



**Inspire Education Trust**

Together we achieve, individually we grow

# **RECRUITMENT PACK**

## Higher Level Teaching Assistant ERP



**Blue Coat**

Church of England School  
& Music College



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## WELCOME FROM OUR CEO



It is my pleasure to welcome you to Inspire Education Trust.

At Inspire Education Trust we are passionate about making a difference to the lives of our pupils. They are at the heart of everything we do and we strive to inspire all learners, and want all our schools to be the best they can be and for each and every child, to discover the skills, abilities, talents and interests that lie within them.

We believe in working in partnership, enabling us to ensure all children and pupils achieve their full potential. Our schools know the impact that working collaboratively can bring.

Our schools have a desire to question, change and innovate to ensure that what they provide enables our children to become successful learners, confident individuals and responsible citizens.

At the same time, we recognise the importance for each school to retain and promote their individual identity. Every school has its own context and challenges. This is why we encourage our member schools to lead and manage in a way that preserves that individual identity and responds to the specific needs of their children and community.

The combination of autonomy and collaboration across key areas of leadership and management, underpinned by shared values and best practice is what makes our schools special.

**Lois Whitehouse – CEO**

## Headteacher – Blue Coat CofE School & Music College



It is my great pleasure to welcome you to our school community. At Blue Coat, we are dedicated to providing a nurturing and inspiring environment where every student can thrive academically, socially, and spiritually. Our rich history and strong Christian values guide us in fostering a sense of belonging and purpose among our students.

Our vision is “Living life in all its fullness”. We exist to equip our students to live life in all its fullness by providing excellent education that is distinctively Christian and inclusive of all. We aim to provide a broad



and ambitious curriculum that offers all students the opportunity to flourish academically and achieve their God-given potential.

In John 10:10 in the Bible, we hear of Jesus saying that 'Life in all its fullness' is found in Him. It is God's desire to see us flourishing in abundant Kingdom living – so that inspires everything we are and all we do at Blue Coat.

We believe in the potential of every child and are committed to supporting their journey towards excellence. Our dedicated staff work tirelessly to create a dynamic and inclusive learning experience, encouraging students to explore their interests and develop their talents. We pride ourselves on the breadth and variety of our extra-curricular provision, with Music, Drama, and Sport playing a pivotal role in the wider educational experience we provide, demonstrating the importance of 'Togetherness' in our school community.

Our vision of 'Life in all its fullness' inspires and shapes our resulting school CHRIST values, which are at the heart of everything we do. As a school, we are proud of our diverse and vibrant community. We celebrate our students' achievements and encourage them to be compassionate, responsible, and active members of society. We strive to instil a love of learning that will last a lifetime, preparing our students to face the future with confidence and resilience.

We know that not all staff and pupils will be followers of the Christian faith, yet there is an expectation that all members of the school community are sympathetic and respectful of the place of individual faith in personal development. Our values therefore reflect the distinctiveness of the Christian faith and the Kingdom of God, yet can be applied by all stakeholders, no matter their spiritual or cultural background.

**Lisa Henden – Headteacher (Blue Coat CofE School & Music College)**



## ABOUT THE ROLE

<b>Post Title</b>	<b>Higher Level Teaching Assistant- ERP</b>
<b>Salary Range</b>	<b>Grade 4 £23,026 - £26,173 (Actual) £25,989 - £29,540 FTE</b>
<b>Reporting to</b>	<b>ERP Lead Teacher</b>
<b>Status</b>	<b>Permanent, 37.5 hours per week, TTO plus 5</b>
<b>Flexibility</b>	<b>Flexible working available, Part time/ Full time</b>

### Job Purpose

To work collaboratively with teachers and the SENCO/ERP Lead to plan, deliver and evaluate high-quality learning for pupils with Education, Health and Care Plans (EHCPs) placed in the ERP, and to facilitate purposeful inclusion in mainstream lessons. You will play a pivotal role in supporting our amazing young people with Education, Health and Care Plans to thrive within an inclusive environment promoting academic progress through an holistic and purposeful approach to learning. You will be working as part of a collaborative team working with the SENDCo, ERP Lead Teacher, Learning Support Assistants and teaching staff to plan, develop, deliver and evaluate high quality learning and intervention programmes to meet the needs of our young people.

