



STOKE DAMEREL COMMUNITY COLLEGE/ SCOTT MEDICAL AND HEALTHCARE COLLEGE



Proud to be part of the

GREENSHAW
LEARNING TRUST

RECRUITMENT PACK

Stoke Damerel Community College,
Somerset Place,
Plymouth, PL3 4BD
Telephone: 01752 556065

Scott Medical and Healthcare College
Somerset Place
Plymouth PL3 4BZ
Telephone: 01752 987010

Email: info@sdcc-smhc.net



Dear candidate

Thank you for your interest in the role of Teaching Assistant at Stoke Damerel Community College and Scott Medical and Healthcare College. We are proud members of the Greenshaw Learning Trust, a 'family' of like-minded schools, that collaborate to provide mutual support, share their good practice and learn from each other, whilst retaining and developing our own distinctive character.

The Trust is a vibrant and forward-thinking community of teachers, support staff and learners committed to educating the 'whole child' to improve life chances, whilst securing the best possible outcomes for students. We encourage all young people to work hard and make the most of the opportunities they are given. Our amazing team of teachers and support staff themselves demonstrate and encourage a lifelong love of learning, both within and beyond our curriculum.

As one of the highest performing multi-academy trusts in the country, we currently have schools across South London, Berkshire, Surrey, Gloucestershire and South Gloucestershire, and Plymouth. We are continuing to grow and have further schools joining us on a regular basis.

We strive to be an inclusive and diverse employer and we encourage applications from underrepresented demographics. We recognise the need to achieve a good work-life balance and encourage discussions regarding flexible working across our schools and Shared Service teams. We aim to create the conditions under which our colleagues are able to thrive and to deliver exceptional work for the young people and communities which we serve. To get a feel of life at Greenshaw Learning Trust, please download our 'Why you should work for GLT' recruitment brochure on our jobs portal.

Stoke Damerel Community College and Scott Medical and Healthcare College are committed to safeguarding and promoting the welfare of children and young people, therefore this appointment will be subject to vetting, including an enhanced DBS disclosure.

The school website provides a clear picture of our aspirations and our vision: however, please do not hesitate to contact us to seek further information from our School HR Manager, Sarah Miller: smiller@sdcc-smhc.net. We very much look forward to receiving applications from candidates whose personal qualities, values and experiences support and reflect ours.



Yours sincerely

Anita Frier, Principal

ABOUT OUR SCHOOL

The Stoke Damerel & Scott College campus is based in the heart of the city centre of Plymouth with stunning view of the Plymouth Sound and easy walking distance of the most accessible city waterfront. We are a vibrant and forward thinking community of teachers and learners. Our students, staff and governors believe that Stoke Damerel and Scott Medical & Healthcare College are very special schools - caring, happy, aspirational. We have an excellent teaching and support staff team who themselves demonstrate and encourage a lifelong love of learning, both within and beyond our curriculum.

Our colleges foster a culture of high expectation and aspirations, which is inherent in everything we do. Students are justifiably proud of their schools and their achievements and there is a strong sense of collaboration where students and staff are united in their desire to learn and improve. Our teaching staff embrace new pedagogical practice and the latest technology to offer students 24/7 learning.

Our schools have built our ethos on a strong set of core values which underpin everything that we do. Our aim is to give students a greater chance of success in whichever field they wish to work in. We value the wider education of every child and have a broad programme of character development opportunities including international travel and adventurous trips to give our students the very best chance of success.

Stoke Damerel Community College is a 11-18 mixed comprehensive school with approximately 1300 students, including our Sixth Form.

Scott Medical Healthcare College is a 14 - 19 mixed studio school with approximately 50 students per year group, specialising in a curriculum and vocational enrichment programme tailored towards students wishing to follow a career in medicine and healthcare

TERMS AND CONDITIONS

CONTRACT

Permanent

SALARY

- Salary calculated in line with NJC Grade B pay scale, points 03 - 04, £24,796 - £25,185 per annum (£15,893 - £16,142 per annum pro-rated). Starting salary and pay points will be aligned with relevant regional NJC spine on appointment, dependent on the location of the postholder.

HOURS OF WORK

27.5 hours per week x 39 weeks per year (Term-time, plus INSET days)

PLACE OF WORK

Stoke Damerel Community College and Scott Medical and Healthcare College, Somerset Place, Plymouth..

PENSION SCHEME

- Under the Social Security Act 1986 the post holder has the right to make their own pension arrangements. They may choose to contribute to the Local Government Pension Scheme (LGPS) or a Personal Pension Scheme. Details of the Local Government Pension Scheme are available at: <https://www.lgpsmember.org>
- GLT will recognise continuous local government service for redundancy purposes in line with the Redundancy Payments (Continuity of Employment in Local Government, etc) (Modification) Order 1999.

HOLIDAY ENTITLEMENT

- The postholder will be paid an enhancement for holiday pay, which is included in the salary details above

PROBATION PERIOD

New employees are required to complete a six-month probationary period.

STATUTORY CHECKS

All employment offers are made subject to checks in line with Government guidance (some of which are dependent upon the role/individual). These include: online checks, evidence of identity and right to work in the UK, an enhanced Disclosure and Barring Service check, overseas criminal record check if the successful candidate has worked or resided overseas in the last five years, confirmation of a satisfactory medical report, satisfactory references, evidence of qualifications, DfE teaching/management barred list check.

JOB DESCRIPTION

Post:	Teaching Assistant
Responsible to:	SENDCo / Deputy SENDCo
Responsible for:	N/A

ROLE OVERVIEW

The Stoke Damerel and Scott Medical and Healthcare College Campus is passionate about inclusion and supporting all our students. SEND across the campus is mostly in line with National averages, but the main areas of need are communication and interaction and social, emotional and mental health.

