared for and provided with opportunities to develop all skills and talents

3. **Ethos**
   Staff and students enjoy purposeful working relationships to learn together in a safe, happy environment

4. **Ambition**
   Purposefully driven to be constantly improving by committed and hardworking governors, leaders, teachers and support staff reflected in the manner in which students engage and behave

5. **Post 16 Learning**
   Provision of an excellent resource to build a bridge between school and Higher Education or work.



Job Description

Job Title:	**Higher Level Teaching Assistant**
Grade/Salary Scale:	**Grade H**
Hours of Work	**35 hours per week** **Term time only plus 5 Inset days**
Notice Period:	**One month**
Reports To:	**Head of Department**
Job Purpose:	**The role of a HLTA is to work closely with a group of core SEND students to support their well-being, progress and attainment.**

Main Duties & Responsibilities

- Plan, prepare and deliver learning to individuals, small groups and/or classes modifying and adapting activities as necessary working with the classroom teacher.
- Assess, record and report on development, progress and attainment.
- Liaise with staff and other relevant professionals and provide information about students as appropriate.
- Use teaching and learning objectives to plan, evaluate and adjust lessons/work plans as appropriate within agreed systems of supervision.
- Assess the needs of students and use detailed knowledge and specialist skills to support students' learning.
- Support students in social and emotional well-being, reporting problems to the teacher as appropriate.
- HLTA are expected to undertake at least one of the following:
  a. Provide specialist support to students with learning, behavioural, communication, social, sensory or physical difficulties
    - b. Provide specialist support to gifted and talented students
    - c. Provide specialist support to all students in a particular learning area (e.g. ICT, literacy, numeracy, National Curriculum subject).

- Develop and implement Individual Development Plans for students (such as Individual Educational Plans), including attendance at, and contribution to, reviews.

- Support the role of parents / carers in students' learning and contribute to meetings with parents / carers to provide constructive feedback on student progress/ achievement etc.

- Contribute to the development of policies and procedures.

<u>The post holder will:</u>

- Actively support the School and Trust Equal Opportunities Policies.
- Contribute to the overall aims and targets of the school, appreciate and support the roles of other members of the school work team and attend and participate in relevant meetings as required.
- Be aware of and take part in the school's performance management framework and participate in training and development activities as required.
- The post holder is responsible for ensuring that the school child safeguarding policy is adhered to and concerns are raised in accordance with this policy.
- Carry out tasks as reasonably required by the Headteacher.

Such other duties as may from time to time be necessary, compatible with the nature of the post. It should be noted that the above list of main duties and responsibilities is not necessarily a complete statement of the final duties of the post. It is intended to give an overall view of the position and should be taken as guidance only.

Scope of Job (Budgetary/Resource control, Impact)
The post holder is line managed by the Head of Department.

The post holder does not hold any budgetary responsibilities.

Person Specification

Key Criteria	Essential	Desirable
Qualifications	Good literacy/numeracy skills. Grade 4 or above in GCSE Maths and English or equivalent. Grade 4 or above in GCSE Science or equivalent. HLTA qualification (For an appropriate candidate we would be prepared to pay for the qualification with training undertaken in the candidate's own time).	Any appropriate SEND training/qualifications. Level 3 Supporting Teaching & Learning in the Classroom. Level 3 or above qualifications in Science or related subjects. Have undertaken appropriate first aid training.
Competence Summary **(knowledge, abilities, skills, experience)**	Experience of working with or caring for children in a learning environment. Knowledge and understanding of child development, learning, the national curriculum and other basic learning programmes. Knowledge of relevant policies and legislation. Able to cope with personal needs of children and respond sensitively to pupils needs. Able to work effectively as part of a team, understand classroom roles and responsibilities and follow and interpret instructions and guidance. Able to use ICT to support learning and complete school administrative tasks. Able to relate to and communicate well with children and adults, motivate pupils to learn and respond sensitively and flexibly to children's competing demands. Experience of KS3/4 Science. Experience in providing learning feedback to pupils. Experience of being a self-starter, proactive in seeking innovative solutions to address gaps in learning. Able to motivate students to engage with learning.	Experience of working in an educational environment. Working knowledge of school timetable. Knowledge of statutory data reporting requirements such as school census.

Work related personal requirements	Committed to equality of opportunity. Ability to maintain strict confidentiality of information received and processed as part of the job role.	
Other work requirements	Suitable to work with children. Participate fully in the school Performance Appraisal Process. Participate in training and development opportunities to enhance and develop skills as required. Follow the school's ethos.	