### Duties and Responsibilities

(Under the direction and supervision of teaching/senior staff)

- Undertake appropriate planning and preparation of lessons and interventions for individuals, groups and whole classes.
- Deliver agreed lessons and learning experiences to individuals, groups and whole groups as required.
- Assess and report the development, progress and attainment of pupils.
- Use specialist skills to undertake those activities necessary to meet the wide range of physical and emotional needs of pupils within a special school, including those pupils with learning difficulties/disabilities and those with other special educational, physical or emotional needs.
- To work collaboratively with classroom teachers in the planning and implementation of personal plans for individuals or groups of pupils.
- Establish productive working relationships with pupils providing feedback to them in relation to progress and achievement.



- Manage, prepare and maintain equipment and teaching resources for lessons and activities including the control of stock within the classroom.
- Undertake general classroom administrative tasks as required by the classroom teacher.
- Undertake supervision and discipline of pupils within the procedures of the school.
- Promote pupil independence in learning and curriculum access and employ strategies to recognise and reward achievement of self-reliance
- Support the implementation of specialist programmes under the guidance of the multidisciplinary team, for example speech and language therapists, physiotherapists, sensory support or occupational therapists.
- Liaise sensitively and effectively with other professional staff and when reporting information from/to parents/carers, contributing to meetings to discuss a specific child's progress as appropriate.
- Assist at an appropriate level and within the school's protocols, with the provision of general care and specific care and the welfare of pupils.
- Support and contribute to the overall ethos/work/aims of the school.
- Assist with the supervision of pupils outside of lesson times, including before and after school and during lunchtime.
- Participate in personal and professional development activities to meet the changing demands of the job.
- Attend and participate in relevant whole school and class meetings as required.

### **Other Duties**

- Prepare/clear classroom as directed before and after lessons, including the preparation of visual aids, and the display and presentation of pupil's work.
- Assist at an appropriate level, and within the school's protocols, with the provision of general care and welfare of pupils which may include: assist with the personal hygiene routines, e.g. toilet training, changing of incontinent children, dressing and undressing; the changing of soiled clothing and its disposal in an appropriate way; assisting with children's injuries and, where appropriately qualified, administering first aid; assist with the administering of medicines under the direction of the appropriate medical staff; assist with the identification and monitoring of children's general health and welfare.
- Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Support and contribute to the overall ethos/work/aims of the school.





- Assist with the supervision of pupils outside of lesson times, including before and after school and during lunchtime.
- Assist with group activities within and away from the classroom/school, such as PE and educational visits.
- Participate in personal and professional development activities to meet the changing demands of the job and encourage and support other staff in their development and training.
- Attend and participate in relevant meetings as required.
- Any other duties and responsibilities within the range of the salary grade.

### **Safeguarding and Child Protection**

- Knows what to do if they have concerns about a child.
- Takes on the responsibility for providing a safe environment and promoting children's welfare.
- Undertakes regular safeguarding and child protection training.
- Familiarises themselves with *Keeping Children Safe in Education part 7* (KCSIE) and local policies and procedures as directed by the trust/academy.

All staff are expected to know what to do if they have concerns about a child, take on the responsibility for providing a safe environment and promoting children's welfare, undertake regular safeguarding and child protection training and, familiarise themselves with KCSIE part 1 and local policies and procedures as directed by the trust/academy.



PERSON SPECIFICATION – Higher Level Teaching Assistant ERP		Essential	Desirable
<b>Education and Qualifications</b>	Five GCSEs Grade C/4 and above or their equivalent including English and Mathematics	✓	
	An excellent standard of both written and oral English	✓	
	Willingness to undertake further relevant training	✓	
	Higher qualifications or relevant qualifications at A level or above		✓
	First Aid Qualification (or willing to be trained)		✓
<b>Experience</b>	Recent experience of working with young people either in a school setting, as a parent, or involvement in voluntary work such as a youth group, cubs, brownie or similar organisation	✓	
	Experience of communication with a range of individuals, including parents/carers and outside agencies	✓	
	Experience of using a range of computer packages including Microsoft Office	✓	
	Experience of working within in a school or educational environment		✓
	Experience of working with small groups in a tuition or intervention setting		✓
<b>Skills and Knowledge</b>	Knowledge of inclusion / SEND including Cognition and Learning (e.g. MLD), Communication and Interaction (e.g. ASD), Physical and Sensory (e.g. visual impairment) or Social, Emotional and Mental Health needs (e.g. anxiety)	✓	
	A good understanding of the needs and characteristics of students across the age range 11-19	✓	
	Knowledge and understanding of child development and the way children learn	✓	
	An awareness of, and sympathetic approach towards the difficulties likely to face children with special needs	✓	
	An understanding of equal opportunity issues and an awareness of what this involves	✓	
	An understanding of the roles played by various adults in a student's education		✓