As a Teaching Assistant you will be part of a team which supports our young people throughout their college day. Providing pastoral, academic support and delivering interventions to help create and maintain a purposeful learning environment. Teaching assistants contribute to the evaluation of the college's SEN Policy and practice through discussions with relevant staff. Teaching assistants attend appropriate in-service training and college team meetings alongside meetings with external agencies as required

MAIN DUTIES AND RESPONSIBILITIES

- To provide in-class support for identified individual students or small groups of students including specialist subject support as appropriate
- Under the direction of the class teacher, to assist in the management of the whole class through the overt modelling of effective behaviour management techniques
- Under the direction of a class teacher, SENCO, to develop and lead small group work for identified students supporting their ability to manage the symptoms of their SEMH, including anxiety as well as to contribute to the appropriate paperwork for these groups
- To assist in the production of teaching and learning materials for students, including differentiating the materials
- To provide after college support for identified students as required
- To provide regular feedback to the class teacher and to the SENDCo or the relevant line manager
- To provide support for students with social, emotional and mental health difficulties
- To use appropriate systems for recording the progress of students with learning difficulties
- To provide data and information to inform Annual and Transition Review paperwork, PSPs (Pastoral Support Programmes), Pen Portraits and Academic Reporting

COMMUNICATIONS, MARKETING AND LIAISON

- To communicate effectively with the parents of students as appropriate
- Where appropriate, to communicate and cooperate with persons or bodies outside the campus.

- To follow agreed policies for communications in the campus
- To take part in marketing and liaison activities such as Open Evenings, Academic Review Days, liaison events with partner schools, etc.

PERSONAL RESPONSIBILITIES

- To play a full part in the life of the campus community and to encourage staff and students to follow this example
- To actively promote campus policies and procedures
- To be responsible for own continued professional development
- To comply with the campus's Health & Safety policy and undertake risk assessments as appropriate.
- To be courteous to colleagues, visitors and telephone callers and provide a welcoming environment
- To attend meetings scheduled in the campus calendar punctually
- To adhere to the campus's Safeguarding Policy.

STAFF DEVELOPMENT

- To continue personal development in the relevant areas, including subject knowledge and teaching methods.
- To engage actively in the Performance Management process.
- To participate in whole school professional learning programmes.
- To take part in the staff development programme by participating in arrangements for further training and professional development.

SAFEGUARDING

- Be keenly aware of the responsibility for safeguarding children and to help in the application of the Safeguarding Policy within the school.
- Comply with the school's Safeguarding Policy to ensure the welfare of children and young persons.
- Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people therefore this appointment will be subject to vetting, including an enhanced DBS disclosure.

Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment.

The duties and responsibilities in this job description are not restrictive and you may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

PERSON SPECIFICATION

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, demonstrating experience and where appropriate citing supporting examples, within their application.

	Essential	Desirable
Qualifications and training		
Strong academic record, including English and Maths GCSE at Grade 4/5 or grade C or above	x	
Experience of working with young people in a paid or voluntary setting	x	
Ability to relate well to children and adults	x	
Ability to work in a team and as an individual	x	
Good verbal and written communication skills	x	
Level 2 Teaching Assistant Certificate		x
Good level of computer literacy		x
Understanding of relevant policies/codes of practice and awareness of relevant legislation		x
Skills and experience		
Good Basic understanding of child development and learning.	x	
The ability to work constructively as part of a team, follow line management structures and understand classroom roles and your own position within those responsibilities.	x	
The ability to take the initiative to support students presenting with a range of SEND	x	
The ability to work in a flexible way and think 'outside the box' in order to co-produce learning plans that support a young person's resilience	x	
To show commitment to the SEND team to ensure that it continues to develop strength and expertise across the broad areas of SEN	x	
Good Basic understanding of child development and learning.	x	
Knowledge of strategies to recognise and reward efforts and achievements along with the ability to encourage students to become resilient, self-reliant and independent learners	x	
Knowledge of the broad areas of SEND	x	

Experience of working with children who present with anxiety and other social, emotional and mental health difficulties	x	
Good behaviour management.	x	
Able to adapt activities to suit the child	x	
Proven successful experience working within an educational setting		x
Proven successful experience working with children with SEN needs		x
Personal attributes		
To be able to form empathetic relationships with young people and be able to communicate their needs effectively to other professional	x	
Excellent communication with children and parents/carers.	x	
Possess strong interpersonal skills	x	
Be dependable, able to follow instruction and respond to management directions	x	
Have a willingness to extend skills through appropriate training		x
Have the personal ambition to take a lead role in an area of need within the department		x

THE RECRUITMENT PROCESS

APPLICATION

To apply for a vacancy, please register for an online account and complete the online application form on the GLT website. In the application form you should demonstrate how you meet the requirements set out in the person specification. Include specific examples which support your application. You will have the opportunity to upload additional documents in support of your application if required.

Please ensure you enter your correct email address when registering for your online account. This is the email address we will use to contact you about your application.

Applications must be received no later than **11.59pm on Tuesday 1st September 2026**. Applications received after this date will not be considered. We reserve the right to interview candidates as applications are received and close the advert prior to the closing date should an appointment be made.

INTERVIEW PROCESS

The interview date is to be confirmed. Shortlisted applicants will be invited by email to attend an interview. References may be taken up after shortlisting. Please indicate on your application form if you are happy for us to do so. As part of your interview, you may be asked to undertake a practical test related to the knowledge and abilities in the person specification.

TAKING UP POST

The successful applicant will take up the post as soon as possible.



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