How to Apply

Complete the online application form via TES.

1. References will be taken up for shortlisted candidates prior to the interview date. Corvus Learning Trust is committed to safeguarding and promoting the welfare of all students. Each student's welfare is of paramount importance. Successful candidates will be required to undertake an enhanced DBS check.

2. If you have any queries regarding this application process, please contact our HR department on 01344 772658 or email recruitment@edgbarrowschool.co.uk

POSITION:	**Permanent**
CONTRACT TYPE:	**35 hours per week**
	Term time only plus 5 Inset days
SALARY:	**£25,763 (actual salary inclusive of fringe allowance)**

Edgbarrow School is committed to safeguarding and promoting the welfare of children and young people and expects all who work at the school to share this commitment. Successful applicants will be subject to an Enhanced Disclosure from the Disclosure and Barring Service (DBS).

Any offer of employment is therefore conditional on clearance from the above, the receipt of two satisfactory references, a satisfactory medical questionnaire, proof of qualifications, overseas checks where applicable, and proof of right to reside and work in the UK.

Edgbarrow School is committed to protecting the health, safety and welfare of all employees. To this end, staff enjoy:

- Contributory Pension Scheme
- Employee Assistance Programme
- Working as part of a motivated and committed team
- Access to on-site fitness gym
- Cycle to work Scheme
- Eye Care Voucher Scheme

Further Information

School Links:

Kennel Lane School

Sandhurst

The Bulmershe

- Edgbarrow School
- School Prospectus
- Corvus Learning Trust

Curriculum:

The curriculum is organised within a two-week cycle. Each week is composed of 25 lessons, each lasting for one hour.

The Progress Department will work with students, both individually and in small groups, who need support to improve their literacy skills.

Key Stage Four: Years 10 and 11 (ages 14-16)

All students study a core of subjects: English and English Literature, Mathematics, Science, Physical Education and PSHEE. More able students have the opportunity to study Latin, Triple Science and/or the Extended Maths Certificate. All students sit a Philosophy, Ethics and Religion GCSE in Year 10.

In addition, students may choose three further subjects from:

- **GCSEs:**

  Art, Business Studies, Computing, Design and Technology (Product Design), Drama, Economics, French, Geography, History, Spanish, Physical Education. All students are required to select at least one subject from Geography, History, Computing, French, or Spanish.

- **BTECs, VCerts & Cambridge Nationals:**

  Business Studies, Hospitality and Catering, Creative iMedia, Music and Health and Social Care.

Sixth Form: Years 12 and 13 (ages 16-19)

In Years 12 & 13 students generally follow three subjects, leading to a full A level qualification and/or a Level 3 BTEC.

- **A Level Courses:**

  Art and Design, Biology, Business Studies, Chemistry, Computing, Design and Technology (Product Design), Economics, English Language and English Literature, French, Geography, Government and Politics, History, Mathematics, Film Studies, Music, Philosophy, Ethics and Religion, Photography, Physics, Psychology, Sociology, Spanish, Sport and PE and Theatre Studies.

- **BTEC/Vocational/AAQ Courses:**

  Criminology, Sport and Exercise Science, Business Studies, Health and Social Care, Mental Health and App Design.

Enrichment Opportunities

In addition to their examination courses, all students participate in an enrichment programme. This programme is focused on a range of activities designed to give students an opportunity to participate in, and benefit, their local community e.g. a range of sports teams, Duke of Edinburgh Award, Young Enterprise, Operation Wallacea as well as many department-based clubs.

School Examination Results:

- **Level 2 GCSE and BTEC**

We are very proud of the examination results achieved by our students over the past few years. Staff have worked hard with new data to track and monitor students and develop intervention strategies in order to help each individual to achieve their potential.

KS4	P8	A8	9-5 EM	9-4 EM
2026	+0.68*	54.41	63%	84%
2025	+0.49*	54.06	64%	81%
2024	+0.34	53.94	62%	81%
2023	+0.36	53.54	61%	80%
2022	+0.52	59.48	67%	87%

* This figure is estimated using KS2 CATS data, as this year group did not complete CATS.

- **Level 3 A Level and BTEC**

KS5	A*-B	A*-C	Overall Pass Rate
2026	54%	81%	98%
2025	57%	80%	99%
2024	62%	85%	99.6%
2023	61%	83%	99%
2022	69%	90%	99%