	Knowledge of education initiatives		✓
<b>Personal Qualities</b>	Able to generate a positive approach to learning for all students	✓	
	Dedicated to our vision that all children are entitled to a first-class education	✓	
	Possesses a genuine belief that all children are equal and celebrates the diversity in our school communities	✓	
	Self-motivated and able to work on own initiative without supervision	✓	
	Works with honesty and integrity	✓	
	Emotional resilience in working with challenging behaviour	✓	
	Recognises the importance of protecting their own personal wellbeing	✓	
	Committed to making children feel happy, safe and secure	✓	
<b>Safeguarding and Child Protection</b>	Understands their role in safeguarding and protecting children or a keen willingness to learn this	✓	
	Develops appropriate professional boundaries with children. Knows not to build friendships	✓	
	Awareness of the key safeguarding processes in schools or willingness to understand these	✓	
	In-depth understanding of the requirements of Keeping Children Safe in Education		✓
	A realistic appreciation of the challenges involved in working with children		✓
	Committed to improving safeguarding processes and practices. Sees it as part of their job		✓
<b>Professional Development</b>	Willing to participate in further appropriate professional development	✓	
	Positive approach to own continuous personal professional development and training		✓



CORE COMPETENCIES
Clear understanding and commitment to safeguard and protect children
Adopts an inclusive approach respecting diversity in all forms
Conscientiously adheres to school / trust policies and procedures and works ethically
Works in a way, which abides to the school values of <b>Care, Hard Work, Respect, Integrity, Servanthood</b> and working <b>Together</b>
Embraces the vision “Living life in all its fullness” and devotedly helps all students achieve this

This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Criminal Record Disclosure will be required prior to appointment.



## ABOUT INSPIRE EDUCATION TRUST

Inspire Education Trust is an Multi Academy Trust that grew from a shared belief that children deserve a first-class education, so that each child and student understands what they are capable of, and what talents they have, and strives for excellence in themselves to succeed in the next stage of their education and the world of work.



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We understand that every member of our staff is here for the best interest of our children. With them, we want to ensure that every child is valued and that the unique identity of each of our schools is protected, celebrated, and recognised for the contribution it makes to ensuring our pupils have the best education and experiences.

### **Inspire Education Trust is made up of 8 schools.**

Arley Primary School, New Arley, Warwickshire (2024)  
Blue Coat Church of England School & Music College, Stoke, Coventry (2020)  
Clifford Bridge Academy, Binley, Coventry (2015)  
Frederick Bird Primary School, Hillfields, Coventry (2024)  
Hearsall Community Academy, Earlsdon, Coventry (2017)  
Stockingford Academy, Nuneaton, Warwickshire (2019)  
Walsgrave Church of England Academy, Walsgrave, Coventry (2015)  
Whittle Academy, Walsgrave, Coventry (2015)

### **Our Trust Motto encapsulates the beliefs and ideals of our family of schools.**

*"Together we achieve, individually we grow"*



## KEY FACTS AT A GLANCE

**7 PRIMARIES & 1 SECONDARY**

**MIXED MAT – 2 CHURCH OF ENGLAND SCHOOLS**

**5,000+ PUPILS AS OF JAN 2024**

**709 STAFF**

**OPERATING OVER 2 LOCAL AUTHORITIES**





## MAKING AN APPLICATION

Applications for this post will only be accepted using the electronic application form on the My New Term website: <https://www.ietrust.org/vacancies/>

The closing date for applications is Monday 2<sup>nd</sup> February 2026.

Applicants are advised to contact [schooloffice@bluecoatschool.com](mailto:schooloffice@bluecoatschool.com) if they wish to organise a visit to the school.

Shortlisting will take place and all candidates will then be contacted by email.

Shortlisted candidates will need to be available for interview on the week commencing Monday 9<sup>th</sup> February.

If you have any questions relating to the application process, see the FAQ's page and if you still have a question - please do let us know by contacting [catherine.alexander-gamble@isetrust.org](mailto:catherine.alexander-gamble@isetrust.org)

We look forward to hearing from you.

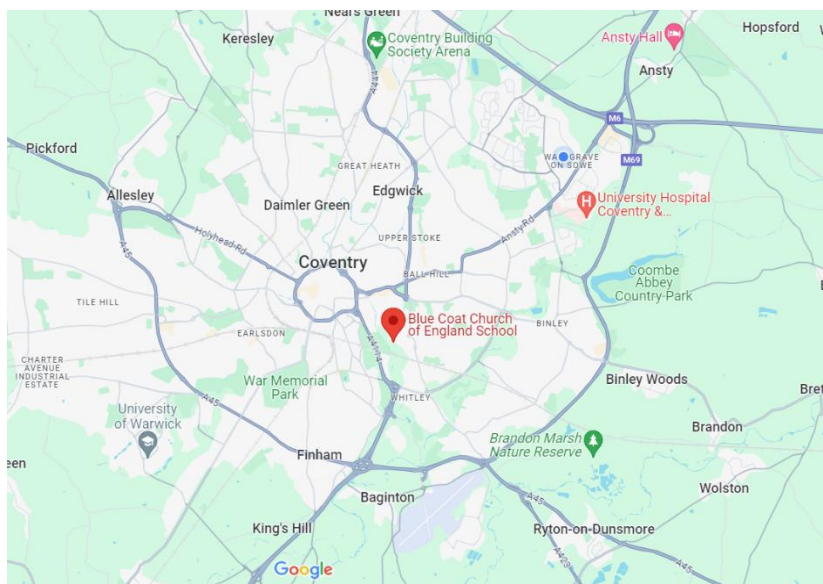






## HOW TO FIND US

If you arrange a visit or are successfully shortlisted for an interview, then you will need to visit our school. Please see the below for guidance and directions on how to find Blue Coat School.



### ADDRESS

Blue Coat C of E School  
Terry Rd  
Coventry  
CV1 2BA

*A 5-minute drive from  
Coventry City Centre, and  
an 8–12-minute drive from  
Coventry Rail Station.*

### PARKING

As you arrive at the front gate, there is an intercom that you can ring the office with, they will then direct you through the gates. It is most likely that you will need to park in the visitor's car park. See the circled below for parking locations.





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# RECRUITMENT PRIVACY NOTICE INSPIRE EDUCATION TRUST

## Who is collecting your data?

Inspire Education Trust is a data controller for the purposes of the General Data Protection Regulation and domestic legislation. The personal data that you provide will be used in connection with your application for vacancies at the Trust. If we make an offer of employment, the Trust will provide a fully informed privacy notice to employees.

## Why are we collecting your data?

- So we can process your application to the next stage
- Check and verify your identity
- Ensure your suitability for the position advertised including contacting references from your noted referees, provided you have confirmed their consent to be contacted for this purpose
- For research, analysis and statistical purposes
- Meet our statutory obligations under the Equality Act 2010

## What is being collected?

The information you provide us within submitted forms is collected to enable us to consider your suitability for the vacancy. This includes:

- Name and contacts details (phone number, email and address).
- Previous work history and experience
- Education, training and qualifications
- Referee contact details

We also process special category data such as:

- Religion
- Ethnicity
- Disability Issues

We ensure we keep our records up to date by logging these on the TES platform in which you made your application. If you are successful in your application, we will provide you with further details about how we will process your personal data.

## Do we share your data?

Information on application forms and notes made during the interview process are not shared if an offer of employment is not made. If an application is successful, a workforce privacy notice will be provided to you, detailing how we will use your personal data.

## Your Rights.

You can see your rights in relation to the application by visiting <https://ico.org.uk/your-data-matters>

## Retention

Unsuccessful candidates' application forms will be destroyed after 6 months.

Successful applicants will be provided with a fully informed employee privacy notice alongside their contract. The information provided on this form will be stored with the successful applicant's personnel file. This is kept in line with the School's record retention schedule. This can be found on the School website.



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